MR# 24-040
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Administration/Clerks	Beth McEwen		907-586-5278x4175
Department Head Signature	**Date**	**Original RQ #**	**Estimated Cost**
Elizabeth J McEwen	7/5/2023		$ 57300.00
Is this Procurement State or Federally funded?	○ YES	◉ NO	

Reason for Modification Request:

Please complete this form and attach all supporting documents.
Give complete, accurate, detailed explanation of your request. Please be specific.

To purchase Public Notice advertising as required by CBJ Charter & Code for publication in a newspaper of general circulation - the Juneau Empire is the only such publication in Juneau. For purposes of "publication" the City Manager and City Attorney have deemed that publication in the online version of the Juneau Empire is considered sufficient to meet the public notice purposes.

◉ **Sole Source:** The purchase of a commodity or service from the only known single source. *Attach verification.*
Code Provision: 53.50.090 (c)

○ **Class 2 Emergency:** A circumstance that poses a threat to the health, welfare or safety of the public.
Code Provision: 53.50.090 (L)

○ **Rider to Another Contract:** A vendor may extend another government agency's bid or contract pricing to CBJ. The proposed purchase must meet CBJ purchasing requirements and must have been competitively bid.
Code Provision: 53.50.090 (f) **Agency:** _____ **Contract #:** _____

○ **No Substitute:** A request for a specific brand name and model number of a particular item to be purchased. The item must be available from more than one supplier.

○ **Other:** Clear explanation is required. **Code Provision**: (if applicable) _____
Explanation:

Approved By:

Renée Loree — 07/05/2023
Purchasing Officer — **Date**

See contract signature for approval
City Manager — **Date**

FY	RQ	$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____