



MR# 24-183  
Assigned by Purchasing Div.

## MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name	Telephone #
Engineering & Public Works, Administration	Dianna Robinson, Env. Proj. Spec.	907-586-0800 ext. 4197
Department Head Signature	Date	Original RQ #
		10350
		\$ 17,000
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.*

As part of our outreach, this purchase is for a mail out to an estimated 9,000 residents for a Fats, Oils, and Grease (FOG) magnet. There are no local vendors capable of printing and direct mailing these in Juneau. After researching Online, the only company capable of meeting our needs is Magnets.com. They can print the flier, attach the custom magnet, and direct mail the cards.

**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

10/13/2023

**Purchasing Officer**

**Date**

**City Manager**

**Date**

FY	RQ	\$ Amount	PO #	Purchasing Approval

**Purchasing Officer Comments:**

**Expiration Date:** \_\_\_\_\_

## Breckan Hendricks

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**From:** Dianna Robinson  
**Sent:** Monday, October 2, 2023 12:40 PM  
**To:** Breckan Hendricks  
**Subject:** MR for Magnets  
**Attachments:** Backup for MR for FOG Magnet Purchase FW Question - Postcard Size Magnet Mailout for Utilities FOG .msg; RE: Question and quote

Hi Breckan,

I haven't gotten an exact quote (I'm working on that), but I do know that we will need an MR for this project.

Joemer with the Print Shop cannot do this, and he mentioned that only AK Litho might have the ability to do so. I checked with them (attached) and it is not something they can do. After an internet search, **only one company, Magnets.com, can print the flier and attach the magnet as well as direct mail the cards.** I'm not positive yet, but I believe that this will come in under \$17,000.

Thank you,

**Dianna Robinson** (she/her)  
Environmental Project Specialist  
Engineering & Public Works  
Ph: 586-0800 ext. 4197



155 S. Seward St. | Juneau, AK 99801

## Breckan Hendricks

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**From:** jessica@aklitho.com  
**Sent:** Monday, October 2, 2023 9:48 AM  
**To:** Dianna Robinson  
**Subject:** RE: Question and quote

Hi Dianna,

This is not something we'd be able to produce.

Thank you,

Jessica Thomson  
Office Manager  
Alaska Litho Inc.  
907-586-3170  
[jessica@aklitho.com](mailto:jessica@aklitho.com)



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**From:** Dianna Robinson <Dianna.Robinson@juneau.gov>  
**Sent:** Friday, September 29, 2023 1:26 PM  
**To:** Orders@aklitho.com  
**Subject:** Question and quote

Hello,

I tried to send a form through your website, and I'm not sure it sent, so I'm sending it also in an email!

I'm looking to have a mailer with a magnet attached direct-mailed to about 9,000 households. For reference, it's something like this: <https://www.magnets.com/refrigerator-magnets/direct-mail-magnets/custom-seal-laminated-direct-mail-postcard-w-3-5x4-magnet.html>

I wanted to see if you could produce something like this before I went with an online company. I'd like them to be mailed out the second week in November.

Thanks!

## Breckan Hendricks

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**From:** Breckan Hendricks  
**Sent:** Friday, September 29, 2023 10:27 AM  
**To:** Dianna Robinson  
**Subject:** Backup for MR for FOG Magnet Purchase FW: Question - Postcard Size Magnet Mailout for Utilities FOG

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**From:** Joemer Gonzales <Joemer.Gonzales@juneau.gov>  
**Sent:** Thursday, August 3, 2023 10:25 AM  
**To:** Breckan Hendricks <Breckan.Hendricks@juneau.gov>  
**Cc:** Dianna Robinson <Dianna.Robinson@juneau.gov>  
**Subject:** RE: Question - Postcard Size Magnet Mailout for Utilities FOG

Morning, Alaska Litho is the only printing company that can print directly on to magnet at a good price. Alaska Litho purchased an offset printing system specific for printing on media like magnets. Others can print via large format printing but are very costly to produce thus higher prices.

Thank You!  
Have a good day!

Joemer Gonzales | Printing Services Coordinator



“Man who catch fly with chopstick, accomplish anything.” - Mr.Miyagi -

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**From:** Breckan Hendricks <[Breckan.Hendricks@juneau.gov](mailto:Breckan.Hendricks@juneau.gov)>  
**Sent:** Thursday, August 3, 2023 10:20 AM  
**To:** Joemer Gonzales <[Joemer.Gonzales@juneau.gov](mailto:Joemer.Gonzales@juneau.gov)>  
**Cc:** Dianna Robinson <[Dianna.Robinson@juneau.gov](mailto:Dianna.Robinson@juneau.gov)>  
**Subject:** Question - Postcard Size Magnet Mailout for Utilities FOG

Hello Joemer,

We are looking to do an order of 10,000 – 17,000 postcard size magnets. I assume this is not something you can do in-house. Do you know who might be a good vendor to utilize? Maybe Alaska Litho? We will be mailing these out as early as the end of November.

**Breckan Hendricks | Administrative Officer**  
[Engineering & Public Works](#) | City & Borough of Juneau, AK  
Location: 230 S. Franklin Street, 3<sup>rd</sup> Floor Marine View Building  
**Office: 907.586.0800 ext. 4181**