CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

MR# 24-260
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Juneau Police Department	Juvenalia Demedeiros		907-500-0686
Department Head Signature	**Date**	**Original RQ #**	**Estimated Cost**
Tracy Campbell	01/26/2024	10496	$ 8,000.00
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.

JPD is requesting a sole source exemption for USPS postage. JPD leases a Pitney Bowes postage machine, and funds are deposited into a Pitney Bowes reserve account to fund postage as it's withdrawn from the machine.

◉ **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 — 01/29/2024
Purchasing Officer — **Date**

_____ _____
City Manager — **Date**

FY	RQ	$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____