CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

MR# 24-360
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
P&R Park Maintenance	Colby Shibler		907-364-2800
Department Head Signature	**Date**	**Original RQ #**	**Estimated Cost**
Lauren Verrelli	5/17/24	10743	$ 9,138.15
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.

Major repairs are needed for our Bobcat skid steer loader and fleet doesn't have the time or manpower to complete the repairs. Fleet supervisor recommends taking the machine to Bobcat of Juneau for repairs as they are the only Bobcat dealer/repair shop in Juneau.

◉ **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 — 05/23/2027
Purchasing Officer — **Date**

_____ — _____
City Manager — **Date**

FY	RQ	$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____