Posting Notice/Posted kc 09.18.26

26-104

MR# _____

Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Mayor/Assembly (via Admin)	Breckan Hendricks		907-586-5278 x.4175
Department Head Signature	**Date**	**Original RQ #**	**Estimated Cost**
Breckan C. Hendricks	8/28/2025	12110	$ 14,846.95
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.

The City and Borough of Juneau (CBJ), through its Assembly, is a member of the Southeast Conference (SEC), which requires annual dues. The SEC is the federally designated Economic Development District for Southeast Alaska. As the Capital City and primary regional hub, it is important for Juneau to maintain a strong presence in the SEC network. The Assembly designates one member as Liaison, and some CBJ staff also serve on the SEC Board.

◉ **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 — 09/04/2025

Purchasing Officer — **Date**

_____ — _____

City Manager — **Date**

FY	RQ	$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____