



APPENDIX D – FORM: EXCEPTIONS TO STANDARD CONTRACTS

City and Borough of Sitka

EXCEPTION TO STANDARD CONTRACTS FORM

DATE INITIATED: _____

REQUESTED BY: _____

PROJECT NAME OR DESCRIPTION OF REQUEST:

1. For which standard terms and conditions are you requesting a variance?

- | | | | |
|--------------------------|------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Other | <input type="checkbox"/> | Insurance Requirements |
| <input type="checkbox"/> | [RESERVED] | <input type="checkbox"/> | Variance to CBS Contract Language |

2. Please describe the change and circumstance and attach proposed language:

Note: If the procurement will be charged to a grant, the Grant Accountant is required to approve this form.

REQUIRED?	APPROVALS (in sequence below)		DATE RECEIVED	DATE APPROVED
<input type="checkbox"/>	REQUESTED BY			
<input type="checkbox"/>	DEPARTMENT DIRECTOR			
<input type="checkbox"/>	GRANT ACCOUNTANT			
<input type="checkbox"/>	CONTRACT MANAGER/COORDINATOR			
<input type="checkbox"/>	CHIEF FINANCE & ADMINISTRATIVE OFFICER			
<input type="checkbox"/>	MUNICIPAL ATTORNEY			
<input type="checkbox"/>	MUNICIPAL ADMINISTRATOR			