

**MODIFICATION (WAIVER) REQUEST**

Requesting Department & Division	Contact Name	Telephone #
Eaglecrest Ski Area	Marissa Kehres	907-790-2000
Department Head Signature	Date	Original RQ #
<i>Erin Lupo</i>	01/09/2026	12344
Is this Procurement State or Federally funded?		☐ YES ☒ NO
Estimated Cost		
\$ 80,000		

Reason for Modification Request:

Please complete this form and attach all supporting documents.
Give complete, accurate, detailed explanation of your request. Please be specific.

Sole Source - Parts
Reference Letter as backup

- ☒ **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:

Rense Loree

01/13/2026

Purchasing Officer

Date

[Signature]

Jan 13, 2026

City Manager

Date

FY	RQ	\$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____



KÄSSBOHRER ALL TERRAIN VEHICLES, INC.

18460 SW 126th Place Tualatin, Oregon 97062

Phone:(503) 783-1935 Fax:(503) 783-1936

<http://www.pistenbully.com>

November 20, 2025

Nate Burnor

Eagle Crest Ski Area

Juneau, AK

Subject: Sole Source Justification and Offer Letter for Mechanic Services for Eaglecrest Ski Area PistenBully Snowcats

To whom it may concern,

This letter serves as a formal justification for procuring specialized mechanic services for the Eaglecrest Ski Area fleet of PistenBully snowcats on a sole source basis from Kässbohrer All Terrain Vehicles, Inc. (KATV).

As a service manager for KATV, I can confirm that we are the exclusive provider of factory-direct parts, specialized tools, proprietary diagnostic software, and manufacturer-certified mechanic expertise necessary to maintain the integrity, safety, and operational readiness of your specialized snowcat fleet.

1. Description of Required Services

Eaglecrest Ski Area requires preventative maintenance, diagnostics, and repairs for its Kässbohrer snowcats (e.g., PistenBully models). These vehicles are highly specialized pieces of heavy equipment critical to grooming ski slopes and ensuring safe winter operations for the public. Proper maintenance is essential for operational efficiency and safety.

2. Justification for Sole Source Procurement

The utilization of KATV as a sole source vendor is essential due to the following unique circumstances:

- **Proprietary Expertise and Software:** Kässbohrer snowcats utilize proprietary Electronic Control Units (ECUs) and diagnostic software accessible only by factory-trained and certified Kässbohrer technicians. Independent mechanics do not possess the licensed software or specialized training required to perform complete diagnostics, software updates, or complex repairs according to factory specifications.
- **Exclusive Access to Factory Parts:** As the Original Equipment Manufacturer (OEM), we are the only source for authentic, warrantied replacement parts. Using non-OEM parts can compromise machine performance, safety compliance, and void any remaining factory warranties.

3. Conclusion

For the reasons outlined above, Kässbohrer All Terrain Vehicles, Inc. is uniquely and solely qualified to provide the necessary mechanic services for the Eaglecrest Ski Area snowcat fleet. We request approval to proceed with the procurement of these essential services on a non-competitive, sole source basis.

We are prepared to provide a detailed service agreement or quote upon request.
Sincerely,

Cole Stiefbold
Service Manager
Kässbohrer All Terrain Vehicles, Inc.
(971) 334-6219
cstiefbold@pistenbullyusa.com
25796 SW 126th Pl
Tualatin, OR 97061

Modification Request FY26 EC

Final Audit Report

2026-01-13

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