



MR# **26-179**  
Assigned by Purchasing Div.

## MODIFICATION (WAIVER) REQUEST

|                                                                                                              |                     |                      |                       |
|--------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-----------------------|
| <b>Requesting Department &amp; Division</b>                                                                  | <b>Contact Name</b> |                      | <b>Telephone #</b>    |
| Engineering & Public Works - Fleet Maintenance                                                               | Scott Klawonn       |                      | 907-586-5247          |
| <b>Department Head Signature</b>                                                                             | <b>Date</b>         | <b>Original RQ #</b> | <b>Estimated Cost</b> |
| <i>Donna Kuch</i>                                                                                            | Nov 5, 2025         | 12164                | \$ 10,000.00          |
| Is this Procurement State or Federally funded? <input type="radio"/> YES <input checked="" type="radio"/> 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.

This request is for an open purchase order to Tyler Rental for Boss Plow replacement parts and supplies. Tyler Rental is the only authorized local dealer stocking these parts. Since most CBJ plows are Boss brand and parts are not interchangeable between brands, maintaining access to genuine Boss parts is essential for timely fleet repairs and snow removal operations.

- ☒ **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:

*Mr. Jones*  
Purchasing Officer *For Renee*  
*Home*

*11/5/25*  
Date

City Manager

Date

| FY | RQ | \$ Amount | PO # | Purchasing Approval |
|----|----|-----------|------|---------------------|
|    |    |           |      |                     |
|    |    |           |      |                     |
|    |    |           |      |                     |
|    |    |           |      |                     |
|    |    |           |      |                     |

Purchasing Officer Comments:

Expiration Date: \_\_\_\_\_



10/22/2025

To whom it may concern, this letter confirms that Tyler Rental, Inc., located at 5295 Glacier Hwy, Juneau, Alaska, is the sole BOSS Distributor in this area. They are authorized to sell and service all BOSS Plows and Spreaders, and all BOSS Accessories and Spare Parts.

Best Regards,

Mike Mindok  
Corporate and Regional Sales Manager  
BOSS Snowplow  
906-221-1768  
Mike.mindok@bossplow.com

# PLS Sign - MR 26-XXX Tyler Rental (BOSS Plow Blade Parts)

Final Audit Report

2025-11-05

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2025-10-31                                   |
| By:             | Caitlynn Votion (Caitlynn.Votion@juneau.gov) |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAYDNYETsvo2Et1jvS1VWDY1uxcOjggkNR |

## "PLS Sign - MR 26-XXX Tyler Rental (BOSS Plow Blade Parts)" History

-  Document created by Caitlynn Votion (Caitlynn.Votion@juneau.gov)  
2025-10-31 - 10:05:51 PM GMT
-  Document emailed to Denise Koch (denise.koch@juneau.gov) for signature  
2025-10-31 - 10:06:36 PM GMT
-  Document e-signed by Denise Koch (denise.koch@juneau.gov)  
Signature Date: 2025-11-05 - 6:40:24 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-05 - 6:40:24 PM GMT



Adobe Acrobat Sign

