



MR# **26-117**
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Capital City Fire Rescue	Brenwynne Grigg		(907)586-5322, 4320
Department Head Signature	Date	Original RQ #	Estimated Cost
	9/8/2025		\$ Approx \$50,000.00
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.*

See attached memo. In short, Seaside Diesel Repair is the only shop in town that has the ability to lift large Fire and EMS apparatus to conduct repairs.

- ☒ **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
Purchasing Officer

9/9/2025

Date


City Manager

Sep 11, 2025
Date

FY	RQ	\$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____



Capital City Fire Rescue

820 Glacier Avenue | Juneau, AK 99801
P: (907) 586 – 5322 | F: (907) 586 - 8323

Date: September 5, 2025

To: Renee Loree, Purchasing Officer
Finance Department

From: Brenwynne Grigg, Administrative Officer
Capital City Fire Rescue

Subject: Sole Source Justification for Repair Services for Ambulances, Large Fire Apparatus, and ARFF Apparatus

This letter serves as formal documentation that Seaside Diesel is the sole source provider for repair services that require lifting for our ambulance fleet, fire engines, fire trucks, and ARFF apparatus in Juneau, Alaska.

While conducting a review of local service providers, we also reached out to Affordable Auto, Capital Service, and Seal Pup for price quotes. However, during our inquiry, it was confirmed that none of these facilities has ceiling heights sufficient to accommodate a large apparatus on a vehicle lift. This structural limitation prevents them from performing full-service repairs.

Seaside Diesel is the only repair facility in town with a service bay tall enough to lift our large apparatus, making it uniquely capable of performing the required work. This feature is essential for maintaining safety standards and ensuring proper access to the vehicle's transmission and engine systems. Etc..

As a result, Seaside Diesel is the only vendor in the area qualified and equipped to provide this service. We are therefore designating them as a sole source supplier for repairs on large apparatus that require lifting, unless another service provider becomes available locally.

MR 26-117 SS

Final Audit Report

2025-09-11

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