MR# 26-205
Assigned by Purchasing Div.

MODIFICATION (WAIVER) REQUEST

Requesting Department & Division	Contact Name		Telephone #
Engineering & Public Works - Fleet Maintenance	Scott Klawonn		907-586-5247
Department Head Signature	**Date**	**Original RQ #**	**Estimated Cost**
Dana Koch	Nov 17, 2025	12133	$ 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.

This request is for an open purchase order to NC Machinery Inc., the only authorized Caterpillar dealership and maintenance facility in Juneau, for the purchase of Caterpillar parts. Genuine Caterpillar replacement parts are necessary to properly maintain and repair the Caterpillar equipment in CBJ's fleet. The requested amount is based on actual expenditures from previous fiscal years.

◉ **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:

Renee Loree — 11/26/2025
Purchasing Officer — **Date**

_____ — _____
City Manager — **Date**

FY	RQ	$ Amount	PO #	Purchasing Approval

Purchasing Officer Comments:

Expiration Date: _____

CATERPILLAR®

Caterpillar Inc.

5205 N O'Connor Blvd, STE 100
Irving, TX 75039

October 23, 2025

Ms. Caitlynn Votion
Administrative Coordinator, Streets & Fleet Maintenance
City & Borough of Juneau
7100 Glacier Hwy,
Juneau AK, 99801

Re: Authorized Caterpillar Dealer

Dear Ms. Votion:

Harnish Group Inc. with its primary offices at 17035 West Valley Highway, Tukwila, WA 98188-5519 ("Dealer"), is an authorized independent dealer of various models of Cat® branded machines, equipment, engines, oils, and spare parts ("Cat® products"). As an authorized Cat dealer, Dealer provides prompt, competent services for Cat® products in the Service Territory listed below (the "Service Territory").

In the State of Alaska through Harnish Group's wholly owned subsidiary NC Machinery Co.

Dealer is the only Cat dealer with approved business locations in the Service Territory; however, Cat dealers may sell or service Cat® products outside of their respective Service Territory.

If you have any questions concerning Caterpillar or Cat dealers, or require additional information, please contact me at the number below.

Sincerely,

Doug Hamilton
Director Regional Dealer Finance

Americas Distribution Services Division
Western & Canada Region
Hamilton_Douglas_J@cat.com
DJH:cgh/23OCT2025

cc: T. Hollenbeck, Parts & Service Sales Manager, N C Machinery Co. (Anchorage)