

AUTHORIZATION FORM



Originator:

Name Joel Burzynski Department Purchasing Ext. 7153 Date 6/20/2023


Description of Request: Review and approval of Sole Source Memo Original Equipment Manufacturer (OEM)


Department Leave Form Check Request Form Acquisition Approval

Budget Transfer Grant Item Memorandum Service Authorization Approval

Other (Please Specify) _____

City Utilizes Pierce OEM parts and related services in order to preserve the warranties on such vehicles.
Vehicles must be properly maintained to remain in service, the equipment is only authorized to be sold and serviced
through Authorized dealers that are trained and designated by Pierce Manufacturing Inc. cost is \$28,000 annually

Purchasing Manager: 

Department Head Signature: 
Hugh Dunkley (Jul 12, 2023 16:44 EDT)

Finance Signature:(if request impacts budget) _____

Review Completed by Staff – Comments:

N/A

- RETURN TO ORIGINATOR FOR ADDITIONAL COMMENTS
- APPROVED FOR Peggy Cadeaux, Purchasing Manager

TRACKING:

Returned to _____ Department for additional information on: _____

Forwarded to _____ Department for action on: _____



MEMORANDUM SOLE SOURCE APPROVAL

TO: Hugh B. Dunkley, Chief Financial Officer

FROM: Andrew Rayfield, Fleet Maintenance Manager *AR*
Cynthia Buisson, Assistant Public Works Director *CB*

THROUGH: Missie Barletto, Public Works Director *MB*

SUBJECT: Sole Source Approval Request

DATE: June 19, 2023

Background:

The Fleet Division (Fleet) of the Public Works Department has a responsibility to maintain the City of Delray Beach’s (City) fleet of Pierce Manufacturing Inc. (Pierce) branded vehicles (a/k/a Fire Apparatus). Pierce Manufacturing qualifies and designates specific dealers for different regions throughout the United States for factory-authorized service, parts and the purchase of Pierce vehicles. The designated Pierce dealer for the City’s region is Ten-8 Fire & Safety, LLC (Ten-8). Fleet requests approval to designate Ten-8 as the sole source provider for Pierce as the original equipment manufacturer (OEM) for vehicles, parts and related service.

Justification:

The City must utilize Pierce OEM parts and related services in order to preserve the warranties on such vehicles. The City's Pierce vehicles and equipment must be properly maintained to remain in service to provide world-class service to its citizens and visitors. This equipment is only authorized to be sold and serviced through authorized dealers that are trained and designated by Pierce.

Market Research:

Pierce Manufacturing Inc. provided a letter stating that Ten-8 is the City’s only authorized dealer. Pierce's website has a dealer locator feature that shows the authorized Pierce dealers and service centers for each region. Ten-8 is the sole Pierce dealer and service center for the zip code 33444. Pierce customer service also referred the City to Ten-8 as the exclusive dealer.

Quote or Proposal is attached Yes No

Comments: 28k annually, 140k for five year term.

Approved This Sole Source approval is valid for 24 months from date of approval. Attach this Sole Source Approval to all Acquisition Approval Memos and/or requisitions for this item.

Need Additional Information Not Approved

Comments: _____

Hugh Dunkley
Hugh Dunkley (Jul 12, 2023 16:44 EDT)

Jul 12, 2023

N/A

Chief Financial Officer

Date

Information Technology (IT) Director

Date

PIERCE MANUFACTURING INC.

AN OSHKOSH CORPORATION COMPANY • ISO 9001 CERTIFIED

2600 AMERICAN DRIVE
POST OFFICE BOX 2017
APPLETON, WISCONSIN 54912-2017
920-832-3000 • FAX 920-832-3208
www.piercemfg.com



January 13, 2023

RE: Sole Source

To whom it may concern:

To provide you with the personalized level of sales, service, and warranty you deserve, Pierce has established a network of authorized dealers throughout the country. Ten-8 Fire & Safety, LLC. is the exclusive dealer for the sale, service, parts, and warranty of custom and commercial fire apparatus manufactured by Pierce in the states of Florida and Georgia.

Ten-8 Fire & Safety, LLC. is extremely qualified to provide you with the support you have come to expect from Pierce and has service and warranty facilities located in both states they serve.

Please contact Ten-8 Fire & Safety, LLC. direct for sales and service support or visit their website for more information at www.ten8fire.com.

Sincerely,

A handwritten signature in black ink that reads "Charley Hopp".

Charley Hopp
Manager – Contracts and Sales Support
Pierce Manufacturing Inc.

Signature:

Email: FuentesC@mydelraybeach.com

Signature: Missie Barletto (Jun 19, 2023 14:59 EDT)

Email: barlettom@mydelraybeach.com



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Detail by Entity Name

Florida Limited Liability Company
TEN-8 FIRE & SAFETY, LLC

Filing Information

Document Number	L21000001550
FEI/EIN Number	59-2812764
Date Filed	01/04/2021
Effective Date	05/18/1987
State	FL
Status	ACTIVE
Last Event	LC AMENDMENT
Event Date Filed	02/18/2021
Event Effective Date	NONE

Principal Address

2904 59TH AVE DR E
BRADENTON, FL 34203

Mailing Address

2904 59TH AVE DR E
BRADENTON, FL 34203

Registered Agent Name & Address

CHAPMAN, B. KEITH
2904 59TH AVE DR E
BRADENTON, FL 34203

Authorized Person(s) Detail

Name & Address

Title President / CEO

CHAPMAN, B. KEITH
2904 59TH AVE DR E
BRADENTON, FL 34203

Title COO

DOWNER, RICHARD
2904 59TH AVE DR E
BRADENTON, FL 34203

Title Vice President Ambulance & Equipment

MORGAN, CINDY
2904 59TH AVE DR E
BRADENTON, FL 34203

Title Secretary / Manager

MIRANDA, GLADYS B
2904 59TH AVE DR E
BRADENTON, FL 34203

Title VP of Apparatus Sales

Ebben, Blake R.
2904 59TH AVE DR E
BRADENTON, FL 34203

Title VP of Finance

Churchill, Zachary P.
2904 59TH AVE DR E
BRADENTON, FL 34203

Annual Reports

Report Year	Filed Date
2022	02/03/2022
2023	01/11/2023

Document Images

01/11/2023 -- ANNUAL REPORT	View image in PDF format
02/03/2022 -- ANNUAL REPORT	View image in PDF format
02/18/2021 -- LC Amendment	View image in PDF format
01/04/2021 -- Florida Limited Liability	View image in PDF format









SS2023-018 OEM Parts

Final Audit Report

2023-07-12

Created:	2023-07-12
By:	Joel Burzynski (burzynskij@mydelraybeach.com)
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