

AUTHORIZATION FORM

**Originator:**

Name Joel Burzynski

Department Finance

Ext. 7153

Date 6-4-25

Description of Request: SS2025-014 Pierce OEM parts, services and vehiclesDepartment Leave Form ☐ Check Request Form ☐ Acquisition Approval ☐Budget Transfer ☐ Grant Item ☐ Memorandum Service Authorization Approval ☐☐ Other (Please Specify) For Review and approvalFor Pierce OEM parts and related services to preserve warranties on vehiclesSole Source confirmed.Cost: \$60,000 a year Total Cost: \$120,000Chief Procurement Officer: Cyrene PittakerDepartment Head Signature: Henry Dachowitz
Henry Dachowitz (Jun 10, 2025 11:19 EDT)

Finance Signature:(if request impacts budget) _____

Review Completed by Staff – Comments:

☐ RETURN TO ORIGINATOR FOR ADDITIONAL COMMENTS☐ APPROVED FOR Chief Procurement Officer**TRACKING:**

Returned to _____ Department for additional information on: _____

Forwarded to _____ Department for action on: _____



MEMORANDUM SOLE SOURCE APPROVAL

TO: Henry M. Dachowitz, Chief Financial Officer

FROM: Andrew Rayfield, Fleet Manager *Andrew Rayfield*

THROUGH: Missie Barletto, Public Works Director *Missie Barletto*
Cynthia Buisson, Assistant Public Works Director *CyB*

SUBJECT: Sole Source Approval Request

DATE: May 23, 2025

Background:

The Fleet Division of the Public Works Department (Fleet Maintenance) has a responsibility to maintain the City of Delray Beach's (City) fleet of Pierce Manufacturing Inc. (Pierce) vehicles (fire apparatus). Pierce qualifies and designates specific dealers for different regions throughout the United States for factory-authorized parts, services, and the purchase of Pierce vehicles. The designated Pierce dealer for the City's region is Ten-8 Fire & Safety, LLC (Ten-8). Fleet Maintenance requests approval to designate Ten-8 as the sole source provider for Pierce Original Equipment Manufacturer (OEM) parts, related services, and vehicles.

Justification:

The City must utilize Pierce OEM parts and related services 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 provided a letter stating 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: _____

☒ **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: _____

Henry Dachowitz
Henry Dachowitz (Jun 10, 2025 11:19 EDT)
Chief Financial Officer

Jun 10, 2025

Date

N/A

Information Technology (IT) Director

Date

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



January 2, 2025

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 "Chad Schneider".

Chad Schneider
Sr. Manager – Contracts and Sales Operations
Pierce Manufacturing Inc.









SS2025-014 Pierce OEM part, services and vehicles

Final Audit Report

2025-06-10

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