

AUTHORIZATION FORM



Do not write / CM Office Only

CMO Log #: _____

Rcv'd Date: _____

Originator:

Name Joel Burzynski Department Finance Ext. 7153 Date 11-7-23

Description of Request: SS2024-006 Kelly Tractor

Department Leave Form ☐ Check Request Form ☐ Acquisition Approval ☐

Budget Transfer ☐ Grant Item ☐ Memorandum Service Authorization Approval ☐

☐ Other (Please Specify) Public Works Fleet Division request a Sole Source Approval for Caterpillar OEM parts

and related services to preserve the warranties. To maintain these warranties some part of the equipment are proprietary and only available through the manufacturer. Equipment and parts are only authorized to be sold and serviced through authorized dealers. Cost: \$10,000/annually for parts and services

Purchasing Manager: _____

Department Head Signature: *Hugh Drudg* _____

Finance Signature:(if request impacts budget) _____

Review Completed by Staff – Comments:

- ☐ RETURN TO ORIGINATOR FOR ADDITIONAL COMMENTS
- ☐ APPROVED FOR TERRENCE R. MOORE, ICMA-CM SIGNATURE
- ☐ APPROVED FOR JEFFREY ORIS, ACM SIGNATURE

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 Manager *AR*

THROUGH: Missie Barletto, Public Works Director *MISSIE BARLETTO*
Cynthia Buisson, Assistant Public Works Director *CB*

SUBJECT: Sole Source Approval Request – Kelly Tractor

DATE: October 18, 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 Caterpillar branded vehicles. Caterpillar qualifies and designates specific dealers for different regions throughout the United States for factory-authorized service and parts. The designated Caterpillar dealer for the city's region is Kelly Tractor Co. Fleet requests approval to designate Kelly Tractor Co. (Kelly Tractor) as the sole source provider for Caterpillar as the original equipment manufacturer (OEM) for parts and related service.

Justification:

The City must utilize Caterpillar OEM parts and related services to preserve the warranties on such vehicles. In addition, some parts of the equipment are proprietary and only available through the manufacturer. The City's Caterpillar vehicles and equipment must be properly maintained to remain in service and provide essential services to its citizens and visitors. This equipment and parts are only authorized to be sold and serviced through authorized dealers that are trained and designated by Caterpillar.

Market Research:

Kelly Tractor has provided a letter stating that they are the authorized dealer for Caterpillar machines, engines, and/or parts for 13 counties in Florida, to include Palm Beach. A search utilizing the dealer locator tool on the Caterpillar website also lists Kelly Tractor as a Caterpillar dealer and service center for the zip code 33444.

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: _____

Hugh Dunkley

Nov 21, 2023

Chief Financial Officer

Date

Information Technology (IT) Director

Date



Kelly Tractor Co. Serving the Industry Since 1933 www.kellytractor.com

October 10, 2023

City of Delray Beach

434 S Swinton Ave

Delray Beach FL 33444

Kelly Tractor Co. is the authorized Caterpillar Dealer for Caterpillar machines, engines and/or parts for the following 13 counties in Florida: Monroe, Miami-Dade, Charlotte, Collier, Broward, Palm Beach, Okeechobee, Lee, Hendry, Martin, St. Lucie, Glades, and Indian River.

As an Authorized Caterpillar distributor, Kelly Tractor maintains an inventory of replacement parts and a staff of factory-trained technicians to provide support and services to users of Caterpillar products.

Although, on occasion, other parts suppliers attempt to represent themselves as genuine Caterpillar parts suppliers, please know that Caterpillar parts are sold exclusively through authorized Caterpillar dealers and distributors.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Sherrie Duncan
Product Support Sales Manager
Kelly Tractor Co.
Miami, FL 33166



MASSEY FERGUSON®



SULLAIR.

Miami 8255 NW 58 Street Miami, FL 33166 (305) 592-5380 FAX (305) 477-2024	Davie 2801 Reese Rd Davie, FL 33314 (954) 581-8181 FAX (954) 581-6464	West Palm Beach 5480 Okeechobee Blvd W Palm Bch., FL 33417 (561) 683-1231 FAX (561) 683-4591	Clewiston 501 E. Sugarland Hwy Clewiston, FL 33440 (863) 963-8177 FAX (863) 902-1000	Naples 5780 Shirley Street Naples FL 34109 (941) 593-3933 FAX (941) 593-3835	Fort Myers 9851 Kelly Tractor Dr Fort Myers, FL 33905 (941) 693-8233 FAX (941) 683-8876	Punta Gorda 8241 Pascal Drive Punta Gorda, FL 33950 (941) 839-7772 FAX (941) 637-9929	Orlando (Cranes Only) 17300 E. Colonial Dr Orlando, FL 32820 (407) 568-8056 FAX (407) 568-7701
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PRODUCTS INDUSTRIES SERVICES & SUPPORT PARTS



KELLY TRACTOR CAT



MY ACCOUNT



BACK TO SEARCH

FILTER DEALERS

46 LOCATIONS

1-PANTROPIC POWER CAT

17.4 Miles Away

CAT DEALER

1 561 640-0818

5460 Okeechobee Blvd
West Palm Beach Florida 33411-4542
United States Of America

DEALER DETAILS

2-KELLY TRACTOR CAT

17.4 Miles Away

CAT DEALER

1 561 683 1231

5460 Okeechobee Blvd
West Palm Beach Florida 33411-4542
United States Of America

DEALER DETAILS





Scan_Burzynski Joel_16_34_21-11-2023

Final Audit Report

2023-11-21

Created:	2023-11-21
By:	Joel Burzynski (burzynskij@mydelraybeach.com)
Status:	Signed
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"Scan_Burzynski Joel_16_34_21-11-2023" History

-  Document created by Joel Burzynski (burzynskij@mydelraybeach.com)
2023-11-21 - 9:35:26 PM GMT
-  Document emailed to Hugh Dunkley (DunkleyH@mydelraybeach.com) for signature
2023-11-21 - 9:36:55 PM GMT
-  Email viewed by Hugh Dunkley (DunkleyH@mydelraybeach.com)
2023-11-21 - 10:10:37 PM GMT
-  Document e-signed by Hugh Dunkley (DunkleyH@mydelraybeach.com)
Signature Date: 2023-11-21 - 10:10:53 PM GMT - Time Source: server
-  Agreement completed.
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