AUTHORIZATION FORM

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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 Gran	t Item□ Memorandum Serv	ice Authorization A	pproval 🗆				
☐ 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 warran	ties some part of the equip	oment are proprietary				
	nanufacturer. Equipment and parts are o	nly authorized to be sold a	and serviced through				
	000/annually for parts and services						
Purchasing Manager:							
Department Head Signat							
i mance dignatare.(ii rec	quest impacts budget)	_					
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	DR FOR ADDITIONAL COMMENTS						
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TO:	TO: Hugh B. Dunkley, Chief Financial officer				
FROM:	OM: Andrew Rayfield, Fleet Manager $\mathcal{A} \mathcal{R}$				
THROUGH:	Missie Barletto, Public Works Director				
SUBJECT:	Sole Source Approval Request – Kelly Tractor				
DATE:	October 18, 2023				
different regions Caterpillar deale Kelly Tractor) as parts and related ustification:	et of Caterpillar branded vehicles. Caterpillar qualifies and designates specific dealers for throughout the United States for factory-authorized service and parts. The designate for the city's region is Kelly Tractor Co. Fleet requests approval to designate Kelly Tractor Co the sole source provider for Caterpillar as the original equipment manufacturer (OEM) for service.				
aterpillar vehiclervices to its ci	rts of the equipment are proprietary and only available through the manufacturer. The Cit is and equipment must be properly maintained to remain in service and provide essentizens and visitors. This equipment and parts are only authorized to be sold and serviced dealers that are trained and designated by Caterpillar.				
ngines, and/or	provided a letter stating that they are the authorized dealer for Caterpillar machin arts for 13 counties in Florida, to include Palm Beach. A search utilizing the dealer local pillar website also lists Kelly Tractor as a Caterpillar dealer and service center for the				
uote or Propo	al is attached Yes No				
comments:					
Approved Sole Source	This Sole Source approval is valid for 24 months from date of approval. Attach to Approval to all Acquisition Approval Memos and/or requisitions for this item.				
Need Addition	nal Information				

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



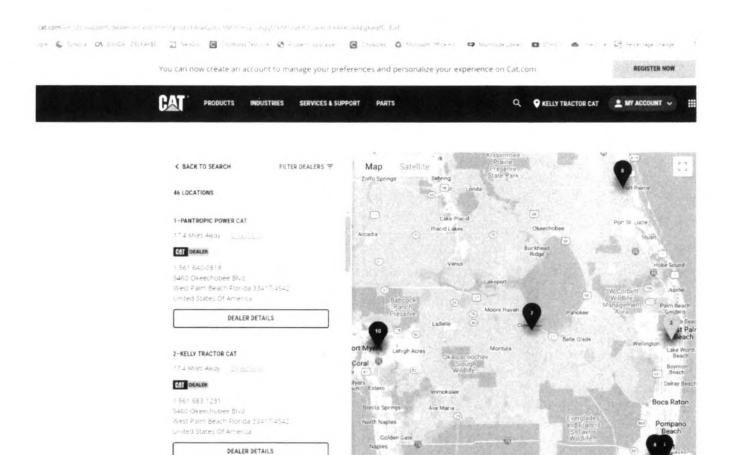












Scan_Burzynski Joel_16_34_21-11-2023

Final Audit Report 2023-11-21

Created: 2023-11-21

By: Joel Burzynski (burzynskij@mydelraybeach.com)

Status: Signed

Transaction ID: CBJCHBCAABAA9xeQ9Q7UvaxTZgM_naFbCKG95cptzmb6

"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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