

AUTHORIZATION FORM



Originator:

Name Joel Burzynski

Department Finance

Ext. 7153

Date 10/31/25

Description of Request: SS2026-005 Irrigation Supplies and Equipment Repair

Department Leave Form ☐ Check Request Form ☐ Acquisition Approval ☐

Budget Transfer ☐ Grant Item ☐ Memorandum Service Authorization Approval ☐

☐ Other (Please Specify) Parks and Recreation Department is requesting a Sole Source for Irrigation Supplies and Equipment Repair

Hector Turf is an authorized distributor and sole provide for Toro commercial products, parts and services for the
Southeast Florida Area.

in geographic area

Chief Procurement Officer: Eugene Bittaker

Department Head Signature: Henry Dachowitz
Henry Dachowitz (Oct 31, 2025 14:42:45 EDT)

Finance Signature:(if request impacts budget) _____

Review Completed by Staff – Comments:

Joel Burzynski

N/A

N/A

N/A

N/A

N/A

☐ RETURN TO ORIGINATOR FOR ADDITIONAL COMMENTS

☒ APPROVED FOR Chief Procurement Officer

TRACKING:

Returned to N/A Department for additional information on: N/A

Forwarded to CFO Department for action on: FINANCE



MEMORANDUM SOLE SOURCE APPROVAL

TO: Henry Dachowitz, Chief Financial Officer

FROM: Samuel Metott, Director, Parks and Recreation 

SUBJECT: Sole Source Approval Request – Hector Turf

DATE: October 17, 2025

Background: Hector Turf is the exclusive provider for Toro commercial products, parts, and equipment in Southeast Florida. The company supplies and services a full range of Toro equipment, including Greensmasters, Groundmasters, Reelmasters, utility vehicles, sprayers, debris equipment, Sand Pros, commercial parts, and irrigation products used by our golf courses and our Parks maintenance facility.

Justification: As the authorized Toro dealer and sole-source provider of Toro golf equipment in the region, Hector Turf offers unmatched product expertise, availability, and service reliability. They maintain a comprehensive inventory of Toro parts, supplies, and materials to meet all operational needs of the Delray Beach Golf Courses and Parks and Recreation. Orders can be fulfilled within 24 hours, and their proximity approximately 15 minutes south of Delray Beach in Deerfield Beach and conveniently located off Interstate 95, allows for same-day pick-up and rapid response times.

Market Research: Hector Turf is recognized as one of the leading suppliers of golf course equipment globally and is among the top two distributors in the industry. They carry approximately 90% of all equipment essential for efficient golf course operations, making them an indispensable partner in maintaining our facilities to the highest professional standards.

Quote or Proposal is attached ☐ Yes ☒ No

Comments: Copy of sole source letter is attached

☐ Approved This Sole Source approval is valid for 24 months from date of approval

☐ Need Additional Information ☐ Not Approved

Comments: _____


Henry Dachowitz (Oct 31, 2025 14:42:45 EDT)

Oct 31, 2025

N/A

Chief Financial Officer

Date

Information Technology (IT) Director

Date



The Toro Company

8111 Lyndale Avenue South, Bloomington, Minnesota 55420-1196
• Phone 952-888-8801 • www.thetorocompany.com • Fax 952/887-8258

October 7, 2025

City of Delray Beach
100 NW 1st Avenue
Delray Beach, Florida 33444

To Whom It May Concern:

This letter is to inform you that Hector Turf, at 1301 NW 3rd Street, Deerfield Beach, FL 33442 is the sole source for Toro commercial turf equipment and parts and Toro golf course irrigation products for your geographic area.

If you have any questions regarding this, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Scott Papania". The signature is written in a cursive, flowing style.

Scott Papania, CSE
District Sales Manager
The Toro Company
Commercial Products Division
Scott.papania@toro.com



Your Toro Distributor

To learn more about Turf Maintenance Equipment or Irrigation Solutions from The Toro Company, please contact:



Hector Turf

1301 NW 3rd Street

Deerfield Beach, FL 33442 View Map (<http://maps.google.com/?q=1301 NW 3rd Street Deerfield Beach, FL 33442>)

<http://www.hectorturf.com> (<http://www.hectorturf.com>)

954-429-3200

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SS2026-005 Irrigation Supplies and Equipment Repair

Final Audit Report

2025-10-31

Created:	2025-10-31
By:	Joel Burzynski (burzynskij@mydelraybeach.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7-Tr6uslpjOpoUC-EAFYw65IRXbpHq8l

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2025-10-31 - 3:26:52 PM GMT
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2025-10-31 - 3:26:57 PM GMT
-  Email viewed by Eugene Bitteker (BittekerE@mydelraybeach.com)
2025-10-31 - 3:42:15 PM GMT
-  Document e-signed by Eugene Bitteker (BittekerE@mydelraybeach.com)
Signature Date: 2025-10-31 - 3:46:00 PM GMT - Time Source: server
-  Document emailed to Henry Dachowitz (DachowitzH@mydelraybeach.com) for signature
2025-10-31 - 3:46:05 PM GMT
-  Email viewed by Henry Dachowitz (DachowitzH@mydelraybeach.com)
2025-10-31 - 5:14:14 PM GMT
-  Document e-signed by Henry Dachowitz (DachowitzH@mydelraybeach.com)
Signature Date: 2025-10-31 - 6:42:45 PM GMT - Time Source: server
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