



Cover Memorandum/Staff Report

File #: 25-685

Agenda Date: 6/3/2025

Item #: 6.H.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: June 3, 2025

APPROVAL FOR ADDITIONAL SPENDING ON SOLE SOURCE NO. SS2024-006 WITH KELLY TRACTOR COMPANY FOR ORIGINAL EQUIPMENT MANUFACTURER (OEM) PARTS AND RELATED SERVICE FOR CATERPILLAR EQUIPMENT IN THE AMOUNT OF \$10,000 FOR A REVISED TOTAL VALUE OF \$30,000.00

Recommended Action:

Motion to approve additional spending on Sole Source No. SS2024-006 with Kelly Tractor Company for OEM Parts and Related Service for Caterpillar Construction Equipment in the amount of \$10,000 for revised total value of \$30,000.00.

Background:

On November 21, 2023, the Fleet Division of the Public Works Department obtained Sole Source Approval with Kelly Tractor Company (Kelly Tractor) for OEM Parts and Related Services for Caterpillar Equipment, valid through November 20, 2025. Kelly Tractor is the City of Delray Beach's (City) authorized dealer for Caterpillar brand machines, engines, and/or parts, of which the City owns and operates. OEM parts and related services are necessary to preserve the warranties of the equipment therefore they must be purchased from Kelly Tractor. The initial sole source was approved at \$10,000.00 per year for a total value of \$20,000.00.

Additional spending is requested in the amount of \$10,000 for the remaining term of the sole source to continue to facilitate prompt repairs. The revised sole source value is \$30,000.00.

Attachments:

1. SS2024-006

City Attorney Review:

N/A

Funding Source/Financial Impact:

Funding is available from Account No. 501-43-000-549.52-51; Operating Supplies C.G. - Outside Service.

Timing of Request:

Timely approval is requested to avoid delays in repairs.