



## MEMORANDUM SOLE SOURCE APPROVAL

**TO:** Jennifer Alvarez, Purchasing Director

**THROUGH:** Susan Goebel-Canning, Public Works Director  
Joe Frantz, Deputy Director of Public Works

**FROM:** Kevin Rumell, Fleet Maintenance Superintendent

**SUBJECT:** Sole Source Approval Request for Schwarze Industries Parts and Service

**DATE:** March 5, 2019

**Background:** The City of Delray Beach's ("City") Fleet Division ("Fleet") of the Public Works Department has a responsibility to maintain the City's fleet of Schwarze Industries ("Schwarze") manufactured street sweepers for the Utilities Department. Schwarze qualifies and designates specific dealers for different regions throughout the United States. Previously, the designated dealer for the City was Southern Sewer Equipment Sales and Service, Inc. ("SSES"). However, the City was notified on February 22, 2019 that the authorized Schwarze dealer for the City was changed to Trekker Tractor, LLC ("Trekker") as of February 1, 2019. Therefore, the City requests approval to designate Trekker as the sole source provider for Schwarze original equipment manufacturer ("OEM") parts and related service. Approval of this sole source justification will also remove the sole source designation of SSES for Schwarze OEM parts and service.

**Justification:** The City must utilize Schwarze OEM parts and related service in order to not void the warranty of such vehicles.

**Market Research:** SSES sent the City an email regarding the change in dealers on February 22, 2019. Although Schwarze's website does not yet reflect Trekker as the new authorized dealer, Latner McDonald, the Regional Sales Manager for Schwarze, was able to confirm the transition via phone.

**Quote or Proposal is attached** ☐ Yes ☒ No

Comments: \_\_\_\_\_

☒ **Approved** This Sole Source approval is valid for 12 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: \_\_\_\_\_

 3/20/19 Date N/A Information Technology (IT) Director Date