



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 International Parts and Service

DATE: March 7, 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 International Truck and Engine Corporation/Navistar Inc. ("International") branded vehicles. International qualifies and designates specific dealers for different regions throughout the United States. The designated International dealer for the City's region is Rechtien International Trucks, Inc. ("Rechtien"). Therefore, the City requests approval to designate Rechtien as the sole source provider for International original equipment manufacturer ("OEM") parts and related service.

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

Market Research: International provided a letter stating that Rechtien is the City's only authorized dealer. In addition, the City attempted to obtain quotes from other International dealers, but the quote requests were either ignored or directed to Rechtien.

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		N/A	
Purchasing Director	Date	Information Technology (IT) Director	Date	