



PURCHASING DIVISION
SOLE /SINGLE SOURCE JUSTIFICATION FORM

To ensure transparency and compliance, Sole/Single Source purchase requests must be approved in advance and accompanied by appropriate written documentation. This form, along with the required supporting materials, satisfies that requirement.

The City Manager may approve purchases up to \$50,000. Any purchase exceeding \$50,000 requires the approve of the Commission.

Table with 2 columns: Field Name, Value. Fields include Requested By (Leroy Lewis), Department (Public Works), Purchase Requisition No. (26/1178), Supplier Name (The Peterbilt Store), Price (\$100,000.00).

Please check the appropriate section and provide detailed justification along with department head approval.

Checked checkbox

Sole Source

The specified supplier is the ONLY provider or products/service as described on the purchase requisition. A quotation MUST be attached, and the prices/terms set forth are deemed reasonable for the values presented.

Justification for Sole Source. Attach vendor documentation certifying that the vendor is the only source for the products or services in question and /or holds the production, copyrights, trademark, and/or holds production, copyrights, trademark, and/or patent to the item, and check the following applicable statements:

Checked checkbox

The vendor holds the exclusive distribution rights for the item in question.

Unchecked checkbox

The item/service to be purchased is the only item/service compatible with existing equipment owned by the City of Fort Pierce.

Unchecked checkbox

The vendor is the single provider of goods or services which have unique characteristics essential to the needs of the program to perform the intended function AND no other product will be suitable for use by the City of Fort Pierce.

Describe what is unique about the product, service or source and steps taken to confirm unavailability of competition as appropriate:

Please see the attached sole source letter.

Unchecked checkbox

Single Source.

The specified supplier was selected to complement/support the following business decision. A quotation MUST be attached, and the prices/terms set forth are

Sole/Single Source or Piggyback Purchase Justification Form

deemed reasonable for the values presented. Please check the appropriate box and provide additional information:

Standardized System     Parts provided by "OEM"     Other (Please explain below):

[Empty box for additional information]

**What steps were taken to verify that these features are not available elsewhere?**

Other brands/manufactures were examined. Please list names and phone numbers and explain why they are not suitable for use by the City. Attach additional pages as necessary.

[Empty box for verification steps]

Other vendors were contacted. Please list their names and phone numbers and explain why those contacted would not meet the needs of the City. Attach additional pages as necessary.

[Empty box for verification steps]

Requestor Signature \_\_\_\_\_

Date 11/6/25

Department Head Signature \_\_\_\_\_

Date 11/6/25 *Goes + Commission*

The Purchasing Division has reviewed the request and has completed the required due diligence per the Purchasing Ordinances, Section 2-439(a)(5). The Purchasing Division recommends the following:

Sole Source     Single Source     Piggyback

**APPROVED BY**

**Purchasing Agent/Specialist**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Purchasing Manager**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



October 24, 2025

**Attention:**  
City of Ft Pierce  
Attn: Lazaro Robelo  
52 Savannah Road

Subject: Peterbilt Dealership Sole Source Letter

To Whom It May Concern:

This letter is to inform all parties that The Peterbilt Store South Florida LLC is the only authorized dealer of Peterbilt trucks, parts and service and warranty repairs in the following counties in the State of Florida: Broward, Collier, Hendry, Lee, Martin, Miami-Dade, Monroe, Okeechobee, Palm Beach and St. Lucie.

The dealerships are located at the following addresses:

2441 South State Road 7 (Hwy 441), Fort Lauderdale, FL 33317  
2253 Vista Parkway #7, West Palm Beach, FL 33411  
5750 Orange Avenue, Fort Pierce, FL 34947  
5313 State Road 82/MLK, Fort Myers, FL 33905  
111 South San Benito Street, Clewiston, FL 33440  
7206 Belvedere Road, West Palm Beach, FL 33411  
8440 NW 58<sup>th</sup> Street, Doral, FL 33166

If you have any questions or concerns, please feel free to contact me at 940-299-7794.

Sincerely,

**PETERBILT MOTORS COMPANY**

*Dan Stoll*

Dan Stoll  
National Dealer Development Manager  
[Dan.Stoll@paccar.com](mailto:Dan.Stoll@paccar.com)