



## MEMORANDUM

**DATE:** January 29, 2018  
**TO:** Karen Smith, Purchasing Manager  
**FROM:** Terry Kader, Fleet Services Superintendent  
**CC:** Antonio Puente, Director of Finance

**SUBJECT:** VENDOR- ALTEC INDUSTRIES INC.

City of Denton, Fleet Services has standardized to the purchase of Altec aerial bucket trucks for the Electric and Traffic and Parks Departments. Altec Industries Inc. in St. Joseph, Missouri has a local authorized service center in Waxahachie for repair and maintenance of all Altec products.

City of Denton Fleet Service technicians are not authorized to perform warranty repairs on Altec aerial equipment to mitigate liability risks associated with the repair of this type of equipment. Fleet does not currently perform electrical or hydraulic repairs on these units. To minimize down time, a factory trained Altec field service technician is dispatched from a North Texas location to perform repairs on site at various City locations.

Replacement parts are ordered and purchased through our Genuine Auto Parts contract and occasionally, directly from Altec Industries.

The use of factory authorized replacement parts and service from Altec Industries is in the best interest of the Electric Department and City of Denton. I am requesting authorization to continue the purchase and use of Altec Industries products and support services.

Regards,

Terry Kader  
Fleet Services Superintendent

## OUR CORE VALUES

Integrity • Fiscal Responsibility • Transparency • Outstanding Customer Service