

AUTHORIZATION FORM



Originator:

Name Joel Burzynski Department Finance Ext. 7153 Date 6-12-25

Description of Request: BW2025-005 License Agreement for Use of City Dock

Department Leave Form Check Request Form Acquisition Approval

Budget Transfer Grant Item Memorandum Service Authorization Approval

Other (Please Specify) For Review and approval by City Manager

Joel Burzynski

Eugene Bitteker

none

Chief Procurement Officer: Eugene Bitteker

Department Head Signature: Joel Burzynski

Finance Signature:(if request impacts budget) _____

Review Completed by Staff – Comments:

single proposer

facility customized for specific vendors boat

community service

best interest of the city

provided improvements at vendors expense

none

RETURN TO ORIGINATOR FOR ADDITIONAL COMMENTS

APPROVED FOR Chief Procurement Officer

TRACKING:

Returned to n/a Department for additional information on: n/a

Forwarded to CFO Department for action on: approval



**MEMORANDUM
BID WAIVER ACQUISITION APPROVAL**

DATE: June 11, 2025
TO: Terrence R. Moore, ICMA-CM, City Manager
THRU: Henry Dachowitz, Chief Financial Officer
FROM: Sam Metott, Director of Parks and Recreation
SUBJECT: BW2025-005 Bid Waiver for License Agreement: Delray Yacht Cruises

Background

Delray Yacht Cruises has been a vital partner of the City since 2003 and was the sole qualified respondent to RFP No. 2018-031 when the current license agreement was awarded. Docked at Veterans Park, the Lady Atlantic offers narrated sightseeing, lunch and dinner cruises, and private charters that have become integral to Delray Beach's cultural identity and tourism economy. Their services attract thousands of guests annually and enhance local business activity along the waterfront corridor.

In addition to their economic impact, the company offers free excursions to Delray Beach seniors and youth involved in City-run programs, reinforcing a longstanding public-private partnership.

Justification

1. Established Community Presence and Economic Impact

Delray Yacht Cruises has been a consistent and reliable operator in Delray Beach for over two decades. Their operations generate significant foot traffic to downtown Delray Beach, benefiting local businesses and enhancing the city's reputation as a premier tourist destination. The Lady Atlantic's offerings, including seasonal and specialty cruises, provide residents and visitors with memorable experiences that are unique to Delray Beach.

2. Unique Infrastructure Compatibility

The Veterans Park seawall and floating dock infrastructure were specifically engineered to accommodate the mooring needs and loading dimensions of Delray Yacht Cruises' vessels. A change in vendor could necessitate substantial and costly retrofitting. Additionally, Delray Yacht Cruises co-funded the installation of a dam structure to safeguard the seawall and dock against high tides and storm surge, directly contributing to the resilience of City-owned infrastructure.

3. Community Contributions and support for Community Engagement

Beyond tourism, Delray Yacht Cruises actively contributes to the community by offering free excursions to summer camp students and seniors involved in Delray Beach programs and to students at local schools. This commitment to community engagement aligns with the city's

values and enhances its reputation as a community-focused destination. The offering to local schools is not a contractual obligation, but a voluntary contribution.

Market Research

During the 2018 RFP process, Delray Yacht Cruises was the only respondent. Given the custom infrastructure requirements, specialized nature of the services offered, and their long-standing presence, economic contributions, and commitment to community engagement, we believe extending their contract through a bid waiver is in the best interest of the City of Delray Beach.

Parks and Recreation is respectfully requesting the approval of a bid waiver for Delray Intracoastal Cruises, LLC d/b/a Delray Yacht Cruises for continued exclusive use of the City dock at Veterans Park, under a new multi-year license agreement. The waiver will ensure continuity of service, safeguard recent public infrastructure investments, and sustain a valuable partnership.

This waiver is submitted in accordance with Section 38 of the City's Purchasing Policies and Procedures Manual.

Need Additional Information Not Approved

Comments: _____

Approved This Bid Waiver approval is valid for three (3) years with two (2) one year renewal options



Chief Finance Officer Jun 12, 2025 Date



City Manager Jun 13, 2025 Date

BW2025-005 License Agreement for use of City Dock

Final Audit Report

2025-06-13

Created:	2025-06-12
By:	Joel Burzynski (burzynskij@mydelraybeach.com)
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✔ Agreement completed.

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