



## MEMORANDUM ACQUISITION APPROVAL

**TO:** Chief Neal de Jesus, Interim City Manager

**FROM:** Suzanne Fisher, Director of Parks & Recreation

**THROUGH:** Theresa Webb, Director Procurement

**SUBJECT:** Contract Extension – 90 days with BJCE, Inc.

**DATE:** January 13, 2017

### **Background / Justification (attach all supporting documentation)**

On September 22, 2016 the agreement for management services at the Municipal Golf Club and Lakeview Golf Club between BJCE Inc. and the City of Delray Beach was amended (Amendment No. 3) and renewed for ninety (90) days. This agreement will expire on December 31, 2016. On January 10, 2017, the Commission approved a 30 day extension (Amendment No. 4) which expires on January 31, 2017. Additional time is needed to finalize contract negotiations and get the agenda item prepared for Commission approval.

By copy of this memo, we are requesting Commission Approval for a ninety (90) day extension of the agreement through April 30, 2017. All other terms and conditions will remain the same.

BJCE Inc. has agreed to the ninety (90) day extension, as noted in the attached signed letter.

### **Purchasing Authority**

According to City Ordinance 36.07 – Termination, Extension and Renewal. The City Commission may extend a City Commission approved contract.

### **Funding Account Number:**

445-4711-572-34.90 Municipal  
446-4711-572-34.90 Lakeview

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| Department Head<br>(for all purchases \$2,501 - \$25,000) | Date |
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| City Manager<br>(for purchases \$10,001 - \$25,000) | Date |
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| Chief Purchasing Officer<br>(for purchases \$2,501 - \$25,000) | Date |
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| Chief Innovation & Technology Officer<br>(for all technology-based goods and services) | Date |
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