



MEMORANDUM SOLE SOURCE APPROVAL

TO: Henry M. Dachowitz, Chief Financial Officer

THROUGH: Samuel Metott, Director of Parks & Recreation

SUBJECT: Sole Source Approval Request – Forts Services LLC

DATE: 1/15/25

FORTS® Services is a leading worldwide marketing and sales organization of the revolutionary Fold-Out Rigid Temporary Spaces. Housed in a 200,000 square foot state-of-the-art manufacturing facility in Coconut Creek, Florida, our team has over 30 years of experience in creating new and innovative solutions that meet the needs of our customers.

As per the contract the City currently has with MatchPoint pertaining to the DBO 2025, there is a requirement to provide office space. In order to comply with this, Parks & Recreation needs to rent additional office suites. Due to the time constraint that this event provides, and the space limitations for this product, Forts Services is in the City's best interest for provide this service. Forts Fold-Out Shelters are the sole-source vendor for the rental of portable and expandable hard-side structure for temporary use that meets the City's need for this event's needs. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide, includes an encompassing haul system that does not require a Class A license, rapid set-up and breakdown utilizing 3 or less unskilled laborers, fully self-contained, come equipped with air-conditioning and heating pump system, including generator, electrical lighting and wiring, built-in data connections. Alternative suppliers might be able to provide a similar shelter system but will require expensive additional equipment and/or add-ons, such as external generators, lighting or wiring/data connections that would also require additional space. Market research has concluded that Forts Services is the sole distributor of Forts Fold-Out Shelter System and products.

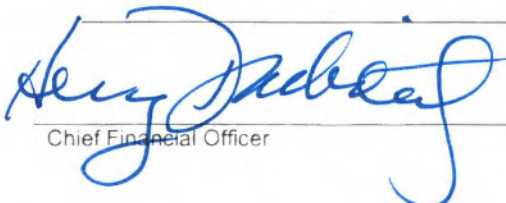
Quote or Proposal is attached ☐ Yes ☐ No

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: _____

 1/29/2025

Chief Financial Officer Date Information Technology (IT) Director Date