



MEMORANDUM BID WAIVER ACQUISITION APPROVAL

TO: Neal deJesus, Interim City Manager

FROM: Suzanne Fisher, Director of Parks and Recreation *sf*

THROUGH: Caryn Gardener-Young, Assistant City Manager and Interim Purchasing Director

SUBJECT: Tennis Court Resurfacing – Repairs Needed due to Hurricane Irma Damage

DATE: October 5, 2017

Background (3-4 sentences) department must indicate the purpose of the item/service, the uniqueness of the item/service, why waiving the competitive process is in the City's best interests, and any proposed actions to enhance competition in future acquisitions.

The clay tennis courts at Delray Beach Tennis Center (201 W. Atlantic Ave.) and the Delray Beach Swim and Tennis Club (2350 Jaeger Dr.) facilities were damaged during Hurricane Irma and must be repaired and resurfaced for safety and playability. The clay-courts at both the Tennis Center and the Swim and Tennis Club are surfaced with Har-Tru, which is a natural crushed green stone product that includes angular properties which lock together to form a stable playing surface. It is essential to use Har-Tru to return the courts to their original, playable condition.

Justification: (1-2 paragraphs) why the particular service, style, brand, make or model is the only type that meets the City's requirements and why it is in the City's best interest to waive the solicitation process.

Only Har-Tru product can be placed on top of the existing Har-Tru to repair the courts. The courts have been inoperable since Hurricane Irma and revenue is subsequently not being. *Due to play commitments, the work needs to be done immediately so a bid waiver is necessary.*

Market Research: (2-4 sentences) describe what market research has been performed to support this decision.

See attached quotes regarding Har-Tru repair cost estimates. Attached letter supporting current unsafe condition of courts. The bid process would not enable the courts to be open to the public in a timely manner.

☐ Need Additional Information

☐ Not Approved

Comments: _____

☒ Approved This Bid Waiver approval is valid for this purchase only.

Chief Purchasing Officer (CPO)

Date

Chief Information Officer

Date

City Manager

Date

INSTRUCTIONS: all requests require CPO approval. Attach all corresponding quotes and backup documentation to this Memo. Additionally, ensure that all who are listed on the "FROM" and "THROUGH" have initialed by their names confirming they have reviewed the request. Additionally, if technology related, CIO approval is required. NOTE: If Commission approval has previously been attained with the selected supplier for the good/service and Commission approved funds are available, an Acquisition Memo is not required. Be sure to note the Commission approval and date on the requisition as supporting backup documentation. NOTE: DELETE INSTRUCTIONS BEFORE PRINTING.