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JAN 04 2017
CITY MANAGER

MEMORANDUM ACQUISITION APPROVAL

TO: Chief Neal DeJesus, Interim City Manager

FROM: Suzanne Fisher, Director of Parks & Recreation

THROUGH: Theresa Webb, Director Procurement

SUBJECT: Contract Extension – 90 days with Delray Intracoastal Cruises, LLC (Pilgrim Belle Cruises, LLC)

DATE: December 30, 2016

RECEIVED JAN 10 2017

Background / Justification (attach all supporting documentation)

The current agreement with Delray Intracoastal Cruises, LLC (Pilgrim Belle Cruises, LLC) for the lease of dock space to operate charter cruise business from Veterans Park will expire on February 1, 2017. Parks & Recreation and the Purchasing Department are currently working to compile the bid document for these services.

According to City Ordinance 36.07 – Termination, Extension and Renewal. The City Manager may extend a City Commission approved contract for up to ninety (90) days.

By copy of this memo, we are requesting a ninety (90) day extension of the agreement through May 1, 2017. All other terms and conditions will remain the same.

This extension will be used to complete the bid process and get the agenda item prepared for Commission approval.

Delray Intracoastal Cruises, LLC (Pilgrim Belle Cruises, LLC) 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 Manager may extend a City Commission approved contract for up to ninety (90) days.

Funding Account Number:

This is a revenue source for the City.

001-0000-362-51.00 – Monthly Lease

001-0000-347-98.10 – Supplemental Passenger Percentage

Department Head
(for all purchases \$2,501 - \$25,000)

Date

City Manager
(for purchases \$10,001 - \$25,000)

Date

Chief Purchasing Officer
(for purchases \$2,501 - \$25,000)

Date

Chief Innovation & Technology Officer
(for all technology-based goods and services)

Date