



## MEMORANDUM ACQUISITION APPROVAL

- ☐ City Standard, Approved Justification Memo Attached    ☐ Sole Source, Approved Justification Memo Attached  
☐ Quote    ☐ Government Contract    ☐ Exempt from Competitive Process

**TO:** Mark R. Lauzier, City Manager  
**FROM:** Katerri Johnson, City Clerk  
**SUBJECT:** Approve Municode Codification Services A  
**DATE:** July 6, 2018

### **Background:**

The City Clerk's Office is requesting to extend the existing agreement between Municipal Code Corporation and the City of Delray Beach for an additional 3 (three) years, beginning on December 1, 2017 and terminating on November 30, 2020. Thereafter, lacking any written notification to the contrary, the codification agreement will automatically renew from year to year, with each party reserving the right to cancel this agreement with 60 (sixty) days written notice.

### **Purchasing Policy:**

This recommendation complies with City Code of Ordinance 21-17, Section 36.02; City Manager Approval.

### **Funding Account Number:**

Funding in the amount not-to-exceed \$39,000 is available from Account No. 001-15-000-512.40-10 (Printing & Binding other Printing Costs).