

BID WAIVER INFORMATION FORM
TO ACCOMPANY LEGISLATION
(LIMIT YOUR RESPONSE TO THIS SHEET)

1. Reason(s) for Waiving City Code Bid Procedure:

- Purchase made from sole source.
- Emergency breakdown creating an unplanned need.
- Item to be purchased is of a perishable nature.
- It is impossible to obtain bids to satisfy need with time required by formal bidding process.
- Need to extend or increase an existing contract.
- Non-price errors on either the bidder's or the City's part in the bid proposal.
- A new law or regulation which requires immediate compliance.
- Other: Unique nature of services provided.

Explanation:

Instructors at the Cultural Arts Center are required to possess unique and high level skills, abilities and teaching experiences. Contracts associated with the instruction of ceramic studio classes are selected on an individual basis to meet these needs of the Recreation and Parks Department's Cultural Arts Center visual arts programming. Kathy Grace, current contractor, provides those high quality and unique services. Due to Ms. Grace's great skills and talent, her class demand and enrollment continues to grow. She has been in contract with the CAC for 5 years.

We are submitting this bid waiver legislation because Ms. Grace has the potential of making over \$20,000 in 2005. There can be no formal bid process for CAC instructors, as the class fees are predetermined with contract instructors receiving 80% of class fees received.

See the attached description we use for this contractor's necessary skills and abilities.

2. Was Informal Bid Procedure Used: Yes No Explain:

I request the maximum amount of \$26,400 to be encumbered for the contract with Kathy Grace.

3. Informal Bid Received and Prices for Each:

N/A

4. If Lowest Bid Was Not Accepted, Explain:

N/A

Approved: Wayne A. Roberts
Director, Recreation and Parks Department

Date: 1-5-05