

**CITY OF COLUMBUS - BID WAIVER INFORMATION FORM**

**TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329  
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)**

**1. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 133 calendar days.)**

- An unanticipated breakdown created an unplanned, emergency need.
- The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because:

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 ceramics studio classes are selected on an individual basis to meet the needs of the Recreation and Parks Department's Cultural Arts Center visual arts programming. There can be no formal bid process for CAC instructors, as the class fees are predetermined with contract instructors receiving 75% of class fees received. 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 9 years. We are submitting this legislation because Ms. Grace has the potential of making over \$20,000 in 2010. I request the maximum amount of \$31,297.50 to be encumbered for the contract with Kathy Grace. See the attached description we use for this contractor's necessary skills and abilities.

**2. Informal bid procedure used:  Yes  No Explain:**

Please see explanation above.

**3. Informal bids received and prices for each:**

NA

**4. If lowest bid was not accepted, Explain:**

NA

**Approval Signature:**

Director Authorized to Contract on Behalf of The City

Date