

**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. Reasons for waiving City Code bid procedure:

- emergency breakdown causing unplanned need
- item to be purchased is of a perishable nature
- need to extend an existing contract
- there is not enough time to obtain formal bids to satisfy need
- non-price error on either the bidder's or the City's part in the bid proposal
- a new law or regulation requires immediate compliance
- other _____

-
2. Detailed explanation of reason (must be completed by division): Instructors for the Davis Performing Arts Programs for Youth are required to possess unique and high level skills, abilities and teaching experiences and must meet the needs of the Davis Programming goals. The Phoenix Theatre Circle (current contractor) provides those high quality and unique services. Due to the great skills, talent, reputation and history of Phoenix and their staff, we found no other theatre group in Columbus that can offer the same services. Phoenix has: Full and part time staff who have various years of history with the organization who would be consistently available to instruct Davis camps and classes as consistency is important to children and the Davis' goals; Pay their staff insurance coverage; Works mostly with children at risk in Columbus neighborhoods and inner city areas which are the Davis' customer demographics; Honored with numerous art recognition awards; Have the ability to offer organizational staff that will provide administrative, marketing, developmental and production support. Staff who will oversee the new "partnership/visionary" growth and relationships and staff who will provide guidance and mentorship to the incoming Davis Performing Arts Programming artistic director; Phoenix services help grow new audiences, acquire new partnerships, volunteers and sponsors, create and begin high quality programming and productions and gain staff development.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each: N/A

5. If lowest bid was not accepted, explain criteria for award: N/A

ORDINANCE #: ORD0490-2008

APPROVED BY: Terri Leist

DATE: 03/11/08
