

**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):

Due to the unique nature of the performances, contracts associated with Festival Latino, Jazz & Rob Fest, Rhythm on the River/Family Fun Flicks are negotiated on an individual basis to meet the given needs of the Recreation and Parks Department for Music in the Air and the Office of Special Events performances. Class Acts Columbus provides a vital service to the Department, enabling the hiring and presentation of internationally touring artists that would otherwise not be possible. This contract allows the Department to secure artists for festival performances and to arrange necessary festival services.

3. Informal procedure used: **The 2008 legislation requests approval to enter into an agreement for \$240,000.00, however, Class Acts Columbus payment for all services rendered cannot exceed \$14,519.00. This includes a flat fee of \$5,500 and 4% of the artists' fees. Class Acts Columbus contract fees were negotiated and found to be below market standard of 10-20%.**

- 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 #: 0647-2008

APPROVED BY: Terri Leist

DATE: 04/04/08
