

**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 for the Recreation and Parks Department's 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. 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 time and part time staff who have various years of history with the organization who would be consistently available to instruct Davis camps and classes. Consistency is important to children and to our goals.
- Pays their staff insurance coverage costs (shows commitment to keeping staff on board).
- Works mostly with children at risk in Columbus neighborhoods and inner city area which are the Davis Programming' customer demographics.
- Has been honored with numerous art recognition awards.
- Has a 15 year history in Columbus.
- Can offer their organizational staff that will provide administrative, marketing, developmental and production support. Staff who will oversee the new "partnership/visionary" growth and relationships. Staff who will provide guidance and mentorship to the incoming Davis Performing Arts Programming artistic director.
- The Davis Performing Arts Programs needs the service available to them through Phoenix to re-open the facility, recapture their audience, grow new audiences, acquire new partnerships, volunteers and sponsors, create and begin high quality programming and productions, gain staff development.

We are submitting this bid waiver legislation because Phoenix Theatre Circle has the potential of making over \$20,000 in 2005. There can be no formal bid process for as the class fees are predetermined with contractor earning 80% of class fees received.

2. Was Informal Bid Procedure Used:  Yes  No Explain:
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: 4-21-05