

**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 experience. Contracts associated with the instruction of ceramic studio classes are selected on an individual basis to meet these needs for 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 continue to grow. She has been in contract with the Cultural Arts Center for 4 years. We are submitting this bid waiver because Ms. Grace has the potential of making over \$20,000 in 2004. 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.

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

It is requested that the maximum amount of \$25,000.00 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: \_\_\_\_\_  
Director, Recreation and Parks Department

Date: December 10, 2003