



**Office of Management and Budget
Division of Purchasing
Non-Competitive Contract Request Form**

Department	Louisville Zoo	Department Contact	Stephanie Moore
Contact Email	Stephanie.Moore@louisvilleky.gov	Contact Phone	(502) 238-5300

Contract Type: check one	New	Amendment		
		Additional Funds	Time Extension	Scope
Professional Service	✓			
Sole Source (goods/services)				
	Start	End		
Requested Contract Dates (MM/DD/YYYY)	12/01/2022	11/30/2023		

VENDOR INFORMATION

Vendor Legal Name	Imagine Exhibitions Inc.				
DBA					
Point of Contact	Tom Zaller	Email	Tzaller@ImagineExhibitions.com		
Street	2870 Peachtree Road				
Suite/Floor/Apt	#418	Phone			
City	Atlanta	State	GA	Zip Code	30305
Federal Tax ID#		SSN# (If sole proprietor)			
Louisville Revenue Commission Account #					
Human Relations Commission Certified Vendors	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business		
Select if applicable					

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$100,000	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	✓				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payment Rate	per hour		per day	\$100,000	per service
	per month		Other		
Payment Frequency	Monthly	✓	Upon Completion / Delivery		
	Quarterly	✓	Other		



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CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)

Amendments: Describe the circumstances under which a time extension or scope change is needed.

New: Be specific about the work to be performed / product to be purchased including but not limited to: scope of work; description of service; work product created; why the service / product is necessary; and benefit to Louisville Metro Government.

Loan of exhibit containing multiple Lego brick sculptures that create individual displays that will be on exhibit at the Louisville Zoo during the summer of 2023. Seasonal exhibits such as this are necessary to maintain attendance and revenue generation for the Zoo. Agreement includes the installation, loan period, and deinstall of the exhibit.

JUSTIFICATION FOR NON-COMPETITIVE GOOD/SERVICE (Attach additional documentation if necessary)

Provide justification including but not limited to: a description of the unique features that prohibit competition; research conducted to verify the vendor as the only known source (sole source); why the service (PSC) is not feasible to be provided by LMG staff or expertise does not exist; known compatibility, proprietary and/or timing issues.

The design and construction of LEGO brick sculptures for the traveling exhibit known as Nature Connects. Nature Connects is designed and sculpted by a certified LEGO master builder and focuses on animals and habitat for the displays. This is the only LEGO exhibit that supports the mission of the Zoo and focuses on nature and animals while providing educational content on the importance of living well with our environment.

AUTHORIZATIONS: Per KRS 45A.380, I have determined that competition is not feasible for the above described good / service and there is a single source within a reasonable geographical area of the good / service to be procured; or the resulting contract is for the services of a licensed professional, technician, artist, or other non-licensed professional service.

Department Director [Signature: Stephanie Moore] Date [blank]
Signature Stephanie Moore
Printed Name

Purchasing Director [Signature: Joel Neaveill] Date 11/23/2022
Signature [DocuSigned by: Joel Neaveill]
Joel Neaveill

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