



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

| | | | |
|---------------|-------------------------------|--------------------|-----------------|
| Department | Louisville Zoo | Department Contact | Steven R Taylor |
| Contact Email | steve.taylor@louisvilleky.gov | Contact Phone | 502-238-5325 |

| | | | | |
|---------------------------------------|--------------|------------------|----------------|-------|
| 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) | 07/01/2020 | 06/30/2021 | | |

VENDOR INFORMATION

| | | | | | |
|---|--|--------------------------------|---------------------------|----------|-------|
| Vendor Legal Name | Kentucky Community and Technical College Systems | | | | |
| DBA | Jefferson Community and Technical College | | | | |
| Point of Contact | Michael Watkins | Email | michael.watkins@kctcs.edu | | |
| Street | 109 E Broadway | | | | |
| Suite/Floor/Apt | | Phone | | | |
| City | Louisville | State | KY | Zip Code | 40202 |
| Federal Tax ID# | | SSN# (If sole proprietor) | | | |
| Louisville Revenue Commission Account # | | | | | |
| <u>Human Relations Commission Certified Vendors</u> | 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" value="1101"/> | <input type="text" value="735"/> | <input type="text" value="1710"/> | <input type="text" value="171001"/> | <input type="text" value="521301"/> |
| Payment Rate | | per hour | | per day | |
| | | per month | | Other | |
| Payment Frequency | ✓ | Monthly | | Upon Completion / Delivery | |
| | | Quarterly | | Other | |



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

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.

The Louisville Zoo and Kentucky Community and Technical College Systems (KCTCS/JCTS) have created and implemented a yearly cooperative, experiential educational program which provides an interactive experience for Zoo guests. The JCTC students provide staffing and interpretation for guests at the Zoo's BOMA African Petting Zoo and Wallaroo Walkabout. This allows college level students to participate in paid learning opportunities. Students study and learn the art and science of education, conservation, biology, animal husbandry, natural history and guest services. All of this is effective in laying groundwork for their professional futures.

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 Zoo and KCTCS/JCTC have been jointly participating in this endeavor since 1998. It is a unique program for JCTC students to participate each year.

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] Date 6-5-2020
Signature
Printed Name John T. Wolczak

Purchasing Director [Signature] Date 6/10/2020
DocuSigned by:
Signature
B4B46603FB3A42D...
Joel Neaveill

Amendment #1

This Amendment, dated June 1, 2020, constitutes Amendment #1 to the Professional Service Agreement between Louisville/Jefferson County Metro Government, by and through its Louisville Zoological Gardens, herein referred to as "Metro Government", and the Jefferson Community and Technical College for Kentucky Community and Technical College System, 109 E. Broadway, Louisville, KY 40202, herein referred to as "KCTCS/JCTC", for a mentor/internship program at the Louisville Zoological Gardens' Boma and Australian Walkabout.

1. Per Clause III.A of the Agreement, the parties agree to renew the Agreement for a term of one year to commence on July 1, 2020 and terminate on June 30, 2021.
2. All other terms and conditions of the Agreement shall remain.

Wherefore, the undersigned, being duly authorized agents of their respective institutions, now bind the parties to this Amendment #1.

KCTCA/JCTC

Gary Dryden 6/4/2020
 Gary W. Dryden Jr., VP of Administration and Chief Financial Officer Date

Metro Government
[Signature] 27 May 2020
 John Walczak, Director Date
 Louisville Zoological Gardens

Approved as to form and legality contingent upon approval of the appropriation for this Agreement by the Metro Council

 Michael J. O'Connell, Jefferson County Attorney Date

AMENDMENT TO AGREEMENT

This Amendment to Agreement, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through its **LOUISVILLE ZOOLOGICAL GARDENS**, herein referred to as “**METRO GOVERNMENT**”, the **JEFFERSON COMMUNITY AND TECHNICAL COLLEGE FOR KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM**, 109 E. Broadway, Louisville, KY 40202, herein referred to as “**KCTCS/JCTC**”,

WITNESSETH:

WHEREAS, the Metro Government and KCTCS/JCTC entered into an Agreement for a mentor/internship program, for the Louisville Zoological Gardens’ African Outpost and Boma (African Petting Zoo) where students will interpret animal natural history, habitat preservation and African Culture for the public; and

WHEREAS, the parties wish to amend the Agreement by increasing its not-to-exceed amount and extending the date of same;

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

Section I. That Agreement Section II, Fees and Compensation, Subsection A is hereby amended in its entirety to read as follows:

A. KCTCS/JCTC shall be reimbursed for services rendered according to the terms of this Agreement as described in Exhibit A. Total compensation payable to KCTCS/JCTC for services rendered pursuant to this Agreement, including materials and out-of-pocket expenses, shall not exceed two hundred thousand dollars (\$200,000.00). Checks for services shall be made payable to the Kentucky Community and Technical College System. Payment for services shall be mailed to the Kentucky Community and

Technical College System, c/o Sponsored Projects Accounting, 300 North Main St,
Versailles, KY 40383.

Section II. That, pursuant to Agreement Section III, Duration, Subsection A, the Agreement is hereby renewed through June 30, 2021.

Section III. That Exhibit A, in the Phase 4: Implementation subsection of the Implementation section, the title of the table shall be replaced in its entirety with “Anticipated Annual Fees and Compensation to KCTCS/JCTC

Section IV. All other terms and conditions as set forth in the Agreement shall remain in full force and effect as if fully set out herein.

WITNESS the agreement of the parties hereto by their signatures affixed hereon.

APPROVED AS TO FORM AND LEGALITY CONTINGENT UPON APPROVAL OF THE APPROPRIATION FOR THIS AGREEMENT BY THE METRO COUNCIL

LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT

DocuSigned by:
Paul Rutherford
MICHAEL J. O'CONNELL
JEFFERSON COUNTY
ATTORNEY

[Signature]
JOHN WALCZAK
DIRECTOR, LOUISVILLE ZOO

Date: 6/17/2020

Date: 6-23-20

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM FOR JEFFERSON COMMUNITY AND TECHNICAL COLLEGE

By: *[Signature]*

Title: VP of Administration and CFO

Date: 6/22/2020

Taxpayer Identification No. (TIN): _____

Louisville/Jefferson County Revenue Commission Account No.: _____

