

SH 3469

Finance Policy

### CONTRACT DATA SHEET

PSC Type (check one):  New  Addendum Sole Source:  Yes  No

Contractor Information	
1. Legal Name of Contractor:	<u>Louisville Visual Art Association, Inc.</u>
2. Address:	<u>609 West Main St., 2nd Floor</u>
3. City, State, & Zip:	<u>Louisville, KY 40202</u>
4. Contractor Contact Person:	<u>Jackie Pallesen</u>
5. Phone:	<u>502-584-8168 ext. 104</u> Email: <u>Jackie@louisvillevisualart.org</u>
6. Revenue Commission Taxpayer ID#:	_____
7. Federal Tax ID # (SSN if sole proprietor):	_____

Department Information	
8. Requesting Department:	<u>Metro Parks and Recreation</u>
9. Contact Person Name & Telephone:	<u>BJ Lewis, 502-456-2428</u>

Contract Information	
10. Not to exceed amount:	<u>\$ 50,000</u>
11. Are expenses reimbursed?	<u>No</u>
12. If yes list allowable expenses and maximum amount reimbursable:	_____
13. Beginning and ending date of the contract:	<u>July 1, 2015-June 30, 2016</u>
14. Funding Source	<u>General Fund</u> Federal Funds <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
15. Scope & Purpose of the contract: This contract is for planning and management of the Picture Love and Studio 2000 art programs. Picture Love will be held Summer 2015 and Studio 2000 will run in multiple session through June 2016.	

Authorizations	
Department Director:	<u><i>[Signature]</i></u> Date: <u>7-1-15</u>
Purchasing Director:	<u><i>[Signature]</i></u> Date: <u>8/17/15</u>
County Attorney:	<u><i>[Signature]</i></u> Date: <u>8/27/15</u>
<i>The County Attorney has written the attached Professional Service Contract or Sole Source Contract and has approved that document as to the legality of the instrument itself only and as to its form.</i>	

For Purchasing Use Only	
Contractor is registered and in good standing with the Revenue Commission	<input checked="" type="checkbox"/>
Human Relations Commission requirements have been met	<input checked="" type="checkbox"/>
Insurance requirements have been satisfied	<input checked="" type="checkbox"/>
If federally funded, Federal Debarment standing has been verified	<u>N/A</u>

Attach all justification documentation to this form, along with signed Written Findings Form.

**WRITTEN FINDINGS**

**EXPLAINING NECESSITY FOR USING NONCOMPETITIVE NEGOTIATION FOR PSC**

This document constitutes written request and findings, as required by KRS 45A.380 stating the need to purchase through noncompetitive negotiation. By the signatures listed below, the Requesting Department has determined, and the Chief Financial Officer concurs, that competition is not feasible because:

\_\_\_\_\_ A. An emergency exists which will cause public harm as a result of the delay in competitive procedures. **\*\* Mayors Approval required for emergency purchases exceeding \$10,000.**

**X** \_\_\_\_\_ B. There is a single source within a reasonable geographic area of the supply or service to be procured or leased (attach sole source determination from the Purchasing Department).

\_\_\_\_\_ C. The contract is for the services typically provided by a licensed professional, such as an attorney, architect, engineer, physician, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; an artist such as a sculptor, aesthetic painter, or musician; or a non-licensed professional such as a consultant, public relations consultant, advertising consultant, developer, employment department, construction manager, investment advisor, or marketing expert and the like.

\_\_\_\_\_ D. The contract is for the purchase of perishable items purchased on a weekly basis, such as fresh fruits, vegetables, fish, or meat.

\_\_\_\_\_ E. The contract is for replacement parts where the need cannot reasonably be anticipated and stockpiling is not feasible.

\_\_\_\_\_ F. The contract is for proprietary items for resale.

\_\_\_\_\_ G. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the city.

\_\_\_\_\_ H. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids.

\_\_\_\_\_ I. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment liability insurance.

\_\_\_\_\_ J. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the Metro Government.

\_\_\_\_\_ K. The contract was solicited by competitive sealed bidding and no bids were received from a responsive and responsible bidder.

\_\_\_\_\_ L. Where, after competitive sealed bidding, it is determined in writing that there is only one (1) responsive and responsible bidder.

 7-1-15  
Requesting Department Director Date

\_\_\_\_\_  
\*\*Mayor Date  
\*\*Signature is required only for Written Finding A

Marian Salmon 8/17/15  
OMB/Purchasing Approval Date

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**MEMORANDUM**

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**TO:** Marian Salmon, Purchasing

**FROM:** Marty Storch  
Deputy Director

**SUBJECT:** Sole Source Justification – Louisville Visual Art Association

**DATE:** 8/5/2015

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Explanation of why competition is not feasible for Louisville Visual Art Association Proposal.


The Louisville Visual Art Association (LVAA) contract will be a multi-faceted approach to increasing arts program efficiency and effectiveness at the Metro Parks and Recreation community centers.

Currently, Metro Parks and Recreation hosts various programs in the arts. This includes Studio 2000, an eight week arts program for teens operated out of the Shawnee Arts and Cultural Center in three cycles per year. This program offers youth an opportunity to work with and learn from established artists as well as earn compensation for their efforts. A sale of student work is offered at the end of the program. LVAA is uniquely positioned within the arts community and as such offers tremendous opportunities for this program. They will coordinate the Studio 2000 program, as well as continue to offer other LVAA programs such as Picture Love through Parks.

Additional benefits of using the Louisville Visual Arts Association:

- Familiarity with Metro Parks community centers;
- Familiarity with the community center clientele and neighborhood demographics;
- Experience with recruitment, training and program coordination for youth;
- Provide access to an extensive network of local artists working in various mediums;
- Reduction in paperwork and processing time for Parks staff and
- Previous and existing programs with this partner have been very successful.

Based on those factors which will also allow us to get this program up and running quickly along with a higher probability for success, we are asking you to accept this as valid justification and allow the process of contracting with Louisville Visual Art Association to proceed.

  
\_\_\_\_\_  
Marty Storch  
Deputy Director, Metro Parks

## **AGREEMENT**

**THIS AGREEMENT**, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through its Parks Department, herein referred to as **"METRO GOVERNMENT"**, and **LOUISVILLE VISUAL ART ASSOCIATION, INC.**, with offices located at 609 West Main Street, 2<sup>nd</sup> Floor, Louisville, Kentucky 40202, herein referred to as **"CONSULTANT"**,

### **WITNESSETH:**

**WHEREAS**, the Metro Government wishes to engage Consultant for planning and management of the Picture Love and Studio 2000 art programs; and

**WHEREAS**, the Consultant has been determined by the Metro Government to have the necessary experience, expertise and qualifications to provide those services,

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

**I. SCOPE OF PROFESSIONAL SERVICES**

**A.** Consultant shall, at the request of the Metro Government, provide services under the terms of this professional Agreement. The Consultant's work product may be reviewed from time to time by the Metro Government for purposes of determining that the services provided are within the scope of this Agreement.

**B.** Consultant, while performing the services rendered pursuant to this Agreement, may incidental thereto utilize agents or employees of such Consultant. However, such use must be documented in the monthly invoice submitted for those services rendered.

**C.** If from time to time Consultant needs to utilize the records or personnel of the Metro Government relative to performing the services required of this Agreement,

then Consultant shall notify the proper agent of the Metro Government of this need and arrangements may be made for that contingency. However, at no time shall the Metro Government make available its resources without the full consent and understandings of both parties.

- D. The services of Consultant shall include but not be limited to the following:  
Planning and management of the Picture Love and Studio 2000 art programs.

## **II. FEES AND COMPENSATION**

A. Consultant shall be reimbursed for professional services rendered according to the terms of this Agreement as described on Attachment A attached hereto and fully incorporated herein. Total compensation payable to Consultant for services rendered pursuant to this Agreement shall not exceed **FIFTY THOUSAND DOLLARS (\$50,000.00)**.

B. Unless otherwise agreed to in writing by the Metro Government, services shall be rendered and payment therefor shall be made at monthly intervals throughout the duration of this Agreement. Payment shall only be made pursuant to a detailed invoice presented monthly, which invoice shall indicate a descriptive daily accounting of the hours expended in service under this Agreement and the particular nature of such service. Copies of invoices or receipts for third party charges must be included with the Consultant's invoice when payment is requested. In the event payment is made in lump sum at the end of the service period, Consultant's final invoice shall indicate a descriptive daily accounting of hours expended as described heretofore.

C. The Metro Government shall not reimburse out of pocket expenses under this Agreement.

**D.** Consultant, to the extent that it provides the same or related services to other parties agrees to pro-rate its billings to the Metro Government which are of benefit to the other parties and to provide documentation to all parties to verify the pro-ration of such billings. In no event will the Metro Government pay bills which are considered to be double billing (i.e. billing two different parties for the same work).

**III. DURATION**

**A.** This Agreement shall begin July 1, 2015 and shall continue through and including June 30, 2016.

**B.** This Agreement may be terminated by submitting thirty (30) days' written notice to the non-terminating party of such intent to terminate. This Agreement may also be terminated by any party, without notice to the non-terminating party, because of fraud, misappropriation, embezzlement or malfeasance or a party's failure to perform the duties required under this Agreement. A waiver by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

**C.** In the event of termination, payment for services complete up to and including date of termination shall be based upon work completed at the rates identified in this Agreement. In the event that, during the term of this Agreement, the Metro Council fails to appropriate funds for the payment of the Metro Government's obligations under this Agreement, the Metro Government's rights and obligations herein shall terminate on the last day for which an appropriation has been made. The Metro Government shall deliver notice to Consultant of any such non-appropriation not later than 30 days after the Metro Government has knowledge that the appropriation has not been made.

**IV. EMPLOYER/EMPLOYEE RELATIONSHIP**

It is expressly understood that no employer/employee relationship is created by this Agreement nor does it cause Consultant to be an officer or official of the Metro Government. By executing this Agreement, the parties hereto certify that its performance will not constitute or establish a violation of any statutory or common law principle pertaining to conflict of interest, nor will it cause unlawful benefit or gain to be derived by either party.

**V. RECORDS-AUDIT**

Consultant shall maintain during the course of the work, and retain not less than five years from the date of final payment on this Agreement, complete and accurate records of all of Consultant's costs which are chargeable to the Metro Government under this Agreement; and the Metro Government shall have the right, at any reasonable time, to inspect and audit those records by authorized representatives of its own or of any public accounting firm selected by it. The records to be thus maintained and retained by Consultant shall include (without limitation): (a) payroll records accounting for total time distribution of Consultant's employees working full or part time on the work (to permit tracing to payrolls and related tax returns), as well as canceled payroll checks, or signed receipts for payroll payments in cash; (b) invoices for purchases receiving and issuing documents, and all the other unit inventory records for Consultant's stores stock or capital items; and (c) paid invoices and canceled checks for materials purchased and for subcontractors' and any other third parties' charges.

**VI. HOLD HARMLESS CLAUSE**

The Consultant shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials,

employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Consultant's (or Consultant's Subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Agreement.

#### **VII. REPORTING OF INCOME**

The compensation payable under this Agreement may be subject to federal, state and local taxation. Regulations of the Internal Revenue Service require the Metro Government to report all amounts in excess of \$600.00 paid to non-corporate contractors. Consultant agrees to furnish the Metro Government with its taxpayer identification number (TIN) prior to the effective date of this Agreement. Consultant further agrees to provide such other information to the Metro Government as may be required by the IRS or the State Department of Revenue.

#### **VIII. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All parties expressly consent to personal jurisdiction and venue in such Court for the



limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

**IX. AUTHORITY**

The Consultant, by execution of this Agreement, does hereby warrant and represent that he is qualified to do business in the State of Kentucky, has full right, power and authority to enter into this Agreement.

**X. CONFLICTS OF INTEREST**

Pursuant to KRS 45A.455:

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:

(a) He, or any member of his immediate family has a financial interest therein; or

(b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or

(c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of

any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

## **XI. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement

supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the parties that is not embodied in this Agreement. This Agreement cannot be amended, modified, or supplemented in any respect except by a subsequent written agreement duly executed by all of the parties hereto.

**XII. OCCUPATIONAL HEALTH AND SAFETY**

Consultant agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. Consultant also agrees to notify the Metro Government in writing immediately upon detection of any unsafe and/or unhealthful working conditions detected at any Metro-owned property where Consultant performs work under this Agreement. Consultant agrees to indemnify, defend and hold the Metro Government harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

**XIII. SUCCESSORS**

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

**XIV. SEVERABILITY**

If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision hereunder.

**XV. COUNTERPARTS**

This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

**XVI. CALCULATION OF TIME**

Unless otherwise indicated, when the performance or doing of any act, duty, matter, or payment is required hereunder and a period of time or duration for the fulfillment of doing thereof is prescribed and is fixed herein, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. For example, if on January 1, Consultant is directed to take action within ten (10) calendar days, the action must be completed no later than midnight, January 11.

**XVII. CAPTIONS**

The captions and headings of this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of any provisions of this Agreement.

**XVIII. VIOLATIONS OF AND COMPLIANCE WITH KENTUCKY LAWS**

The Consultant shall reveal any final determination of a violation by the Consultant or subcontractor within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Consultant or subcontractor. The Consultant shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Consultant or subcontractor for the duration of the contract.

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

APPROVED AS TO FORM AND  
LEGALITY:

LOUISVILLE/JEFFERSON COUNTY  
METRO GOVERNMENT

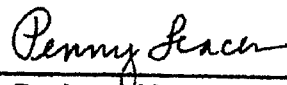
  
\_\_\_\_\_  
MICHAEL J. O'CONNELL  
JEFFERSON COUNTY ATTORNEY

  
\_\_\_\_\_  
SEVE GHOSE, DIRECTOR  
PARKS DEPARTMENT

Date: 8-27-15

Date: 09/03/15

LOUISVILLE VISUAL ART  
ASSOCIATION, INC.

By:   
\_\_\_\_\_  
Business Manager  
Title: \_\_\_\_\_

Date: September 4, 2015

Taxpayer Identification No.  
(TIN): \_\_\_\_\_

Louisville/Jefferson County  
Revenue Commission Account  
No.: \_\_\_\_\_

## ATTACHMENT A

### Studio 2000 Cost Breakdown:

**Request for Proposal: LVAA / Metro Parks  
2015 Studio 2000 at Shawnee Arts & Cultural Center**

**8 week program; 3 hours, Monday - Thursday  
12 hours of programming each week / 96 hours total for students and artists  
20 students served**

**Summary:** Students focus on different techniques of clay, mixed media or fiber to collectively create works of art to be on display and for sale at the end of the program. The artwork will be created from a marketable standpoint while learning in depth techniques of creation and creativity through their set discipline. The students will also be encouraged to write a brief artist statement at the end of the program to reflect on their experience in Studio 2000 to be on display at exhibition.

**Objective:** Students will learn to think beyond just creation and start to take in the reasoning for creating, how to develop and use communication through art and marketing their work. The student will familiarize himself or herself with main discipline taught through the 8-week program.

**Outcomes:** Students will not only have a deeper understanding of their chosen discipline but they will also have a deeper understanding of how art can be used as a form of communication, problem solving and a means for generating income through art. The end product will be works of art created by students that will be on display and on sale for our community.

### LVAA – Studio 2000

**Budget: 96 hours @ \$85 per hour**

- **Manage summer program, June 16 – August 7, 2015 @ SACC**
- **Select artists to provide eight-weeks of instruction in clay, mixed media & fiber**
- **Provide Metro Parks with a list of needed supplies**
- **Send recruiting materials/application to JCPS & selected Jefferson county private schools with art programs**
- **Select portfolio review panel**
- **Develop curriculum in selected mediums**
- **Maintain a focus on marketable, student created works**
- **Provide instruction for 20 students, Monday thru Thursday, 3 pm until 6 pm**
- **Along with Metro Parks staff secure exhibit/sale venue**
- **Coordinate exhibit/sale that takes place at the end of the eight-week program**
- **An additional \$900 will be budgeted for (1) clay substitute instructor during a two-week period**

**Total of \$9,060**

### **LVAA/Studio 2000 Responsibilities for Summer 2015**

#### LVAA Responsibilities

**Manage summer program, June 16 – August 7, 2015 @ SACC**  
**Select artists to provide eight-weeks of instruction in clay, mixed media & fiber**  
**Provide Metro Parks with a list of needed supplies**  
**Send recruiting materials/application to JCPS & selected Jefferson county private schools with art programs**  
**Select portfolio review panel**  
**Develop curriculum in selected mediums**  
**Maintain a focus on marketable, student created works**  
**Provide instruction for 20 students, Monday thru Thursday, 3 pm until 6 pm**  
**Along with Metro Parks staff secure exhibit/sale venue**  
**Coordinate exhibit/sale that takes place at the end of the eight-week program**  
**Facilitate payment of student stipends**

#### Metro Parks Responsibilities

**Send LVAA staff Studio2000 application for revisions**  
**Review revised Studio2000 application prepared by LVAA staff**

Complete ITPS for artist contracts  
Submit work orders for (2) double sink installations at SACC  
Complete PO's for program supplies  
Send recruiting materials/application to Metro Parks Community Centers  
Prep workspace for artists/students  
Coordinate orientation for students/parents (with artists present) prior to program start date  
Supply snacks for program  
Along with LVAA staff secure exhibit/sale venue

**Picture Love Program Cost Breakdown:**

To serve two Community Centers: Baxter & Southwick Community Centers  
over the summer (15 students per location)

***Metro Parks Financial Commitment:***

Printing / Dye-Sublimation Prints  
=\$5000  
30 cameras - 30 memory cards - 30 camera bags  
= (\$225 per child)

Total - \$11,750

\*\*\*\*\*

***LVAA:***

Facilitating Artist, Assistant, Program Manager  
= \$3,500  
8 sessions per Community Center  
2 sessions a week for 4 weeks  
2.5 hours each session  
20 hours for each location  
Reception, Gallery Show, Extra Supplies  
=\$15,250 (\$7,625 for each location)