



**OFFICE OF MANAGEMENT AND BUDGET  
Division of Procurement**

**Non-Competitive Purchase / Contract Request Form**

Department	Louisville Zoo	Department Contact	Dan Cole
Contact Email	dan.cole@louisvilleky.gov	Contact Phone	502-238-5621

**Professional Services** are services that require specialized skills, knowledge, and expertise, often provided by individuals or firms with professional qualifications.  
**Sole Source** is when goods or services being procured are unique, specialized, or proprietary in nature, and there are no comparable alternatives available in the market.

Request Date \_\_\_\_\_ Contract Type: Professional Service  Sole Source (Goods/Services)

Requested Contract Term: Start \_\_\_\_\_ End \_\_\_\_\_ One-time purchase

Title of goods or service to be acquired: Replacement Mounts and Maintenance of Carousel

**CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)**

Be specific about the work to be performed or product to be purchased including but not limited to scope of work; description of service and work product created.

The Louisville Zoo needs a vendor to provide certified parts, service, repairs, and maintenance for the antique Conservation Carousel. This shall include electrical and mechanical work for all components of the carousel, wood finish of any portion of the carousel, painting of the wooden structure and animals on the carousel, and electronics servicing of the carousel controls.

Vendor shall provide refurbishing service for existing animals on the carousel, as well as any new animal replacements when requested by the Zoo.

**SUPPLIER INFORMATION**

Supplier Legal Name	Carousel and Carvings Inc.				
DBA	Carousel and Carvings				
Point of Contact	Todd Goings	Email	Tgoings@carouselandcarvings.com		
Street	1476 Likens Road				
Suite/Floor/Apt	Building 4	Phone	740-389-5842		
City	Marion	State	Ohio	Zip Code	43302
Federal Tax ID#	[REDACTED]		SSN# (If sole proprietor)		
Louisville Metro Revenue Commission Account #	[REDACTED]				
Louisville Human Relations Commission Certified Business	<input type="checkbox"/> Minority	<input type="checkbox"/> Disabled			
	<input type="checkbox"/> Woman	<input type="checkbox"/> LGBT			

**FINANCIAL INFORMATION**

Not to Exceed Contract Amount	200,000	(Including reimbursement expenses, if applicable)			
Spend Category:	Building Maint/Repair Service				
Fund:	1101	Cost Center:	735 Maintenance		
Program:		Project:			
Grant:		Other Worktags:	93105 Commodity Code		
Payment Rate	\$85	per hour		per day	Other - describe below
		per month		per service	Will be quoted per service run
Payment Frequency		Monthly		Upon Completion / Delivery	
		Quarterly		Other	



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**JUSTIFICATION FOR NON-COMPETITIVE PURCHASE / CONTRACT** (Attach additional documentation if necessary)

**Technical Justification** - Explain why the requested goods or services can only be provided by the selected supplier. Include any technical specifications, unique features, or specialized expertise that make the supplier the only viable option.

Carousel and Carvings refurbished the carousel and installed it at the Louisville Zoo. They are the sole source for parts as they have purchased the remaining parts, and molds for parts from the Philadelphia Toboggan Company when they stopped making and servicing their carousels. The Zoo is required by the Kentucky State Law to use manufacture provided custom parts for all of our rides and since Philadelphia Toboggan Company's Carousel division is not longer in business, Carousel and Carvings has all the parts and proprietary information to manufacture the parts needed for our Carousel.

**Operational Necessity** - Describe how the requested goods or services are critical to the operation. Explain any potential disruptions or negative impacts that could arise from using an alternative supplier.

Without the parts and expertise supplied by Carousel and Carvings the zoo would not be able to operate the Conservation Carousel. This would be a financial loss as well as a loss to the community of one of our favorite attractions at the Zoo.

**Market Research** - Provide the results of the market research conducted to determine if alternative suppliers are available. Include a summary of the research process, the suppliers considered, and the reasons why these alternatives were deemed unsuitable.

The Louisville Zoo has bid this service in the past because there was another vendor in the United States that could potentially have done the work on the carousel, even if that company would have had to purchase manufactured parts from Carousel and Carvings. That company was Carousel Works, but they have closed their business. The Zoo is unaware of any other company that has the capability to perform all the necessary work on the Conservation Carousel.

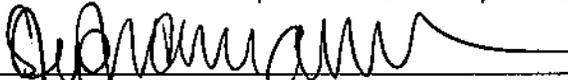
**Cost Considerations** - Where it is reasonable to do so, departments should make all efforts to negotiate and validate that pricing meets market expectations and is advantageous to Metro. Describe how the cost of services offered were determined to be reasonable. Detail any cost savings, if applicable, and how these savings compare to potential alternative suppliers.

Carousel and Carvings sets pricing. The Louisville Zoo plans out work in advance so that it is completed in an efficient manner.

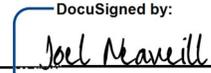
**Previous Relationship** - Note any known pre-existing relationship or business history with the supplier.

The Louisville Zoo has worked with Carousel and Carvings since they installed the Conservation Carousel.

**AUTHORIZATIONS:** I confirm that the information contained herein is accurate and complete to the best of my knowledge.

  
Department Director Signature  
Stephanie Moore 02/28/2025  
Printed Name Date

Based upon the review of information contained herein, competition is not feasible and the request for purchase / contract is approved.

DocuSigned by:  
  
Procurement Director Signature  
Joel Neaveill 3/17/2025  
Printed Name Date

Comments:

  
3/17/2025

**From:** [McCurdy, Sarah A](#)  
**To:** [Brown, Kimberlee](#)  
**Cc:** [Cunningham, Alan](#)  
**Subject:** RE: Carousel and Carvings Agreement  
**Date:** Tuesday, March 4, 2025 8:57:02 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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That is the plan.

Thanks,  
Sarah

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**From:** Brown, Kimberlee <kimberlee.brown@louisvilleky.gov>  
**Sent:** Tuesday, March 4, 2025 7:45 AM  
**To:** McCurdy, Sarah A <sarah.mccurdy@louisvilleky.gov>  
**Cc:** Cunningham, Alan <Alan.Cunningham@louisvilleky.gov>  
**Subject:** Carousel and Carvings Agreement

Good morning, Sarah,

I received the NCCR from the Zoo for the Carousel and Carvings. Per the NCCR it states to not exceed \$200,000.00. I remember when we had a quarterly meeting with the Zoo a few months ago you stated that purchasing would still process the agreement for \$200,000.00 but only obligate \$50,000.00 in workday. If the remaining amount is needed you or the zoo will process an amendment for it.

Is this still the plan you want to go with?

*Thank you,*



*Kim Brown*

**Procurement Specialist**  
Office of Management and Budget  
502-574-2174  
[kimberlee.brown@louisvilleky.gov](mailto:kimberlee.brown@louisvilleky.gov)

[www.louisvilleky.gov](http://www.louisvilleky.gov)

[611 W. Jefferson Street • Louisville, KY 40202](#)

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