

**CITY OF COLUMBUS  
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329  
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

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1. Reasons for waiving City Code bid procedure:

- emergency breakdown causing unplanned need
- item to be purchased is of a perishable nature
- need to extend an existing contract
- there is not enough time to obtain formal bids to satisfy need
- non-price error on either the bidder's or the City's part in the bid proposal
- a new law or regulation requires immediate compliance

other

A bid waiver is being requested due to the complexity of the programming associated with the studio. In initial conversations and planning regarding the music studio in the Linden Community Center we hired Yaves Ellis, to help guide us and ensure we had a scope that was inclusive of all our needs since we had no experience in this. Bids were advertised but there were only two bid responses received; one of those was Yaves Ellis (Canvaas Consulting, LLC) who was also the most responsive. Since Mr. Ellis was involved in helping us define what we needed we felt a bid waiver was needed to enter into this contract.

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An advertisement for this opportunity went on vendor services for submissions and just (2) firms submitted cost proposals and qualifications to provide the services. With the facility to open in December 2020, and the program need being required, it is requested that formal bidding requirements be waived

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2. Informal procedure used:

- telephone quotations
  - written quotations
  - negotiations
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3. Informal bids received and prices for each:

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4. If lowest bid was not accepted, explain criteria for award:

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ORDINANCE #:

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:

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