

**CITY OF COLUMBUS  
SOLE SOURCE 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. Verification of sole source:  
(Why no other individual or business is capable of supplying the needed item)

- sole manufacturer/distributor
- sole company offering this unique service (manufacturer's warranty/product support)
- other \_\_\_\_\_

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2. Describe efforts to determine that the company was a sole source:

SGI Matrix provides both the access control hardware (panels and card readers) as well as the software to monitor, control access, and secure facilities under the purview of the Facilities Management Division. In Ohio and contiguous states, SGI Matrix maintains installation personnel to provide final hook up, testing, and certification of all facility access security equipment. SGI Matrix is the sole source for final installation and certification of said equipment. Therefore, due to the nature of the security software and compatibility of existing security equipment, it is in the best interest of the City enter into contract with SGI Matrix in accordance with the sole source procurement provisions of Columbus City Code.

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3. Describe any effort to bid for alternate item (service or product) that is not provided by a sole source that would meet this need:

SGI Matrix provides both the access control hardware (panels and card readers) as well as the software to monitor, control access, and secure facilities under the purview of the Facilities Management Division. In Ohio and contiguous states, SGI Matrix maintains installation personnel to provide final hook up, testing, and certification of all facility access security equipment. SGI Matrix is the sole source for final installation and certification of said equipment. Therefore, due to the nature of the security software and compatibility of existing security equipment, it is in the best interest of the City enter into contract with SGI Matrix in accordance with the sole source procurement provisions of Columbus City Code.

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4. Indicate how the price or fee structure was determined:

Fee proposal and contract negotiations

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ORDINANCE #: 1146-2024

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: \_\_\_\_\_

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