CITY OF COLUMBUS - SOLE SOURCE INFORMATION FORM

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

1. **Verification of sole source: (Why no other individual or business entity is capable of supplying the needed item/service.)**

   ☒ Sole source manufacturer/distributor.

   ☐ Sole distributor authorized for this territory.

   ☐ Patented product purchased for owner/developer.

   ☐ Sole company offering this unique service.

   ☐ Other:

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

   The Chemstation software is proprietary software that is only distributed by Agilent Technologies. Therefore, alternate items from other manufacturers would not meet the Drug Identification Section's specifications.

3. **Describe efforts to determine/verify that the company is the sole source:**

   The Agilent GC/MS systems currently used in the Drug Identification Section operate with Chemstation software. To be able to read and open data files that were previously acquired on instruments that use Chemstation software, Chemstation software must be included in the new system. There are not any available alternatives.

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

   The product requirements were emailed to the assigned Agilent sales representative. She prepared a quote for one GC/MS system and all other product items necessary for use in the laboratory. A 15% discount was applied to the GC/MS system and all other items as a result of the Columbus Police Crime Laboratory customer history and repeat business with Agilent.

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