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## 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)

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**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:

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**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 Health Department is undergoing internal realignment of clinical and administrative programs. There will be a need for additional pedestals, panels, and other components, that will match the existing components to complete this project. No other company can provide the components or the reconfiguration without voiding the existing warranty or jeopardizing the continuity in appearance. In 2001 the Health Department sought competitive proposals for a company to provide furnishings and furnishing management services including: determining what furniture should be moved to the Parsons Avenue location, what furniture should be sold or discarded and replaced, furniture layout for the Parsons Avenue location, furnishings to be ordered, staged, and then moved into the facility. At that time, Continental Office Environments was selected as the highest ranked offeror. Herman Miller modular office furnishings were supplied in various areas, based on the contract that was established as the result of a publicly advertised, request for proposals.

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

A letter has been obtained from the manufacturer, Herman Miller, stating that Continental Office Furnishings is the sole exclusive provider.

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

Pricing estimate is based on previous contract with Continental Office Furnishings, which was competitively bid.

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**Approved:** \_\_\_\_\_

Director Authorized to Contract on Behalf of The City

Date \_\_\_\_\_

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