

**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)

**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 _____

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

The Operator Training Committee of Ohio is the State of Ohio's Environmental Training Center under the Clean Water Act.

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

There is no alternate service. OTCO provides specialized utility operations and maintenance training. They are the State of Ohio's Environmental Training Center under the Clean Water Act.

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

OTCO determines the cost of each class they provide.

APPROVED
BY:

(Procurement Manager)

DATE:
