

**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:

Product brochures and website information and demos were researched and evaluated.

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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:

Other products from three providers (Asset Management Technologies, Virtual Premise, and ProLease) were evaluated and none of these do exactly or as efficiently what Lease Harbor/Harbor Flex does. Most of the others offer more features than needed by the City and cost considerably more.

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

There is a standard set retail price for this service based on the number of portfolios and records maintained. There is one same price for each element for every customer.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
