

**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; as verified by the State of Ohio

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 Division of Water originally entered a requisition for the purchase of this software, but the Purchasing Office (Jack Yost) informed us that this software is provided only by DLT Solutions, and also that the State of Ohio has a contract.

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:

This is the accepted industry-wide product.

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

DLT Solutions gave us a quote. Draf-Co Inc. is the dealer of records for DLT Solutions and they provided us a quote.

APPROVED

DATE:

BY:

(Procurement Manager)
