

**SOLE SOURCE INFORMATION FORM  
TO ACCOMPANY LEGISLATION  
(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)
- (x) sole manufacturer/distributor
- (x) 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:
- MSA has provided a letter indicating that Fire Safety Service is their authorized representative/distributor.
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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:

Fire Safety Service is the sole authorized MSA distributor for this area.

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

Fee structure provided to sole authorized distributor, Fire Safety Service, who in turn, bases their prices to the end user on this fee structure.

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Procurement Manager