
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)

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:

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:

No bids were done, as Scantron is the only manufacturer of forms that are scannable by the two Scantron scanners that the Commission owns. Additionally, two of the three forms to be purchased are custom forms designed for our use.

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

Scantron verifies that scantron forms purchased from other vendors are not scannable using Scantron scanners and software.

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

Price quote provided by Harland Technology Service, Scantron Division.

Ordinance No.: _____
Approved By: Authorized Approval on Corresponding Legislative File
