

**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:
Sole Source Affidavit for Certified Mailer.

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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:

In the past, bids were solicited formally and informally for this product and were unsuccessful; therefore the Ferrarelli Certified Mailer was determined to be sole source.

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4. Indicate how the price or fee structure was determined:
Quote. Cost/Comparison.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
