

**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:

The security paper is sole source. It is ordered from ODH statewide for all 134 V.S. offices. The printer specifically makes the paper for ODH, Vital Statistics offices. It has over 23+ security features to minimize identify theft and certificate forgery. Under the terms of the agreement, the printer can not sell this to anyone other than ODH. The paper is then dispersed from ODH to all the local VS offices. We are mandated by ODH to use this security paper for all birth, death, fetal death certified copies, affidavits, and supplements issued.

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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:

N/A

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

The Ohio Department of Health negotiated the price and fee structure with the selected vendor.

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ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:

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