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**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)

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**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:

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**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:**

These electric meters are used by the Department of Public Utilities to bill residential customers for electricity usage. These are the only meters that can be used with software owned by the Department.

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

Bid solicitations have been done in previous years and only this distributor has responded.

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

The prices were negotiated by the Purchasing Office.

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**Ordinance No.:** \_\_\_\_\_

**Approved By:** Authorized Approval on Corresponding Legislative File

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