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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:**

Although other instrument service companies exist, Agilent Technologies is the only provider of Agilent Factory Authorized training for service engineers. Agilent is also the sole source for the software updates that are critical to the operation of the six (6) Agilent instruments that are covered by this service agreement. Agilent is the only company that offers instrument replacement (if deemed necessary) if an instrument is beyond repair.

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

Agilent provided a letter on company letterhead detailing their sole source claims. The Water Quality Assurance Laboratory has had these service contracts, which are renewed on an annual basis, with Agilent Technologies for over 25 years.

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

Agilent determined the pricing based on their fee structure, then provided a discount of 11% to the City of Columbus since we have an extensive previous purchase history with the company.

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**Ordinance No.:** 0889-2026

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

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