

**SOLE SOURCE INFORMATION FORM  
TO ACCOMPANY LEGISLATION  
(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)
- (x) sole manufacturer/distributor
- (x) 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:
- EMSAR Columbus/Medical Repair, Inc. has provided a letter indicating they are the only authorized service provider for Ferno-Washington EMS cots, currently in use by the Division of Fire.
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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:
- EMSAR Columbus/Medical Repair, Inc. is the only authorized service provider for Ferno-Washington EMS cots, currently in use by the Division of Fire.
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4. Indicate how the price or fee structure was determined:
- Fee structure is based on actual labor and parts charges.
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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Procurement Manager