

**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:

The City of Columbus Division of Fire solicited a quote from Premier Safety & Service for SCBA fit test machines; Premier Safety & Service submitted a letter from the manufacturer, OHD LLC, detailing they are the sole distributor for Ohio for this equipment.

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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:

The OHD product was chosen as they offer the only product with local calibration and warranty repair and service for this testing equipment in Ohio. Premier Safety & Service is the sole distributor and service vendor authorized for this equipment.

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

A written quotation and sole source letter from Premier Safety & Service and OHD LLC for this equipment was received, reviewed and approved by the Public Safety Department on behalf of the Fire Division.

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Procurement Manager