

**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 original security system was purchased through Matrix Systems and they are the sole provider capable of writing code to interact with our current security systems.

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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:

It would be impractical to formally bid a new security system as our current system is used throughout Division of Water facilities. Only one card is needed to access these systems and if a different security system was awarded, new access cards could potentially have to be used. This would cause confusion and additional items our personnel would have to carry.

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

Matrix Systems provided a proposal.

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APPROVED  
BY:

DATE:

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(Procurement Manager)