

**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: Sole Source - Affidavit for Certified Mail Envelope – patented # 5,183,203.

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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: RD007759 and SO025237 – 4/26/2007. Informal bid – calls - N/A Affidavit – patent number 5,183,203.

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4. Indicate how the price or fee structure was determined: Quote – Cost Comparison. Price did not increase. Reference: Purchase order # EE003982 – 4/26/07.

ORDINANCE #: 1687-2007

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:
