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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:**

This is for the upgrade, maintenance and support of a MARS meter test bench system originally purchased by Department of Public Utilities. No other company provides these services for the MARS product. It is a metering test bench system that is used to determine the accuracy of new and used water meters that are used by the Department of Public Utilities.

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

A sole source letter was obtained from the MARS Company that explains that no other company offers upgrade services, licensing, maintenance, or support for their products.

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

The price/fee structure is determined by the company and is agreed upon by Department of Public Utilities staff when a new contract is necessary.

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**Ordinance No.:** 3362-2023

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

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