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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:**

The Enduro Mail Inserter is manufactured by Bowe Bell + Howell. There are no third party companies approved by Bowe Bell + Howell for equipment sales, installation, software, upgrades or maintenance and support services on the Enduro Mail Inserter. Consequently, no effort to bid for an alternate maintenance and support services has been conducted.

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

Bowe Bell + Howell is the only factory trained and authorized service provider for maintenance and support of the Enduro Mail Inserter. Bowe Bell + Howell provided a sole source letter verifying that they are the sole distributor and provider of maintenance and support for the Enduro Mail Inserter.

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

Bowe Bell + Howell provided a quote for the annual maintenance and support renewal. The City accepted the quoted price of \$25,661.00 per year.

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**Ordinance No.: 0855-2011**

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

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