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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:**

Due to requirements for continuity and consistency of the test these are the only products acceptable.

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

Contract was bid in 2000 and 2003 and this was the only bidder. Contacted the vendor and received confirmation that they are the sole supplier of these products.

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

Vendor was contacted to quote based on historical usage and was able to quote prices lower than previously bid. Negotiated price indicates savings of \$900.00/year.

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**Ordinance No.:** \_\_\_\_\_

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

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