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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:**

Sutphen Corporation is the sole authorized Sutphen service center in state of Ohio

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

Letter from the Manufacturer stating Sutphen Corporation is the sole authorized service center.

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

Fleet Management received a written estimate for repairs needed for BT 17236

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**Approved:** \_\_\_\_\_

Finance Director/Procurement Manager

Date

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