

**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:**

The Operator Training Committee of Ohio is the State of Ohio's Environmental Training Center under the Clean Water Act.

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**3. Describe any effort to bid for alternate service that is not provided by a sole source that would meet this need:**

There is no alternate service. OTCO provides specialized utility operations and maintenance training. They are the State of Ohio's Environmental Training Center under the Clean Water Act.

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

OTCO determines the cost of each class they provide.

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APPROVED  
BY:

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(Procurement Manager)

DATE:

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