

**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:

Letter of verification from Reliable Controls Corporation stating/confirming that Riley & Associates Inc. is the sole source provider for their products and services in the Columbus Area with factory trained engineering and service personnel.

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3. Describe any effort to bid for alternate item (service or product) that is not provided by a sole source that would meet this need:

No other products and associated services can meet City agency needs as the facilities were built with HVAC Control Systems manufactured by Reliable Control Corporation. It would be impractical in several ways to change over to new systems.

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

Negotiated

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ORDINANCE #: 1854-2017

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE:

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