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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:**

n/a

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

Asset Works provides a proprietary enterprise management system (Fleet Focus) utilized by the Fleet Management Division to bill, manage, monitor and analyze all fleet maintenance related data within the Division. Also, FleetFocus gives the Division the ability to provide accountability by tracking city-owned fleet equipment such as refuse trucks, fire apparatus, compost graders and various on road vehicles to support the daily operational requirements of city government. The system also allows for the collection and management of fleet maintenance and usage data on a citywide basis.

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

Competitively bid upon initial purchase, with annual fee negotiations.

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**Ordinance No.:** 1522-2018

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

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