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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:**

The Key Tracer system is developed by Canadian Time Systems (DBA Key Tracer Systems, Inc.). There are no third party companies approved by Key Tracer Systems, Inc. for equipment sales, installation, software, upgrades or maintenance and support services on the Key Tracer system. Consequently, no effort to bid for alternate maintenance and support services as there no feasible alternate to this software.

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

Canadian Time Systems (DBA Key Tracer Systems, Inc.) provided a sole source letter verifying that they are the sole distributor and provider of services for the Key Tracer System.

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

Canadian Time Systems (DBA Key Tracer Systems, Inc.) provided a quote for the services being requested/offered, in line with prior year costs, that was accepted by the Department of Technology (DoT).

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**Ordinance No.:** 2008-2018

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

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