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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: **The software program that is utilized by the Department of Public Utilities was developed and supported by Evans, Mechwart, Hambleton & Tilton, Inc. The company is the only authorized supplier to provide the service of upgrade of the program and maintenance support.**

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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:**

Not applicable, the service needed is to provide additional enhancements to software currently used in the Department of Public Utilities.

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

Evans, Mechwart, Hambleton & Tilton, Inc. is the developer of the software currently used and the only company authorized to perform upgrades and maintenance to Stormwater Utility Management System software..

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

Quote received from the company dated October 5, 2018

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**Ordinance No.: 2967-2018**

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

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