## Village of Orland Park

## **Sole Source Request Form** Required for Purchases \$5,000 - \$24,999

Departmen	ıt	Date	_
Division (if applicable			
Description	of Good/Service		
Manufac	turer or Supplier		
	Pollor Amount	Co-op Purchasing Contract #	
Dollar Amount Co-op Purchasing Contract #  Have Adequate Funds Been Budgeted For This Purchase? Yes No No			
Ac	count number(s)		
Option 1 - Sole Source Justifi	, ,,		_
		rand of equipment for compatibility. bific brand of existing equipment. In operational continuity. Pasign or quality requirements.	
Emergency		D for the item or service does not permit soliciting competitive bid	s.
Other			
Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source			
Price Reasonableness			
I determined that the price is reasonable for one of the following reasons:		Relevant documentation attached	
I compared the proposed price to prices I previously paid for the same or similar services.  I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.			
I compared the proposed price to rough yardsticks and did not discover significant inconsistencies that warrant additional inquiry.			
Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.			
The price is set by law or regulations.			
Market research reveals that same or similar goods or services are available for a similar price.			
Option 2 - Joint or Cooperation	=		
Purchase through Cooperative Purchasing (attach contract documentation)  State of Illinois Joint Purchase Program		Omnia Partners - Public Sector	
NWMC/Suburban Purchasing Cooperative		National Intergovernmental Purchasing Alliance	
The GSA Schedules	lability Cooperative	The National Cooperative Purchasing Alliance	
Sourcewell		HGACBuy	
Nat'l Association of Stat	te Procurement Officials (NASPO) ValuePoint	Municipal Partnering Initiative (MPI)	
Choice Partners Cooper		Midwestern Higher Education Compact	
The Interlocal Purchasir	ng System (TIPS)	National Purchasing Partners (NPPGov)	
Purchasing Cooperative		1Government Procurement Alliance (1GPA)	
Good Buy Purchasing C	<u>Cooperative</u>	National BuyBoard (BuyBoard)	
		Other:	
Requested By:			
Name Staff Contact		<u>Signature</u> <u>Date</u>	
Stair Contact	Wike 7	Nama	
	Mike V		_
Department Head			
	Jael w. Dalesson		
Did legal review Terms &	Conditions from vendor, if applicable?	Yes No N/A	
Have you received a CRT	summary from the Risk Manager?	☐ Yes ☐ No ☐ N/A	