## Village of Orland Park

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

Department		Date	Date	
Division (if applicable)				
Description of Good/Service				
Manufacturer or Supplier				
Dollar Amount Co-op Purchasing Contract #  Have Adequate Funds Been Budgeted For This Purchase? Yes No No				
Account number(s)  Option 1 - Sole Source Justification				
A Sole Source Purchase is avai One-of-a-Kind Compatibility Replacement Part Operation Continuity Unique Design				
Delivery Date		ne supplier can meet necessary delivery requirements.		
Emergency	· · · · · · · · · · · · · · · · · · ·			
Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source				
Price Reasonableness				
I compared the propose I compared the proposed I compared the proposed Based on my knowledge The price is set by law or	sonable for one of the following reasons:  d price to prices I previously paid for the same or  d price to current published catalog, price lists, or r  d price to rough yardsticks and did not discover sig  of the market, my experience of prior similar pro  r regulations.  that same or similar goods or services are available	market prices as documented in the attachments inificant inconsistencies that warrant additional in posals, or knowledge imparted by technical exp	s. nquiry.	
Option 2 - Joint or Cooperativ				
Purchase through Cooperative Purchasing (attach contract documentation)  State of Illinois Joint Purchase Program  NWMC/Suburban Purchasing Cooperative  The GSA Schedules  Sourcewell  Nat'l Association of State Procurement Officials (NASPO) ValuePoint  Choice Partners Cooperative  The Interlocal Purchasing System (TIPS)  Purchasing Cooperative of America  Good Buy Purchasing Cooperative  Requested By:		Omnia Partners - Public Sector  National Intergovernmental Purchasing Alliance The National Cooperative Purchasing Alliance HGACBuy Municipal Partnering Initiative (MPI) Midwestern Higher Education Compact National Purchasing Partners (NPPGov) 1Government Procurement Alliance (1GPA) National BuyBoard (BuyBoard) Other:		
<u>Name</u>		Signature	<u>Date</u>	
Staff Contact				
Department Head				
-	Conditions from vendor, if applicable?	Yes No N/A		