Village of Orland Park

Sole Source Request Form

Required for Purchases $5,000 - $24,999

Department Police Date 11/7/2025

Division (if applicable) _____

Description of Good/Service Axon Taser 10 & Cartridges

Manufacturer or Supplier Axon Enterprise

Dollar Amount $27,894.00 Co-op Purchasing Contract # _____

Have Adequate Funds Been Budgeted For This Purchase? Yes ☐ No ☐

Account number(s) 2405040-460180

Option 1 - Sole Source Justification

A Sole Source Purchase is available from only one supplier and must meet at least one of the following criteria (check the appropriate box):

☐	One-of-a-Kind	The commodity or service has no competitive product alternatives available on the market.
☑	Compatibility	The commodity or service must match existing brand of equipment for compatibility.
☐	Replacement Part	The commodity is a replacement part for a specific brand of existing equipment.
☑	Operation Continuity	The commodity or service is needed to maintain operational continuity.
☐	Unique Design	The commodity or service must meet physical design or quality requirements.
☐	Delivery Date	Only one supplier can meet necessary delivery requirements.
☐	Emergency	PER VILLAGE CODE 1-16-3 (E): URGENT NEED for the item or service does not permit soliciting competitive bids.
☐	Other	_____

Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source

This is an additional one time purchase to existing Axon contract #20240512 for Tasers 10s and cartridges.

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 Cooperative Purchasing

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
- ☐ 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: _____

Requested By:

	Name	Signature	Date
Staff Contact	Lieutenant Kerry Kelly-Valan		11/7/2025
Department Head	Chief Eric Rossi		11/7/2025

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

This form is to be attached to the contract or purchase requisition.

Revised 11/22/2024