Village of Orland Park

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

Department		Date		
Division (if applicable)				
Description of Good/Service				
Manufacturer or Supplier				
	Dollar Amount	Co-op Purchasing Contract #		
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 availated One-of-a-Kind Compatibility Replacement Part Operation Continuity	able from only one supplier and must meet at leas The commodity or service has no competitive pr The commodity or service must match existing brown The commodity is a replacement part for a specing The commodity or service is needed to maintain The commodity or service must meet physical design.	oduct alternatives available on the market. and of equipment for compatibility. fic brand of existing equipment. operational continuity.	oriate box):	
•	e Only one supplier can meet necessary delivery requirements. 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				
Price Reasonableness I determined that the price is reasonable for one of the following reasons: 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				
Choice Partners Coopera The Interlocal Purchasing Purchasing Cooperative of Good Buy Purchasing Co	g System (TIPS) of America	Midwestern Higher Education Comp National Purchasing Partners (NPP 1Government Procurement Alliance National BuyBoard (BuyBoard) Other:	<u> </u>	
Requested By:				
Name Staff Contact	Mike	Signature Mazza	<u>Date</u>	
Department Head Quelus . V on losse				
Did legal review Terms & Conditions from vendor, if applicable?				
Have you received a CRT summary from the Risk Manager?				