

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 # \_\_\_\_\_

Have Adequate Funds Been Budgeted For This Purchase? Yes

No

Account number(s) \_\_\_\_\_

**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**

**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:**

Staff Contact      Name      Signature      Date

\_\_\_\_\_      \_\_\_\_\_      *Mike Mazza*      \_\_\_\_\_

Department Head      \_\_\_\_\_      *Joel W. VanLassen*      \_\_\_\_\_

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