

**Village of Orland Park**  
**Sole Source Request Form**  
 Required for Purchases \$5,000 - \$24,999

Department Public Works

Date 01/30/2026

Division (if applicable) Streets

Description of Good/Service GIS Utility Locator

Manufacturer or Supplier Subsurface Solutions

Dollar Amount \$26,889.60

Co-op Purchasing Contract # \_\_\_\_\_

Have Adequate Funds Been Budgeted For This Purchase? Yes  No

Account number(s) 1008020-432500

**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**

Subsurface Solutions provides the only Utility Locator that has GPS capability that is compatible with our GIS platform, ArcGIS. The locators will be used to GPS point the Village's streetlight cables and other utility infrastructure that will directly go onto our GIS maps.

**Price Reasonableness**

I determined that the price is reasonable for one of the following reasons:

Relevant documentation attached

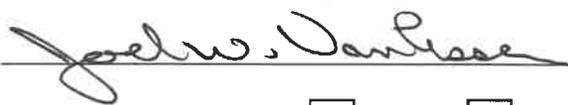
- I compared the proposed price to prices I previously paid for the same or similar services.
- I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.
- I compared the proposed price to rough yardsticks and did not discover significant 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)

- |  |   |
|--|---|
| <input type="checkbox"/> <a href="#">State of Illinois Joint Purchase Program</a>                            | <input type="checkbox"/> <a href="#">Omnia Partners - Public Sector</a>                 |
| <input type="checkbox"/> <a href="#">NWMC/Suburban Purchasing Cooperative</a>                                | <input type="checkbox"/> <a href="#">National Intergovernmental Purchasing Alliance</a> |
| <input type="checkbox"/> <a href="#">The GSA Schedules</a>   | <input type="checkbox"/> <a href="#">The National Cooperative Purchasing Alliance</a>   |
| <input type="checkbox"/> <a href="#">Sourcewell</a>  | <input type="checkbox"/> <a href="#">HGACBuy</a>  |
| <input type="checkbox"/> <a href="#">Nat'l Association of State Procurement Officials (NASPO) ValuePoint</a> | <input type="checkbox"/> <a href="#">Municipal Partnering Initiative (MPI)</a>          |
| <input type="checkbox"/> <a href="#">Choice Partners Cooperative</a>   | <input type="checkbox"/> <a href="#">Midwestern Higher Education Compact</a>            |
| <input type="checkbox"/> <a href="#">The Interlocal Purchasing System (TIPS)</a>                             | <input type="checkbox"/> <a href="#">National Purchasing Partners (NPPGov)</a>          |
| <input type="checkbox"/> <a href="#">Purchasing Cooperative of America</a>                                   | <input type="checkbox"/> <a href="#">1Government Procurement Alliance (1GPA)</a>        |
| <input type="checkbox"/> <a href="#">Good Buy Purchasing Cooperative</a>                                     | <input type="checkbox"/> <a href="#">National BuyBoard (BuyBoard)</a>                   |
|  | <input type="checkbox"/> Other: _____   |

**Requested By:**

Name	Signature	Date
Staff Contact Patrick McLaughlin		01-30-2026
Department Head Joel Van Essen		01-30-2026

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