## 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_		
		on Burchaging 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 avai One-of-a-Kind Compatibility Replacement Part Operation Continuity	lable from only one supplier and must meet at least of the commodity or service has no competitive proof. The commodity or service must match existing brain the commodity is a replacement part for a specific The commodity or service is needed to maintain to	nd of equipment for compatibility. c brand of existing equipment.
Unique Design		
Delivery Date Emergency		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		
I determined that the price is reasonable for one of the following reasons:    Relevant documentation attached   Relevant documentation   Relevant documentation attached   Relevant documentation   Relevant docum		
Option 2 - Joint or Cooperative Purchasing		
State of Illinois Joint Pur  NWMC/Suburban Purch  The GSA Schedules  Sourcewell	e Procurement Officials (NASPO) ValuePoint ative  g System (TIPS) of America	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>	;	<u>Signature</u> <u>Date</u>
Staff Contact	Wik	r Marra
Department Head  Quelw. Varlesser		
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		