Village of Orland Park

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

Department		D	ate
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)			
One-of-a-Kind       The         Compatibility       The         Replacement Part       The         Operation Continuity       The         Unique Design       The         Delivery Date       Only         Emergency       PER         Other	rom only one supplier and must meet at le commodity or service has no competitive commodity or service must match existing commodity is a replacement part for a sp commodity or service is needed to maint commodity or service must meet physical one supplier can meet necessary delive <u>VILLAGE CODE 1-16-3 (E)</u> : URGENT NE	becific brand of existing equipment. cain operational continuity. design or quality requirements. rry requirements. EED for the item or service does not permit s	et.
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.			
State of Illinois Joint Purchase         NWMC/Suburban Purchasing         The GSA Schedules         Sourcewell         Nat'l Association of State Proc         Choice Partners Cooperative         The Interlocal Purchasing Sys         Purchasing Cooperative of Am         Good Buy Purchasing Cooperative	Purchasing (attach contract documentation <u>Program</u> <u>Cooperative</u> <u>urement Officials (NASPO) ValuePoint</u> <u>tem (TIPS)</u> <u>terrica</u>	on)  Omnia Partners - Public Sect National Intergovernmental P HGACBuy Municipal Partnering Initiative Midwestern Higher Education National Purchasing Partners IGovernment Procurement A National BuyBoard (BuyBoard	urchasing Alliance rchasing Alliance (MPI) Compact (NPPGov) Iliance (1GPA)
Requested By: Name		Signature	Date
Staff Contact			
Department Head	2	ike Mazza w. Donlessen	
Did legal review Terms & Conditions from vendor, if applicable?			
Have you received a CRT summary from the Risk Manager?			