

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

Department Public Works
Division (if applicable) Utilities

Date 11/13/2025

Description of Good/Service 2026 Potable Water Sampling

Manufacturer or Supplier Suburban Laboratories

Dollar Amount \$26,402.00

Co-op Purchasing Contract # _____

Have Adequate Funds Been Budgeted For This Purchase? Yes ☒ No ☐

Account number(s) 5008150-442990

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

Water sampling is a critical function of the Utilities Division and is required by the IEPA. Suburban Laboratories is the sole lab that handles all of our sampling requirements. Our attempts to get other quotes from another lab have been unsuccessful.

Price Reasonableness

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

☐ Relevant documentation attached

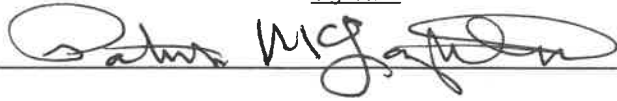
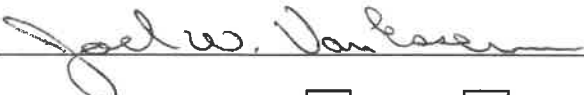
- ☒ I compared the proposed price to prices I previously paid for the same or similar services.
- ☐ I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.
- ☐ I compared the proposed price to rough yardsticks and did not discover significant 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 | ☐ Omnia Partners - Public Sector |
| ☐ NWMC/Suburban Purchasing Cooperative | ☐ National Intergovernmental Purchasing Alliance |
| ☐ The GSA Schedules | ☐ The National Cooperative Purchasing Alliance |
| ☐ Sourcewell | ☐ HGACBuy |
| ☐ Nat'l Association of State Procurement Officials (NASPO) ValuePoint | ☐ Municipal Partnering Initiative (MPI) |
| ☐ Choice Partners Cooperative | ☐ Midwestern Higher Education Compact |
| ☐ The Interlocal Purchasing System (TIPS) | ☐ National Purchasing Partners (NPPGov) |
| ☐ Purchasing Cooperative of America | ☐ 1Government Procurement Alliance (1GPA) |
| ☐ Good Buy Purchasing Cooperative | ☐ National BuyBoard (BuyBoard) |
| | ☐ Other: _____ |

Requested By:

Name	Signature	Date
Staff Contact Patrick McLaughlin		11-13-2025
Department Head Joel Van Essen		11-13-2025

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