

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

Department Public Works Date 2.19.2024  
Division (if applicable) Utilities  
Description of Good/Service Locating Village Fiber Lines  
Manufacturer or Supplier Adesta  
Dollar Amount \$24,000.00  
Have Adequate Funds Been Budgeted For This Purchase? Yes ☒ No ☐  
Account number(s) 5008100-442990

**Section 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):

- |  |   |
|--|---|
| <input type="checkbox"/> One-of-a-Kind                   | The commodity or service has no competitive product alternatives available on the market.           |
| <input type="checkbox"/> Compatibility                   | The commodity or service must match existing brand of equipment for compatibility.                  |
| <input type="checkbox"/> Replacement Part                | The commodity is a replacement part for a specific brand of existing equipment.                     |
| <input checked="" type="checkbox"/> Operation Continuity | The commodity or service is needed to maintain operational continuity.                              |
| <input type="checkbox"/> Unique Design                   | The commodity or service must meet physical design or quality requirements.                         |
| <input type="checkbox"/> Delivery Date                   | Only one supplier can meet necessary delivery requirements.   |
| <input type="checkbox"/> Emergency                       | URGENT NEED for the item or service does not permit soliciting competitive bids.                    |
| <input checked="" type="checkbox"/> Other                | Company prevents fiber lines from being damaged by outside sources that can cause critical outages. |

**Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source**

Village Vendor that has detailed knowledge of our fiber lines as well as School Districts fiber lines that we share conduit with for those lines.

**Price Reasonableness**

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

☐ Relevant documentation attached

- |  |
|--|
| <input type="checkbox"/> I compared the proposed price to prices I previously paid for the same or similar services.   |
| <input type="checkbox"/> I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.           |
| <input type="checkbox"/> I compared the proposed price to rough yardsticks and did not discover significant inconsistencies that warrant additional inquiry.   |
| <input checked="" type="checkbox"/> Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts. |
| <input type="checkbox"/> The price is set by law or regulations.   |
| <input type="checkbox"/> Market research reveals that same or similar goods or services are available for a similar price.                                     |


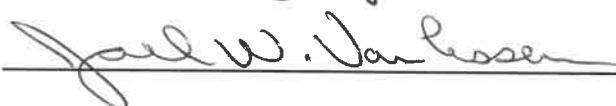
**Section 2 - Purchasing Authorization - (Section 1 of this form must be completed)**

Purchase through Cooperative Purchasing (attach contract documentation)

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

☒ Other: VoP + School District vendor

**Approvals**

Name	Signature	Date
Staff Contact Patrick McLaughlin		<u>2/19/24</u>
Department Head Joel Van Essen		<u>2/19/24</u>