

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

Department Public Works Date 2/12/2024
Division (if applicable) Vehicles and Equipment
Description of Good/Service Three (3) Peterbilt 548 Chassis Trucks
Manufacturer or Supplier JX Peterbilt
Dollar Amount \$424,117.95
Have Adequate Funds Been Budgeted For This Purchase? Yes ☒ No ☐
Account number(s) 3008040-570200

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):

- | | |
|---|---|
| ☐ 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 | 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

Paccar/Peterbilt chassis are the Village standard for class 7 and class 8 trucks.

Price Reasonableness

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

☐ Relevant documentation attached

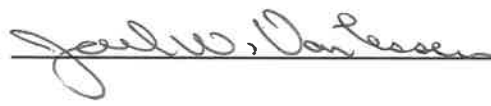
- ☒ I compared the proposed price to prices I previously paid for the same or similar services.
☐ I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.
☐ I compared the proposed price to rough yardsticks and did not discover significant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

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

Purchase through Cooperative Purchasing (attach contract documentation)

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

Approvals

Name	Signature	Date
Staff Contact Andrew Folkerts		<u>2/12/24</u>
Department Head Joel Van Essen		<u>2/12/24</u>