

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

Department Public Works

Date 1/24/25

Division (if applicable) Vehicles and Equipment

Description of Good/Service (2) 2025 Ford Transit Vans

Manufacturer or Supplier Currie Motors Ford

Dollar Amount \$114,941.00

Co-op Purchasing Contract # 207

Have Adequate Funds Been Budgeted For This Purchase? Yes

No

Account number(s) 3008040-570200

**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

SEE BELOW. FORD VILLAGE STANDARD.

**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
- NWMC/Suburban Purchasing Cooperative
- The GSA Schedules
- Sourcewell
- Nat'l Association of State Procurement Officials (NASPO) ValuePoint
- Choice Partners Cooperative
- The Interlocal Purchasing System (TIPS)
- Purchasing Cooperative of America
- Good Buy Purchasing Cooperative
- 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: \_\_\_\_\_

Requested By:

Staff Contact Andrew Folkerts Name Andrew Folkerts Signature [Signature] Date 1/24/25

Department Head Joel Van Essen Name Joel Van Essen Signature [Signature] Date 1/24/25

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