

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

Department Public Works

Date 4/5/2024

Division (if applicable) Vehicles and Equipment

Description of Good/Service Henderson Dump Body and FSH V-Box

Manufacturer or Supplier Henderson Products

Dollar Amount \$471,957.00

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

Henderson Snow and Ice control body packages have been purchased and installed on previous Village equipment including the three (3) Kenworths that were purchased FY23'. Henderson is the Village standard for dump bodies and v-boxes in order to keep operation, diagnostics and parts 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.

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>4/5/24</u>
Department Head			
Joel Van Essen			<u>4/5/24</u>