

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

Department	Public Works	Date	1/20/26
Division (if applicable)	Vehicles and Equipment		
Description of Good/Service	Ford Expedition SSVs and Ford Bronco Sports		
Manufacturer or Supplier	Sutton Ford		
Dollar Amount	\$183,579.88	Co-op Purchasing Contract #	081325
Have Adequate Funds Been Budgeted For This Purchase? Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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):

<input type="checkbox"/> One-of-a-Kind <input type="checkbox"/> Compatibility <input type="checkbox"/> Replacement Part <input type="checkbox"/> Operation Continuity <input type="checkbox"/> Unique Design <input type="checkbox"/> Delivery Date <input type="checkbox"/> Emergency <input type="checkbox"/> Other	The commodity or service has no competitive product alternatives available on the market. The commodity or service must match existing brand of equipment for compatibility. The commodity is a replacement part for a specific brand of existing equipment. The commodity or service is needed to maintain operational continuity. The commodity or service must meet physical design or quality requirements. Only one supplier can meet necessary delivery requirements. PER VILLAGE CODE 1-16-3 (E): URGENT NEED for the item or service does not permit soliciting competitive bids.
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Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source

Price Reasonableness

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

<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 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.	<input type="checkbox"/> Relevant documentation attached
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Option 2 - Joint or Cooperative Purchasing

Purchase through Cooperative Purchasing (attach contract documentation)

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

Name _____
Staff Contact _____
Andrew Folkerts _____

Signature _____

Date _____

1/20/26

Department Head

Joel Van Essen _____

Signature _____

1/20/26

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