

**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 ☒ 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):

- |   |  |
|---|--|
| <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 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            | <u>PER VILLAGE CODE 1-16-3 (E): URGENT NEED for the item or service does not permit soliciting competitive bids.</u> |
| <input type="checkbox"/> Other                |  |

**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:

☐ Relevant documentation attached


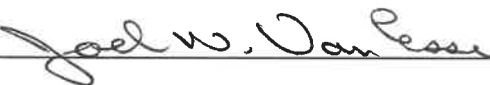
- ☐ I compared the proposed price to prices I previously paid for the same or similar services.  
☐ I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.  
☐ I compared the proposed price to rough yardsticks and did not discover significant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

- |   |  |
|---|--|
| <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 checked="" type="checkbox"/> <u>Sourcwell</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>                   |
|   | <input type="checkbox"/> Other: _____  |

**Requested By:**

Staff Contact	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Andrew Folkerts			<u>1/20/26</u>
Department Head			
Joel Van Essen			<u>1/20/26</u>

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