

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

Department	Public Works	Date	1/28/26
Division (if applicable)	Vehicles and Equipment		
Description of Good/Service	GEM Electric Utility Vehicle		
Manufacturer or Supplier	MH Equipment		
Dollar Amount	\$45,158.60	Co-op Purchasing Contract #	091024-WVE
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	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</u> for the item or service does not permit soliciting competitive bids.
<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"/> State of Illinois Joint Purchase Program	<input type="checkbox"/> Omnia Partners - Public Sector
<input type="checkbox"/> NWMC/Suburban Purchasing Cooperative	<input type="checkbox"/> National Intergovernmental Purchasing Alliance
<input type="checkbox"/> The GSA Schedules	<input type="checkbox"/> The National Cooperative Purchasing Alliance
<input checked="" type="checkbox"/> Sourcewell	<input type="checkbox"/> HGACBuy
<input type="checkbox"/> Nat'l Association of State Procurement Officials (NASPO) ValuePoint	<input type="checkbox"/> Municipal Partnering Initiative (MPI)
<input type="checkbox"/> Choice Partners Cooperative	<input type="checkbox"/> Midwestern Higher Education Compact
<input type="checkbox"/> The Interlocal Purchasing System (TIPS)	<input type="checkbox"/> National Purchasing Partners (NPPGov)
<input type="checkbox"/> Purchasing Cooperative of America	<input type="checkbox"/> 1Government Procurement Alliance (1GPA)
<input type="checkbox"/> Good Buy Purchasing Cooperative	<input type="checkbox"/> National BuyBoard (BuyBoard)

Other: \_\_\_\_\_

Requested By:

Name

Staff Contact

Andrew Folkerts

 Signature

Date

1/28/26

Department Head

Joel Van Essen

 Signature

1/28/26

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