

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

Department Public Works Date 2/12/2024  
Division (if applicable) Vehicles and Equipment  
Description of Good/Service Three (3) Peterbilt 548 Chassis Trucks  
Manufacturer or Supplier JX Peterbilt  
Dollar Amount \$424,117.95  
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):

- |   |   |
|---|---|
| <input type="checkbox"/> One-of-a-Kind            | The commodity or service has no competitive product alternatives available on the market. |
| <input checked="" 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                | URGENT NEED 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

Paccar/Peterbilt chassis are the Village standard for class 7 and class 8 trucks.

**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)

- |   |  |
|---|--|
| <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>Sourcewell</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: _____  |

**Approvals**

Name	Signature	Date
Staff Contact Andrew Folkerts		<u>2/12/24</u>
Department Head Joel Van Essen		<u>2/12/24</u>