

**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) Natural Resources and Facilities

Description of Good/Service Fecon BH74SS Forestry Mulcher

Manufacturer or Supplier Alta Equipment

Dollar Amount \$41,291.68

Have Adequate Funds Been Budgeted For This Purchase? Yes ☒ No ☐

Account number(s) 1008010 570300

**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**

This model is the most compatible with the Village's existing John Deere 333G trackloader and Alta Equipment, of Orland Park, is the local Fecon dealer.

**Price Reasonableness**

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

☐ Relevant documentation attached



- |   |
|---|
| <input type="checkbox"/> I compared the proposed price to prices I previously paid for the same or similar services.  |
| <input checked="" 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.                                      |

**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 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<br>Andrew Folkerts  |   | <u>2/12/24</u> |
| Department Head<br>Joel Van Essen |  | <u>2/12/24</u> |