

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

Department Public Works

Date 4/5/2024

Division (if applicable) Vehicles and Equipment

Description of Good/Service Enclosed Aluminum Utility Body

Manufacturer or Supplier Knapheide Truck Equipment

Dollar Amount \$71,675.53

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):

- One-of-a-Kind The commodity or service has no competitive product alternatives available on the market.
- Compatibility The commodity or service must match existing brand of equipment for compatibility.
- Replacement Part The commodity is a replacement part for a specific brand of existing equipment.
- Operation Continuity The commodity or service is needed to maintain operational continuity.
- Unique Design The commodity or service must meet physical design or quality requirements.
- Delivery Date Only one supplier can meet necessary delivery requirements.
- Emergency URGENT NEED for the item or service does not permit soliciting competitive bids.
- Other Could not get three quotes.

Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source

The Village previously purchase utility bodies are Knapheide. One other quote was received from Monroe Truck Equipment and was significantly higher.

**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)

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

**Approvals**

Staff Contact Andrew Folkerts Name Andrew Folkerts Signature [Signature] Date 4/5/24

Department Head Joel Van Essen Name Joel W. Van Essen Signature [Signature] Date 4/5/24