

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

Department Public Works

Date 1/24/25

Division (if applicable) Vehicles and Equipment

Description of Good/Service (4) 2025 Ford Trucks

Manufacturer or Supplier Sutton Ford

Dollar Amount \$222,010.00

Co-op Purchasing Contract # 222, 225 and 226

Have Adequate Funds Been Budgeted For This Purchase? Yes  No

Account number(s) 3008040-570200 and 5008100-570200

**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):

- 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      PER VILLAGE CODE 1-16-3 (E): URGENT NEED for the item or service does not permit soliciting competitive bids.
- Other

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

**SEE BELOW. VILLAGE STANDARD VEHICLES THROUGH SUTTON FORD.**

**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.

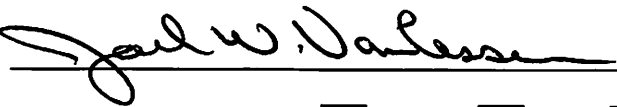
**Option 2 - Joint or Cooperative Purchasing**

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 checked="" 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: _____  |

**Requested By:**

Name	Signature	Date
Staff Contact Andrew Folkerts		<u>1/24/25</u>

Department Head Joel Van Essen		<u>1/24/25</u>
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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