



DU PAGE COUNTY

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Judicial and Public Safety Committee Final Regular Meeting Agenda

Tuesday, May 2, 2023

8:00 AM

County Board Room

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIR REMARKS - Chair Evans

5. APPROVAL OF MINUTES:

5.A. [23-1675](#)

Judicial and Public Safety Committee - Regular Meeting - Tuesday, April 18, 2023.

6. BUDGET TRANSFERS

6.A. [23-1676](#)

Transfer of funds from account nos. 5000-4510-53090 (other professional services) and 5000-4510-53300 (repair and maintenance facilities) to account nos. 5000-4510-50010 (overtime), 5000-4510-51010 (employer share IMRF), 5000-4510-51030 (employer share social security) and 5000-4510-52200 (operating supplies and materials) in the amount of \$16,000 for the following reason: The estimates for the construction of a new doorway came in significantly over what had been budgeted in the grant application, so the construction project was cancelled. The estimate for a QAS audit is less than what had been originally budgeted. The funds from these two categories will be moved to overtime (personnel) and supplies. (Sheriff's Office)

6.B. [23-1677](#)

Transfer of funds from account no. 1300-4130-53828 (contingencies) to account nos. 1300-4130-42107 (county gas sales) and 1300-4130-42048 (auto repair fee) in the amount of \$6,000 to cover the expenses of gasoline and repairs for county vehicles utilized by county employees for the Coroner's Office. (Coroner's Office)

7. ACTION ITEMS

7.A. [23-1643](#)

Approval of an extension to the contract issued to Journal Technologies, Inc. (PO 2846), for a new contract end date of September 30, 2024. No change in contract dollar amount. (Public Defender's Office)

8. GRANTS8.A. [23-1678](#)

GPN-023-23: Donated Funds Initiative Grant PY24 - Illinois Department of Human Services - U.S. Department of Health and Human Services - \$77,339. (State's Attorney Office/Children's Center)

9. INFORMATIONAL9.A. [23-1679](#)

Informational - Pursuant to FI-O-0056-22 and DT-R-0306B-22, one (1) vehicle replacement purchase order for FY2023 for the State's Attorney Office has been issued through Friendly Ford, Inc. in the amount of \$31,091.26. (State's Attorney Office)

10. OLD BUSINESS**11. NEW BUSINESS****12. ADJOURNMENT**



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 23-1675

Agenda Date: 5/2/2023

Agenda #: 5.A.



DU PAGE COUNTY

Judicial and Public Safety Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, April 18, 2023

8:00 AM

County Board Room

1. CALL TO ORDER

8:00 AM meeting was called to order by Chair Lucy Evans at 8:02 AM.

2. ROLL CALL

Other Board Members present: Member Kari Galassi, Member Paula Garcia and Member Sheila Rutledge.

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Robert Berlin (State's Attorney), Conor McCarthy (State's Attorney Office), Paul Bruckner (State's Attorney Office), Lisa Smith (State's Attorney Office), Barb Reynolds (State's Attorney Office), Jeff York (Public Defender), Craig Dieckman (Director, Office of Homeland Security and Emergency Management), Jason Blumenthal (Policy and Program Manager), Evan Shields (County Board Public Information Officer), Jeff Martynowicz (Chief Financial Officer), Valerie Calvente (Procurement), Claire Dragovich (Director, Crime Laboratory), James Mendrick (Sheriff), Edmond Moore (Undersheriff), Robert Carroll (Sheriff's Office Public Information Officer), Jim Gunther (Westmont Police Chief and Chairman of MERIT Board of Directors) and members of the MERIT Executive Team.

PRESENT	Chaplin, Childress, DeSart, Eckhoff, Evans, Gustin, Krajewski, Ozog, Schwarze, Tornatore, Zay, and Yoo
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3. PUBLIC COMMENT

No public comment was offered.

4. CHAIR REMARKS - Chair Evans

Chair Evans introduced Jim Gunther, Westmont Police Chief and Chair of the Board of Directors of MERIT (Metropolitan Emergency Response Investigations Team) and members of the MERIT team. She then invited Chief Gunther to deliver his MERIT presentation to the Committee.

5. PRESENTATION

5.A. MERIT (Metropolitan Emergency Response Investigations Team) - Westmont Police Chief Jim Gunther

Jim Gunther, Chairman of MERIT and Westmont Police Chief, presented to the Committee an overview of MERIT which is a multi-jurisdictional task force comprised of 36 DuPage County agencies. MERIT, which has been in existence for almost four years, is the only task force of its kind and is comprised of specially trained law enforcement officers. It is a collaboration of three Operations Sections: Tactical, Special and Investigative. Included within these three sections are 14 specific areas of expertise. Chairman Gunther briefly explained each of these areas. He then went on to inform the Committee of some upcoming changes within MERIT's command structure. Chief Gunther stressed the importance of shared services and interoperability which results in the County's law enforcement agencies working very well together.

At this time, State's Attorney Robert Berlin shared information on how MERIT, since its inception in August of 2019, has made an impact in assisting his office with prosecuting cases.

Chairman Gunther then spoke briefly about MERIT's two Bearcat vehicles and the recent dedication of them. In addition, he mentioned that a Command Vehicle is currently being built and upon completion will be added to their fleet.

In closing, Chairman Gunther thanked the Committee for inviting him to speak today.

Questions were asked by Members DeSart, Chaplin and Ozog to which Chairman Gunther responded.

Following the presentation, Chair Evans recognized two members of the MERIT team who have recently retired: Roselle Police Chief and MERIT Treasurer Steve Herron along with Law Enforcement Bureau Chief Robert Toerpe from the DuPage County Sheriff's Office. She thanked them both for their dedication to public safety.

At this time, Chair Evans and Member Grant Eckhoff presented each of the MERIT team members with a Certificate of Appreciation on behalf of Chair Deborah Conroy to recognize their contributions to enhancing the quality of life for all DuPage County residents through their collaborative efforts. Those receiving awards included: Chairman Jim Gunther, Westmont Police Chief; Vice-Chairman Brian Cunningham, Woodridge Police Chief; Immediate Past Chairman Ray Turano, Warrenville Police Chief (Ret.); Secretary Bill Holmer, Carol Stream Police Chief; Treasurer Tim Roberts, Wayne Police Chief; DuPage County Sheriff James Mendrick; DuPage County State's Attorney Robert Berlin; DuPage Chiefs Liaison John Madden, Burr Ridge Police Chief; MERIT Coordinator Dan Bilodeau, Deputy Chief - DuPage County Sheriff's Office; Deputy Coordinator-Investigative Operations Tom Stefanson, Woodridge Deputy Police Chief; Deputy Coordinator-Special Operations Joe Grage, Lombard Deputy Police Chief and Deputy Coordinator-Tactical Operations Colin Fleury, West Chicago Police Chief.

6. APPROVAL OF MINUTES:6.A. [23-1552](#)

Judicial and Public Safety Committee Minutes - Regular Meeting - Tuesday, April 4, 2023

The motion was approved on a voice vote, all "ayes".

RESULT:	APPROVED
MOVER:	Jim Zay
SECONDER:	Patty Gustin

7. PROCUREMENT REQUISITIONS7.A. [JPS-P-0052-23](#)

Recommendation for the approval of a contract purchase order to Trinity Services Group, Inc., to provide meals for the inmates and officers in the jail, for the Sheriff's Office, for the period of June 1, 2023 through May 31, 2024, for a contract total amount of \$1,225,031; per RFP #23-026-SHF. (Sheriff's Office)

Members Zay, DeSart and Krajewski asked questions regarding why there were not more vendors bidding on this contract. Valerie Calvente from Procurement responded. Member DeSart inquired whether or not Trinity Services Group had a backup plan in the event they are not able to provide services. Ms. Calvente confirmed that Trinity does have a backup plan in place. Chair Evans further commented that DuPage County has had the same contract for the last four years. In that time, the cost per meal has increased which she attributes to inflation, labor shortages and an increase in the inmate population. Policy and Program Manager Jason Blumenthal then informed the Committee that this is a not to exceed contract and may possibly come in under the total amount of the contract. The motion was approved on a voice vote, all "ayes".

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Mary Ozog
SECONDER:	Patty Gustin

8. BUDGET TRANSFERS8.A. [23-1553](#)

Transfer of funds from account no. 1000-4402-53090 (other professional services) to account no. 1000-4402-52000 (furniture/machinery/equipment small value) in the amount of \$5,000 for the purchase of 44 chairs for the Crisis Intervention Training room. (Sheriff's Office)

The motion was approved on a voice vote, all "ayes".

RESULT:	APPROVED
MOVER:	Jim Zay
SECONDER:	Liz Chaplin

8.B. [23-1554](#)

Transfer of funds from account no. 1000-6300-50000 (regular salaries) to account no. 1000-6300-50050 (temporary salaries) in the amount of \$70,300 for additional temporary legal intern’s salaries for the Spring and Summer. (Public Defender’s Office)

The motion was approved on a voice vote, all "ayes".

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Yeena Yoo

8.C. [23-1555](#)

Transfer of funds from account nos. 5000-6192-50000 (regular salaries), 5000-6192-51010 (employer share IMRF), and 5000-6192-51030 (employer share social security) to account nos. 5000-6192-51040 (employee medical and hospital insurance), 5000-6192-53070 (medical services), 5000-6192-52000 (furniture/machinery/equipment small value), 5000-6192-52200 (operating supplies and materials), and 5000-6192-53830 (other contractual expenses) in the amount of \$10,618 to offset salaries and benefits to cover the increased cost of treatment services, for furniture and small equipment, operating supplies, and other contractual expenses to line up with the grant budget supplemental funding per the grant authority, per Activity Code 192301. (Probation and Court Services)

The motion was approved on a voice vote, all "ayes".

RESULT:	APPROVED
MOVER:	Jim Zay
SECONDER:	Liz Chaplin

9. GRANTS

9.A. [23-1556](#)

GPN-021-23: FY23 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program – US Department of Justice Bureau of Justice Assistance - \$395,280. (Sheriff’s Office)

The motion was approved on a voice vote, all "ayes".

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Liz Chaplin
SECONDER:	Jim Zay

10. TRAVEL

10.A. [23-1557](#)

Authorization is requested for one Coordinator from the DuPage Office of Homeland Security and Emergency Management (OHSEM) to attend an all-day workshop on April 26, 2023 hosted by the Illinois Law Enforcement Alarm System (ILEAS) to issue and

train on new equipment. DuPage OHSEM is the host agency for ILEAS communications assets ITECS 4. ILEAS is providing lodging for this Coordinator on the night prior to the workshop. Breakfast is included at the hotel and ILEAS is providing lunch during the workshop. Other than gas reimbursement in the amount of \$50, there is no cost to DuPage County. (Office of Homeland Security and Emergency Management)

The motion was approved on a voice vote, all "ayes".

RESULT: APPROVED AT COMMITTEE
MOVER: Liz Chaplin
SECONDER: Brian Krajewski

10.B. [23-1558](#)

Authorization is requested for one Reservist from the DuPage Office of Homeland Security and Emergency Management (OHSEM) to attend an all-day workshop on April 26, 2023 hosted by the Illinois Law Enforcement Alarm System (ILEAS) to issue and train on new equipment. DuPage OHSEM is the host agency for ILEAS communications assets ITECS 4. ILEAS is providing lodging for this Reservist on the night prior to the workshop. Breakfast is included at the hotel and ILEAS is providing lunch during the workshop. There is no cost to DuPage County. (Office of Homeland Security and Emergency Management)

Member Zay asked why it was necessary for these two travel requests to appear on the agenda. Policy and Program Manager Jason Blumenthal and Member Chaplin responded that the travel policy is currently being reviewed.

The motion was approved on a voice vote, all "ayes".

RESULT: APPROVED AT COMMITTEE
MOVER: Liz Chaplin
SECONDER: Jim Zay

11. **INFORMATIONAL**

11.A. [23-1559](#)

Public Defender's Office March 2023 Monthly Statistical Report (Public Defender's Office)

The motion was approved on a voice vote, all "ayes".

RESULT: ACCEPTED AND PLACED ON FILE
MOVER: Jim Zay
SECONDER: Liz Chaplin

12. **OLD BUSINESS**

No old business was offered.

13. **NEW BUSINESS**

No new business was offered.

14. ADJOURNMENT

With no further business, the meeting was adjourned at 8:45 AM. The next meeting is scheduled for Tuesday, May 2, 2023 at 8:00 A.M.



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 23-1676

Agenda Date: 5/2/2023

Agenda #: 6.A.

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective October, 2022

DNA BACKLOG RED PROG GRTS

From: 5000
 Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4510	53090		OTHER PROFESSIONAL SERVICES	\$ 6,000.00	16,000.00	4,000.00	4/13/23
4510	53300		REPAIR & MTCE FACILITIES	\$ 10,000.00	10,000.00	0	4/13/23
Total				\$ 16,000.00			

DNA BACKLOG RED PROG GRTS

To: 5000
 Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4510	50010		OVERTIME	\$ 6,071.00	137,052.86	143,123.86	4/13/23
4510	51010		EMPLOYER SHARE I.M.R.F.	\$ 668.00	16,914.32	17,582.32	4/13/23
4510	51030		EMPLOYER SHARE SOCIAL SECURITY	\$ 464.00	10,516.50	10,980.50	4/13/23
4510	52200		OPERATING SUPPLIES & MATERIALS	\$ 8,797.00	343,552.67	352,349.67	4/13/23
Total				\$ 16,000.00			

Reason for Request:

The estimates for the construction of a new doorway came in significantly over what had been budgeted in the grant application, so the construction project was cancelled. The estimate for a QAS audit is less than what had been originally budgeted. The funds from these 2 categories will be moved to overtime (personnel) and supplies.

Department Head 

4/13/23
 Date
 4/14/23
 Date

Activity _____
 (optional)

Chief Financial Officer

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

JPS - 5/2/23
 FIN/CB - 5/9/23



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 23-1677

Agenda Date: 5/2/2023

Agenda #: 6.B.

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective October, 2022

From: 1300
 Company #

CORONER'S FEE
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4130	53828		CONTINGENCIES	\$ 6,000.00	8,000.00	2,000.00	4/20/23
Total				\$ 6,000.00			

To: 1300
 Company #

CORONER'S FEE
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
4130	42107		COUNTY GAS SALES	\$ 5,000.00	0	5,000.00	4/20/23
4130	42048		AUTO REPAIR FEE	\$ 1,000.00	0	1,000.00	4/20/23
Total				\$ 6,000.00			

Reason for Request:

To cover the expenses of gasoline and repairs for county vehicles utilized by county employees for our Office.

Signature on file

 Department Head
 CM / O
 Chief Financial Officer

4/20/23
 Date
 4/21/23
 Date

Activity _____
 (optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

OPS - 5/2/23
 FIN/CS - 5/9/23



Change Order

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 23-1643

Agenda Date: 5/2/2023

Agenda #: 7.A.



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 24, 2023

MinuteTraq (IQM2) ID #: 23-1597

Purchase Order #: 2846-0001 SERV	Original Purchase Order Date: Nov 14, 2017	Change Order #: 3	Department: Public Defender
Vendor Name: JOURNAL TECHNOLOGIES INC.		Vendor #: 27873	Dept Contact: Melissa Buckardt
Background and/or Reason for Change Order Request:	Approval to extend the contract date based on the go live date did not originally start until September 2019 instead of November 2018 as anticipated. Which would extend the contract to September 2024.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting contract value	\$747,700.00
B	Net \$ change for previous Change Orders	\$8,375.00
C	Current contract amount (A + B)	\$756,075.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$756,075.00
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	1.12%

DECISION MEMO NOT REQUIRED

Cancel entire order
 Close Contract
 Contract Extension (29 days)
 Consent Only

Change budget code from: _____ to: _____

Increase/Decrease quantity from: _____ to: _____

Price shows: _____ should be: _____

Decrease remaining encumbrance and close contract
 Increase encumbrance and close contract
 Decrease encumbrance
 Increase encumbrance

DECISION MEMO REQUIRED

Increase (greater than 29 days) contract expiration from: Nov 30, 2023 to: Sep 30, 2024

Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____

OTHER - explain below:

MB	8303	Apr 24, 2023	JRY	8302	Apr 24, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Apr 24, 2023

MinuteTraq (IQM2) ID #: 23-1597

Department Requisition #: _____

Requesting Department: Public Defender	Department Contact: Jeff York
Contact Email: Jeff.York@dupageco.org	Contact Phone: (630) 407-8302
Vendor Name: Journal Technologies, Inc.	Vendor #: 27873

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approval to extend the contract date based on the go live date did not originally start until September 2019 instead of November 2018 as anticipated. Which would extend the contract to September 2024.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

We did not go live until September 2019 and would need to extend the contract to September 2024.

Strategic Impact

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

The implementation of the eDefender case management system has enabled the Public Defender's office to have an efficient tool for the management of client case information and increase productivity by automating manual processes.

Source Selection/Vetting Information - Describe method used to select source.

The Public Defender's Office issued an RFP, with six vendors responding. Staff evaluated written proposals and a large team participated in vendor software demonstrations. After these demonstrations, staff felt strongly that two vendors offered solutions that would fit the department's needs. After speaking with references for each system, it became apparent that Journal Technologies offers the best solution to meet the current and future business needs of the Dupage County Public Defender's Office

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1. We anticipated November 2018 to be our go live date.
2. Our go live date did not start until September 2019.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

The cost is the same, but shifted by one fiscal year.



Grant Proposal Notifications

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 23-1678

Agenda Date: 5/2/2023

Agenda #: 8.A.



Grant Proposal Notification

GPN Number: 023-23
(Completed by Finance Department)

Date of Notification: 04/20/2023
(MM/DD/YYYY)

Parent Committee Agenda Date: 05/02/2023
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 05/05/2023
(MM/DD/YYYY)

Name of Grant: Donated Funds Initiative Grant PY24

Name of Grantor: Illinois Department of Human Services

Originating Entity: U.S. Department of Health and Human Services
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: DuPage County State's Attorney - Children's Center

Department Contact: Robin Bolton, Finance Manager ext. 8146
(Name, Title, and Extension)

Parent Committee: Judicial Public Safety Committe

Grant Amount Requested: \$ 77,339.00

Type of Grant: Continuation, Formula
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: Yes No

Source of Grant: Federal State Private Corporate

If Federal, provide CFDA: 93.667

If State, provide CSFA: 444-80-1213



Grant Proposal Notification

1. Justify the department’s need for this grant.

This grant reimburses a percentage of two employees' salaries who are responsible for investigating allegations of sexual or severe physical abuse to child victims.

2. Based on the County’s Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

This grant would address the Quality of Life Imperative by providing funding for investigations and to provide services to victims of child sexual and severe physical abuse in DuPage County.

3. What is the period covered by the grant?

07/01/2023 to: 06/30/2024
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide “seed” or startup funding to initiate grant project? (Yes or No) _____

4.1. If yes, please identify the Company-Accounting Unit used for the funding _____

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront)

5.2. After expenditure of costs (reimbursement-based)



Grant Proposal Notification

6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \$160,181.00 Percentage covered by grant 48%

6.1.2. Total fringe benefits \$64,072.00 Percentage covered by grant 0

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No

6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

1000-6510

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time _____ Part-time _____ Temporary _____

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? _____
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

Grant Proposal Notification

6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No) No

6.3.1. If yes, please answer the following:

6.3.1.1. How many years beyond the grant term? _____

6.3.1.2. What Company-Accounting Unit(s) will be used? _____

6.3.1.3. Total annual salary _____

6.3.1.4. Total annual fringe benefits _____

7. Does the grant allow for direct administrative costs? (Yes or No) No

7.1. If yes, please answer the following:

7.1.1. Total estimated direct administrative costs for project _____

7.1.2. Percentage of direct administrative costs covered by grant _____

7.1.3. What percentage of the grant total is the portion covered by the grant _____

8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost? 0%

9. Are matching funds required? (Yes or No): Yes

9.1. If yes, please answer the following:

9.1.1. What percentage of match funding is required by granting entity? 25%

9.1.2. What is the dollar amount of the County's match? \$25,780.00

Grant Proposal Notification

- | | |
|--|--------------|
| 9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? | 1000-6510 |
| 10. What amount of funding is already allocated for the project? | \$121,134.00 |
| 10.1. If allocated, in what Company-Accounting Unit are the funds located? | 1000-6510 |
| 10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): | Yes |
| 11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? | \$224,253.00 |



Informational

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 23-1679

Agenda Date: 5/2/2023

Agenda #: 9.A.



**DUPAGE
COUNTY**

General
630-407-6900

Maintenance
630-407-6920

Permitting
630-407-6900

Trails/Paths
630-407-6900

DIVISION OF TRANSPORTATION

630-407-6900
Fax: 630-407-6901
dot@dupageco.org

www.dupageco.org/dot

MEMORANDUM

TO: Nick Kottmeyer, P.E., Chief Administrative Officer
Jeffrey Martynowicz, Chief Financial Officer

FROM: Christopher C. Snyder, P.E. **Signature on file**
Director of Transportation/County Engineer

DATE: April 17, 2023

RE: FY2023 and FY2024 Vehicle Replacements

Attached is the purchase requisition for one (1) vehicle replacement for the States Attorney's Office. To meet the operational needs of this department, this vehicle has been requisitioned pursuant to FI-O-0056-22 and DT-R-0306B-22 approved by the County Board on October 25, 2022. This vehicle has been locally sourced and is available for immediate pick up. I am requesting your signature approvals for the Division of Transportation to process this purchase order for the FY2023 vehicle replacement.

Signature on file

Approved _____
Jeffrey Martynowicz
Chief Financial Officer

Date: _____

4/19/23

Signature on file

Approved _____
Nick Kottmeyer, P.E.
Chief Administrative Officer

Date: _____

4/19/23



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
MINUTETRAQ ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$31,091.26
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$31,091.26
	CURRENT TERM TOTAL COST: \$31,091.26	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Friendly Ford	VENDOR #: 40625	DEPT: States Attorney	DEPT CONTACT NAME: Catherine Hundley
VENDOR CONTACT: Russell J. Crocilla	VENDOR CONTACT PHONE: 630-924-8686	DEPT CONTACT PHONE #: 407-2733	DEPT CONTACT EMAIL: catherine.hundley@dupageco.org
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: www.friendlyford.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement. This vehicle has been taken out of service due to mechanics assessment.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Each year as part of the budget process, the Division of Transportation will assess and recommend vehicles to be replaced for the upcoming fiscal year. Due to supply chain and reduced inventory, the County Board authorized the Division of Transportation to move forward with FY2023 and FY2024 vehicle replacement recommendations as soon as contract orders open.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER THAN LOWEST RESPONSIBLE BID	

SECTION 3: DECISION MEMO	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. The Division of Transportation chose Friendly Ford in accordance with the DuPage County Procurement Ordinance - Section 2-355 - Circumstances not suitable for bid (extreme supply chain interruption) and DT-R-0306B-22. Available cooperatives are no longer accepting new vehicle orders. The vehicle being replaced has been taken out of service due to condition and in the interest of user safety. The DOT contacted three (3) vendors for vehicle availability and pricing. Friendly Ford had a vehicle available and competitively priced.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Award a contract to Friendly Ford. This is the recommended option as Friendly Ford has provided pricing competitive to closed cooperatives and other area dealers. The vehicle is immediately available.



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
MINUTETRAQ ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$31,091.26
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$31,091.26
	CURRENT TERM TOTAL COST: \$31,091.26	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Friendly Ford	VENDOR #: 40625	DEPT: States Attorney	DEPT CONTACT NAME: Catherine Hundley
VENDOR CONTACT: Russell J. Crocilla	VENDOR CONTACT PHONE: 630-924-8686	DEPT CONTACT PHONE #: 407-2733	DEPT CONTACT EMAIL: catherine.hundley@dupageco.org
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: www.friendlyford.com	DEPT REQ #:	
<i>Overview</i>			
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SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Friendly Ford	Vendor#: 40625	Dept: Division of Transportation	Division: DOT Finance
Attn: Russell J. Crocilla	Email:	Attn:	Email: DOTFinance@dupageco.org
Address: 333 E. Irving Park Road	City: Roselle	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60172	State: IL	Zip: 60187
Phone: 630-824-8686	Fax:	Phone: 630-407-6900	Fax: 630-407-6901
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above	Vendor#:	Dept: Division of Transportation	Division: Fleet Maintenance
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address:	City:	Address: 180 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILC5 505/1	FOB: Destination	Contract Start Date (PO25): Mar 17, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Kathleen (Black) Curcio			

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
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Address: 333 E. Irving Park Road	City: Roselle	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60172	State: IL	Zip: 60187
Phone: 630-824-8686	Fax:	Phone: 630-407-6900	Fax: 630-407-6901
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above	Vendor#:	Dept: Division of Transportation	Division: Fleet Maintenance
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address:	City:	Address: 180 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILC5 505/1	FOB: Destination	Contract Start Date (PO25): Mar 17, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Kathleen (Black) Curcio			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Ford Escape	FY23	6000	1161	54120	6500	31,091.26	31,091.26
FY is required, assure the correct FY is selected.										Requisition Total	\$ 31,091.26

Comments

HEADER COMMENTS	Provide comments for P020 and P025. (1) Ford Escape for the DuPage County States Attorney's Department.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Vehicle Replacement Schedule FY2023 - Ford Escape
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Per Bill of Sale Email copy of PO to DOTFinance@dupageco.org; william.bell@dupageco.org; catherine.hundley@dupageco.org
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement



Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Mar 17, 2023

Bid/Contract/PO #: _____

Company Name: Friendly Ford, Inc.	Company Contact: Russ Crocilla
Contact Phone: 630-924-8686	Contact Email: rcrocilla@friendlyford.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions

NONE (check here) - If no contributions have been made

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: Signature on file

Printed Name: Russ Crocilla

Title: Sales

Date: Mar 17, 2023

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)

FRIENDLY FORD, INC.

333 E IRVING PARK RD

ROSELLE IL 60172

630-924-8686

RETAIL PURCHASE AGREEMENT

CUST#: 10419

Deal Number: 2534

Purchaser's Name(s): DUPAGE COUNTY HIGHWAY DEPT.

Date: 03/17/2023

Address: 421 N COUNTY FARM RD WHEATON, IL 60187

County: DUPAGE

Telephone (1):

Telephone (2):

DOB: N/A

E-mail: William.Bell@dupageco.org

State I.D.# N/A

Issuing State: N/A Exp. Date: N/A

The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. The Odometer Reading for the Vehicle you are purchasing is accurate unless indicated otherwise. Please refer to the Federal Mileage Statement for full disclosure.

YEAR 2022	MAKE FORD	MODEL Escape	COLOR BLACK	STOCK NO. TJ1478
VIN/SERIAL NO. 1FMCU9G62NUC03757		ODOMETER READING <input type="checkbox"/> Not Accurate 604	SALESPERSON: RUSS CROCILLA	
THE VEHICLE IS: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED		PRIOR USE DISCLOSURE: <input type="checkbox"/> DEMONSTRATOR <input type="checkbox"/> EXECUTIVE <input type="checkbox"/> RENTAL <input type="checkbox"/> OTHER		

WARRANTY STATEMENT

Any warranties by a manufacturer or supplier other than our Dealership are theirs, not ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and the related goods and services. If we enter into a service contract with you at the time of, or within 90 days of, the date of this transaction, we may not limit or modify the implied warranties. **CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY)** The information you see on the window form for this Vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Traducción española: Vea Párrafo 14. This Vehicle is being sold by our Dealership to you:

AS-IS. You will bear the entire expense of repairing or correcting any defects that presently exist or that may occur in the Vehicle. We expressly disclaim all express and implied warranties, including any implied warranties of merchantability and fitness for a particular purpose. The vehicle is sold AS-IS because:

- It is a new vehicle.
 It is a used vehicle with more than 150,000 miles.
 Other: N/A

With the attached Power Train Warranty. No express warranty or implied warranty of fitness for any particular purpose or implied warranty of merchantability beyond that set forth in the Power Train Warranty is given by Dealership unless a box is marked below indicating that the Vehicle is sold with a Used Vehicle Limited Warranty from Dealership or Dealership enters into a Service Contract with you at the time of, or within 90 days of, the date of this transaction. **Please refer to the Power Train Warranty section below.**

With the attached Used Vehicle Limited Warranty. Any implied warranties shall apply for the duration required by State Law or the duration of the Used Vehicle Limited Warranty, whichever is longer.

With a Service Contract between you and N/A

X _____ X _____ N/A

POWER TRAIN WARRANTY

Illinois law requires that this Vehicle will be free of a defect in a power train component for 15 days or 500 miles after delivery, whichever is earlier, except with regard to particular defects disclosed on the first page of this Agreement. "Power train component" means the engine block, head, all internal engine parts, oil pan and gaskets, water pump, intake manifold, transmission, and all internal transmission parts, torque converter, drive shaft, universal joints, rear axle and all rear axle internal parts, and rear wheel bearings. You (the consumer) will have to pay up to \$100 for each of the first 2 repairs if the warranty is violated.

X _____ X _____ N/A

WAIVER OF THE IMPLIED WARRANTY OF MERCHANTABILITY FOR PARTICULAR DEFECTS (PLEASE SEE ATTACHED WAIVER)

Attention Consumer: Sign here only if the seller has told you that this Vehicle has the following problem or problems and you agree to buy the Vehicle on those terms:



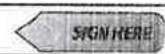
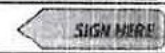
- N/A
- N/A
- N/A

Consumer's Signature(s): _____ Date: N/A

CASH PRICE OF VEHICLE	30581.00
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
Title Fee	155.00
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
License Fee	8.00
N/A	N/A
DOCUMENTARY FEE* (See Paragraph 12)	347.26
OPTIONAL ERT FEE	N/A
TOTAL DUE	31091.26
LESS DEPOSIT/DOWN PAYMENT	

ILLINOIS SECRETARY OF STATE – APPLICATION FOR VEHICLE TRANSACTION(S)

Application cannot be accepted with alterations (changes) or check-out.

1. Type of transaction(s): <input type="checkbox"/> Title and Transfer <input checked="" type="checkbox"/> Title and Registration <input type="checkbox"/> Title Only <input type="checkbox"/> Duplicate Title <input type="checkbox"/> Corrected Title <input type="checkbox"/> Salvage Certificate <input type="checkbox"/> Junking Certificate <input type="checkbox"/> Plates Only <input type="checkbox"/> Sticker Only <input type="checkbox"/> Transfer Only <input type="checkbox"/> Corrected ID Card <input type="checkbox"/> Duplicate ID Card <input type="checkbox"/> Set of Plates Replacement <input type="checkbox"/> Sticker Replacement <input type="checkbox"/> Reclass of License Plates <input type="checkbox"/> Resale of License Plates <input type="checkbox"/> Other:		2. Current Plate Number 3. Plate Type Requested MUNICIPAL 4. Exp. Month _____ Year _____	
5. OWNER INFORMATION			
First _____		Last _____ Middle _____	
First _____		Last _____ Middle _____	
Residence/Business Street Address 421 N COUNTY FARM RD			
City WHEATON		STATE IL	ZIP 60187
 6232251776/		6. Owner 1 DL/FEN # _____	
		Owner 2 DL/FEN # _____	
7. VEHICLE INFORMATION			
Vehicle Identification Number (VIN) 1FMCU9G62NUC03757		VIN Second Stage Info.	
8. Purchase Date 03/15/2023 Month Day Year		New <input checked="" type="checkbox"/> Used <input type="checkbox"/>	
Year 2022	Make FORD	Model ESCAPE	Body Style UTILITY Color BLK / BLK
9. Current Odometer Reading (No Tenths) 604	<input checked="" type="checkbox"/> Actual <input type="checkbox"/> Not Actual <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> 10 yrs. or older (mileage not required)	<input type="checkbox"/> Rebuilt <input type="checkbox"/> Flood <input type="checkbox"/> Other Branded Title <input type="checkbox"/> Sale <input type="checkbox"/> MCY C.C. Mobile Home Sq. Ft.	<input type="checkbox"/> Rental <input type="checkbox"/> Leased Check if G.V.W.R. Over 16,000 lbs. (odometer reading not required) Yes <input type="checkbox"/> Gross Weight (RV, RT, TRK, BUS, TRLR) 4500 For Hire <input type="checkbox"/> # of Axles 1
10. Surrender Title Number and State #MCO State: _____		11. File Number _____ 12. Unit Number _____	
13. MAIL TITLE TO (IF DIFFERENT THAN ABOVE)		14. VEHICLE INSURANCE INFORMATION (TRAILERS EXEMPT)	
Name _____		Insurance Company Name (Do not list agent) _____	
Street Address _____		Policy Number _____	
City _____ State _____ ZIP _____		Expiration Date _____	
15. FIRST LIENHOLDER		16. SECOND LIENHOLDER	
Name _____		Name _____	
Street Address _____		Street Address _____	
City _____ State _____ ZIP _____		City _____ State _____ ZIP _____	
17. TRANSFER INFORMATION		18. SELLER'S INFORMATION (INDIVIDUAL OR DEALERSHIP)	
Year _____	Make/Model _____	Name _____ Dealer # _____	
VIN _____		Street Address _____	
		333 E IRVING PARK RD	
		City _____ State _____ ZIP _____	
		ROSELLE IL 60172	
19. BENEFICIARY		20. REASON FOR REPLACEMENT PLATES/STICKER	
Name _____		<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed <input type="checkbox"/> Requesting a Different Number <input type="checkbox"/> Respacing	
Street Address _____			
City _____ State/Country _____ ZIP _____			
21. REASON(S) FOR CORRECTED OR DUPLICATE TITLE		24. AUDITOR'S USE ONLY	
State all reasons for corrections or duplication		TRP NUMBER _____ Tax Form Number 962499653	
		\$163.00	
		Circle Quarter: 1st 2nd 3rd 4th	
22. Daytime Phone Number (optional)			
23. Signature(s) 1. Signature on file 			
2. _____			
Your signature on the application authorizes the Secretary of State to lower the amount of your check if the fee submitted is greater than the fee required for mail-in transactions. I/we hereby affirm that the information is true and correct and, when applicable, will abide by the Mandatory Insurance Law requiring liability insurance throughout the registration period. If applying for a title for a motor vehicle nine years old or newer, I/we also acknowledge awareness of the odometer certification made by the seller.			
03/17/2023			
OFFICE USE ONLY Verified by CRT <input type="checkbox"/> I.O. <input type="checkbox"/> REMITTER/DRIVER SERVICES FACILITY STAMP:			
6232251776			
CUSTOMER RECEIPT			
Date: _____			
Control # _____			



Illinois Department of Revenue

ST-556 Sales Tax Transaction Return

(R-01/15)

(For Sales of Vehicles, Watercraft, Aircraft, Trailers, and Mobile Homes - Do not use for leases.)

Do not write above this line.

NS CA ED RC TL

Tax return no.: 962499653
Account ID: 2299-4173
Taxable location no.: 022-0020-1-001
Taxable location name: ROSELLE
Dealer's license no.: DL0003
Rev: 05
Form: 016

FRIENDLY FORD
333 E IRVING PARK RD
ROSELLE, IL 60172
(630) 924-8686

Electronic filing is FREE when you use
MyTax Illinois at tax.illinois.gov

1 Enter the purchaser's name and address

Name(s) DUPAGE COUNTY HIGHWAY DEPT.

Street 421 N COUNTY FARM RD City WHEATON State IL ZIP 60187

2 Describe the item sold

- A Vehicle B Watercraft C Aircraft
- D Trailer E Mobile Home F _____
- New Used

Identification no. 1FMCU9G62NUC03757

Year 2022 Make FORD

Body style and model UTILITY/ESCAPE

3 Enter the date of delivery

03/17/2023
Month Day Year

(This return is due no later than 20 days after the date of delivery.)

4 Describe the trade-in, if any

Item traded in _____
 Identification no. _____
 Year _____ Make _____
 Body style and model _____

5 Exempt or sale to a nonresident

If so, check the correct box below, and see instructions for Section 5.

- A Nonresident purchaser (NOT an out-of-state dealer) See instructions.
Drive-away permit no./Lic. plate no. _____ State _____
- B Sold for resale to a DEALER
(Write either the Illinois dealer's Account ID or "Out-of-state dealer")
- C Exempt organization (government, school, religious, or charitable)
Tax-exempt no. E- 99974551
- D Sold to an interstate carrier for hire for use as rolling stock
Certificate of authority no. _____
- E Sold for rental use
Purchaser's account ID no. _____
- F Other (describe) _____

6 Enter the price, and figure the tax (Round to nearest dollar)

You must complete Lines 1 and 2 even if no tax is due.

1 Total price (include accessories, federal excise taxes, freight and labor, dealer preparation, documentary fees, and dealer-reimbursed rebates or incentives)	30,928.00
2 Total trade-in credit or value	0.00
3 Amount subject to tax [Line 1 - Line 2]	0.00
4 Tax [Line 3 X <u>0.07</u>] (If you made this sale from a temporary sales location, see the instructions.)	0.00
5 Use tax for certain districts - (see instructions) Do not report home rule use tax below.	
a. County <u>0</u>	
b. City _____	
c. Township _____	
6 Total tax [Line 4 + Line 5]	0.00

ATTACH PAYMENT HERE

Under penalties of perjury, we state that we have examined this return, including any schedules and statements, and to the best of our knowledge, it is true, correct, and complete. We also state that we are a qualified trade-in, we and surrendered the title

Signature on file

Signature of purchaser

Date 03/17/2023

Signature of seller

Date 03/17/2023

This form of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty. Illinois Vehicle Code, Disclosure

Do not write below this line

Date received by Illinois state government

Copy 3 - Purchaser's

Customer's Name: DUPAGE COUNTY HIGHWAY DEPT. Deal/Stock No.: TJ1478

ODOMETER DISCLOSURE STATEMENT

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, FRIENDLY FORD, INC. (transferor's name, Print) state that the odometer now reads 604 (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is **NOT** the actual mileage.
WARNING - ODOMETER DISCREPANCY.

MAKE FORD	MODEL Escape	BODY TYPE UT
VEHICLE IDENTIFICATION NUMBER 1FMCU9G62NUC03757		YEAR 2022

X
TRANSFEROR'S SIGNATURE

FRIENDLY FORD, INC.
PRINTED NAME

333 E IRVING PARK RD
TRANSFEROR'S ADDRESS (STREET)

ROSELLE IL 60172
CITY STATE ZIP CODE

03/17/2023
DATE OF STATEMENT

X Signature on file
TRANSFEREE'S SIGNATURE
DUPAGE COUNTY HIGHWAY DEPT.

PRINTED NAME

421 N COUNTY FARM RD
TRANSFEREE'S ADDRESS (STREET)

WHEATON IL 60187
CITY STATE ZIP CODE



ILLINOIS AUTOMOBILE DEALERS ASSOCIATION

FRIENDLY FORD, INC.
333 E IRVING PARK RD
ROSELLE, IL 60172
630-924-8686

DEAL# 2534
CUST# 10419

AGREEMENT TO ARBITRATE

Customer Name(s): DUPAGE COUNTY HIGHWAY DEPT. Date: 03/17/2023

Vehicle Description: 2022 FORD Escape 1FMCU9G62NUC03757

By entering into this Agreement to Arbitrate ("Agreement"), Customer(s) and Dealership, including any employees, agents, successors or assigns (collectively referred to as "the Parties") agree, except as otherwise provided in this Agreement, to settle by binding arbitration any dispute whether based in whole or in part on contract, tort, statute, or other equitable relief, including but not limited to any dispute related to (1) the purchase/lease or condition of the above-referenced Vehicle; (2) any products and services purchased in conjunction with the Vehicle and any resulting transaction or relationship; (3) the application for and the terms of any financing obtained in connection with the transaction; (4) any other dispute between them related to the purchase/lease transaction and any documents that are part of the transaction; and/or (5) any alleged promises, representations and/or warranties made to or relied upon by the Parties, and any alleged unfair, deceptive, or unconscionable acts or practices. If federal law provides that a claim or dispute is not subject to binding arbitration, this Agreement to Arbitrate shall not apply to such claim or dispute.

Notwithstanding any other provisions in this Agreement, neither party is precluded from filing a complaint with the Office of Attorney General of this state or from participating in a mediation program administered by the Attorney General or Better Business Bureau. The Parties also agree that they retain any right to self-help or provisional remedies available by law or pursuant to an agreement between them. The Parties also retain the right to seek remedies in a small claims court or equivalent state court for disputes or claims within that court's jurisdiction. Neither Party waives the right to request arbitration under this Agreement by exercising such other rights and remedies or by initially agreeing to litigate a claim in court. If such claim or dispute is transferred, removed or appealed to a different court or if a new claim is asserted after the initial filing of such claim or dispute, the Parties shall have the right to request arbitration under this Agreement. However, once one of the Parties has demanded arbitration, binding arbitration will be the exclusive method for resolving any and all claims.

The Federal Arbitration Act (9 U.S.C. §1 et seq.) ("FAA") shall govern any arbitration under this Agreement. Any dispute between the Parties shall be arbitrated by a single arbitrator on an individual basis, not as a class action. The arbitration shall be conducted by and in accordance with the rules of the American Arbitration Association ("AAA") (1-800-778-7979), 1633 Broadway, 10th Floor, New York, New York 10019 (www.adr.org). "Consumer" claims shall be arbitrated in accordance with the American Arbitration Association's consumer arbitration rules and fee schedule. A copy of the Arbitration Rules may be obtained by visiting the website indicated or by contacting the Organization directly. The Rules in effect at the time the request for arbitration is made will govern. If the AAA will not accept the request to arbitrate, the Parties may agree upon another organization, or the arbitrator shall be selected pursuant to the FAA and conduct the arbitration in accordance with the AAA Rules and this Agreement.

To initiate an arbitration proceeding, the demanding Party must provide the other Party a demand for arbitration that includes a statement of the basis for the dispute, the names and addresses of the Parties involved, and the amount of monetary damages involved and/or any other remedy sought. If an organization other than the AAA will conduct the arbitration of consumer claims (as defined by AAA Consumer Arbitration Rules), the Dealership will advance the Consumer's portion of the filing, administration, service, or case management fee and the hearing or arbitrator fee which exceeds the amount of the AAA Consumer Filing Fee up to a maximum of \$2500 upon request. The amount that the Dealership advances may be reimbursed by decision of the arbitrator at the arbitrator's discretion. Each party shall be responsible for its own attorney, expert and other fees, unless awarded by the arbitrator under applicable law.

The arbitrator shall be an attorney or retired judge and shall be selected in accordance with the applicable Arbitration Rules. The arbitration hearing shall be held in the federal district where the Dealership is located and the transaction occurred. Any court having jurisdiction may enforce this Agreement and enter judgment on the arbitrator's award. If it is inconvenient for either Party to participate in arbitration proceedings in the district where the Dealership is located, the proceedings shall be held at a mutually convenient location agreed upon by the Parties or as determined by the arbitrator.

The arbitrator shall apply and be bound by governing state and federal law when making the decision and award and shall only award those damages or other relief permitted by applicable law. The Parties shall be provided a written decision setting forth the findings of fact and/or conclusions of law. The arbitration proceedings and the decision of the arbitrator shall be open to the public. Nothing in this Agreement shall be interpreted as limiting or precluding the arbitrator from awarding monetary damages or any other relief provided for by law. The Parties agree that by entering into this Agreement, they are expressly waiving their right to a jury trial and their right to bring or participate in any class action or multi-plaintiff action in court or through arbitration. The decision of the arbitrator shall be final and binding, except for any right of appeal provided by the FAA and the Arbitration Rules that governed the original arbitration proceedings. The appealing party shall be responsible for the filing fee and other arbitration appeal costs, subject to a final determination by the arbitrator of a fair apportionment of costs.

If any part of this Agreement, other than waivers of class action rights, shall be declared unenforceable for any reason, the remainder of the Agreement shall remain enforceable. If a waiver of class action rights is deemed or found to be unenforceable for any reason in a case in which class action allegations have been asserted, then the remainder of this Agreement shall be unenforceable. This Agreement shall survive (1) any termination, payoff, assignment, transfer or cancellation of the Retail Purchase/Retail Lease Agreement and/or Retail Installment Sales Contract/Finance Contract/Lease Contract; (2) any repossession of the Vehicle and any legal proceeding to collect a debt owed by the other party; and (3) any bankruptcy proceeding. BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT TO ARBITRATE AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT. THIS AGREEMENT IS INCORPORATED BY REFERENCE INTO THE RETAIL PURCHASE/RETAIL LEASE AGREEMENT AND, TO THE EXTENT PERMITTED BY LAW, THE RETAIL INSTALLMENT SALES CONTRACT/FINANCE CONTRACT/LEASE CONTRACT/ARBITRATION CLAUSE, THAT ARBITRATION CLAUSE SHALL GOVERN ANY DISPUTES OR CLAIMS BETWEEN THE PARTIES; IF, HOWEVER, ANY TERM OF THIS AGREEMENT CONFLICTS WITH THE TERMS OF ANY OTHER DOCUMENT OR AGREEMENT BETWEEN THE PARTIES, THE TERMS OF THIS AGREEMENT SHALL PREVAIL. THIS AGREEMENT MAY NOT BE MODIFIED OR AMENDED EXCEPT BY A SEPARATE WRITTEN AGREEMENT SIGNED BY CUSTOMER(S) AND AN AUTHORIZED DEALERSHIP REPRESENTATIVE.

Signature on file

Customer [Signature] 03/17/2023 Date

Authorized Dealership Representative [Signature] 03/17/2023 Date

N/A Customer Date

60906*1*FF-FI
CATALOG #8963510

DealerCAP



ILLINOIS AUTOMOBILE DEALERS ASSOCIATION

FRIENDLY FORD, INC.
333 E IRVING PARK RD
ROSELLE, IL 60172
630-924-8686

DEAL# 2534
CUST# 10419

DELIVERY CONFIRMATION

Customer Name(s): DUPAGE COUNTY HIGHWAY DEPT.

Street Address: 421 N COUNTY FARM RD WHEATON IL 60187

Home Telephone: Work Telephone:

Vehicle Description: 2022 FORD Escape 1FMCU9G82NUC03757
Year Make Model Vehicle Identification Number (VIN)

Our Dealership has prepared this Delivery Confirmation to ensure your satisfaction with the vehicle and to make sure there are no misunderstandings between us with respect to the transaction. We recognize that you have been asked to review and sign a number of documents today in order to complete the transaction. You should also have been provided with the opportunity to take the vehicle for a test drive. Please take a moment now to consider the transaction before taking delivery of the vehicle to make sure it is clear to you and that nothing has been promised to you that has not been put into writing. Representatives of this Dealership are not authorized to make any oral promises to you. If our Dealership has agreed to provide any goods and/or services with respect to the vehicle that have not been received at the time of delivery of the vehicle, those items must be listed below.

[X] I HAVE RECEIVED ALL OF THE PRODUCTS AND SERVICES PROMISED TO ME IN CONNECTION WITH THIS TRANSACTION AT THE TIME OF DELIVERY.

[] AS OF THE TIME OF DELIVERY, I HAVE YET TO RECEIVE THE FOLLOWING PRODUCTS AND/OR SERVICES PROMISED TO ME IN CONNECTION WITH THIS TRANSACTION:

By signing below, you are acknowledging that you had the opportunity to inspect the vehicle and found it free from any reasonably discoverable defects. You are also agreeing that you had the opportunity to review the entire transaction; the Dealership has satisfactorily addressed any questions or concerns you had; the purchase of any service contract, auto appearance product, theft deterrent system or other similar product or service was voluntary and not represented by the Dealership as being required in order to obtain financing for the purchase/lease transaction; and nothing has been promised to you that has not been put into writing. If anything is listed above, please call the Dealership in advance to schedule a time to receive the products and/or services listed. This Delivery Confirmation Form is hereby incorporated by reference into the Retail Purchase/Retail Lease Agreement for this transaction.

I hereby accept this Delivery Confirmation with the understanding that it is valid for only thirty (30) days from the date of issuance and that I must make an advance appointment with the service department before the above work can be performed.

Signature on file 03/17/2023 03/17/2023
Customer Date Authorized Dealership Representative Date
N/A N/A
Customer Date

For Office Use Only:

Appointment Scheduled On: By:

Date of Appointment: Time: a.m./p.m. Contact:

Additional Notes: