



**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](http://www.dupageco.org/dot)

### MEMORANDUM

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

FROM: William C. Eidson, P.E. [REDACTED]  
County Engineer/Acting Director of Transportation

DATE: February 15, 2024

RE: FY2022-2024 Vehicle Replacement

Attached is a purchase requisition for (1) one vehicle replacement for the DuPage County Animal Services. To meet the operational needs of this department, this vehicle has been requisitioned pursuant to FI-O-0056-22 and DT-R-0306C-22 approved by the County Board on December 12, 2023. This vehicle has been locally sourced and is available to purchase. I am requesting your signature approval for the Division of Transportation to process this purchase order for the FY2022/FY2023/FY2024 vehicle replacements. A copy of this packet will be forwarded to the department to be added to their next parent committee agenda as informational.

Approved [REDACTED]  
Jeffrey Martynowicz  
Chief Financial Officer

Date: 2/20/24

Approved [REDACTED]  
Nick Kottmeyer, P.E.  
Chief Administrative Officer

Date: 2-15-24

FY 2023

Exhibit A

Vehicle #	Make	Model	Department	Replacement Vehicle	Estimated Cost With SPC Discount	Estimated Cost Without SPC Discount
AC-8	FORD	E150	Animal Control	Transit	\$ 48,500.00	\$ 60,500.00
AC-7	FORD	E150	Animal Control	Transit	\$ 48,500.00	\$ 60,500.00
BZ-6	FORD	ESCAPE	Building Zoning	Escape	\$ 30,000.00	\$ 37,500.00
BZ-11	FORD	ESCAPE	Building Zoning	Escape	\$ 30,000.00	\$ 37,500.00
CS-3	FORD	EXPLORER	Campus Security	Interceptor	\$ 45,500.00	\$ 57,000.00
H-42	FORD	F350	DOT	F350	\$ 61,000.00	\$ 76,000.00
H-46	FORD	F350	DOT	F350	\$ 61,000.00	\$ 76,000.00
H-106	FORD	F250	DOT	F250	\$ 56,000.00	\$ 71,000.00
H-113	FORD	F150	DOT	Explorer	\$ 45,500.00	\$ 57,000.00
H-123	FORD	F250	DOT (FY2022 carryover)	F350	\$ 61,000.00	\$ 76,000.00
H-129	FORD	F250	DOT (FY2022 carryover)	F350	\$ 61,000.00	\$ 76,000.00



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>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$59,851.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$59,851.00
	CURRENT TERM TOTAL COST: \$59,851.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Haggerty Ford, Inc.	VENDOR #: 12084	DEPT: Animal Services	DEPT CONTACT NAME: Laura Flamion
VENDOR CONTACT:	VENDOR CONTACT PHONE: 630-231-3200	DEPT CONTACT PHONE #: 630-407-5806	DEPT CONTACT EMAIL: laura.flamion@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	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.			
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 through FY2026 vehicle replacement recommendations as soon as contract orders open. FY2022 replacement vehicles were previously requisitioned and ordered and then cancelled. DOT is purchasing comparable priced vehicles off dealers lot. Current PO's will be decreased/closed if applicable.			

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 Haggerty Ford, Inc. in accordance with the DuPage County Procurement Ordinance - Section 2-355 - Circumstances not suitable for bid (extreme supply chain interruption) and DT-R-0306C-22. Available cooperatives are no longer accepting new vehicle orders. Haggerty Ford, Inc. had the vehicles 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 Haggerty Ford, Inc. This is the recommended option as Haggerty Ford, Inc. has provided pricing competitive to closed cooperatives and other area dealers.

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Haggerty Ford, Inc.	Vendor#: 12030	Dept: Division of Transportation	Division: Finance
Attn:	Email:	Attn: DOT Finance	Email: DOTFinance@dupagecounty.gov
Address: 330 East Roosevelt Rd.	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60185	State: IL	Zip: 60187
Phone: 630-231-3200	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 26, 2024	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		AC - Transit T350 MR Cargo AWD	FY24	1100	1300	54120		59,851.00	59,851.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 59,851.00

<b>Comments</b>	
HEADER COMMENTS	Provide comments for P020 and P025. (1) Ford Transit T350 Cargo Van for the DuPage County Animal Services.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Vehicle Replacement Schedule (1) FY2023 - Transit Van
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Email copy of PO to DOTFinance@dupagecounty.gov; william.bell@dupagecounty.gov;laura.flamion@dupagecounty.gov
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



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

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

<b>1. Type of transaction(s):</b> <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:	<b>2. Current Plate Number</b> _____	<b>SIGNATURE ONLY DOCUMENT</b>	
	<b>3. Plate Type Requested</b> MUNICIPAL		<b>4. Exp. Month</b> _____ <b>Year</b> _____
	<b>5. OWNER INFORMATION</b>		
	First Last Middle DUPAGE COUNTY First Last Middle Residence/Business Street Address 421 COUNTY FARM RD City STATE ZIP WHEATON IL 60187		
<b>6. Owner 1 DL/FEIN #</b> _____ <b>Owner 2 DL/FEIN #</b> _____		 8805856397	
<b>7. VEHICLE INFORMATION</b>			
<b>8. Purchase Date</b> Month Day Year 01/26/2024 New <input checked="" type="checkbox"/> Used <input type="checkbox"/>		Vehicle Identification Number (VIN) 1FTBR2C89RKA03458 VIN Second Stage Info. Year Make Model Body Style Color 2024 FORD TRANSIT VN WHI/WHI	
<b>9. Current Odometer Reading (No Tenths)</b> 7 <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Not Actual <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> 2010 model year or older (mileage not required)		Rebuilt <input type="checkbox"/> Flood <input type="checkbox"/> Other Branded Title <input type="checkbox"/> State _____ MCY C.C. _____ Mobile Home Sq. Ft. _____ Rental <input type="checkbox"/> Leased <input type="checkbox"/> Check if G.V.W.R. Over 10,000 lbs. (odometer reading not required) Yes <input type="checkbox"/> Gross Weight: (RV, RT, TRK, BUS, TRLR, 9070) For Hire <input type="checkbox"/> # of Axles 2	
<b>10. Surrender Title Number and State</b> MCO State: _____		<b>11. File Number</b> _____ <b>12. Unit Number</b> _____	
<b>13. MAIL TITLE TO (IF DIFFERENT THAN ABOVE)</b> Name _____ Street Address _____ City State ZIP _____		<b>14. VEHICLE INSURANCE INFORMATION (TRAILERS EXEMPT)</b> Insurance Company Name (Do not list agent) _____ Policy Number _____ Expiration Date _____	
<b>15. FIRST LIENHOLDER</b> Name _____ Street Address _____ City State ZIP _____		<b>16. SECOND LIENHOLDER</b> Name _____ Street Address _____ City State ZIP _____	
<b>17. TRANSFER INFORMATION</b> Year Make/Model _____ VIN _____		<b>18. SELLER'S INFORMATION (INDIVIDUAL OR DEALERSHIP)</b> Name Dealer # Haggerty Ford Inc DL360 Street Address 330 E ROOSEVELT RD City State ZIP WEST CHICAGO IL 60185	
<b>19. BENEFICIARY</b> Name _____ Street Address _____ City State/Country ZIP _____		<b>20. REASON FOR REPLACEMENT PLATES/STICKER</b> <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed <input type="checkbox"/> Requesting a Different Number <input type="checkbox"/> Respacing	
<b>21. REASON(S) FOR CORRECTED OR DUPLICATE TITLE</b> State all reasons for corrections or duplication.		<b>24. AUDITOR'S USE ONLY</b> TRP NUMBER 798AA921 Tax Form Number 976383901 \$ 173.00 Circle Quarter: 1st 2nd 3rd 4th	
<b>22. Daytime Phone Number (optional)</b> 630-386-7659		Signature(s) _____ _____ _____ 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 model year 2011 or newer, I/We also acknowledge awareness of the odometer certification made by the seller.	



Illinois Department of Revenue

# ST-556 Sales Tax Transaction Return

(R-01/15)  
(For Vehicles, Watercraft, Aircraft, Trailers, and Mobile Homes)

Tax return no.: 976383901  
Account ID: 3598-2926  
Taxable location no.: 022-0024-4 001  
Taxable location name: WEST CHICAGO  
Dealer's license no.: DL360  
Rev: 05  
Form: 016

Do not write above this line.

NS CA ED RC TL

Taxpayer Name: Haggerty Ford Inc  
Taxpayer DBA:  
Taxpayer address: 330 E Roosevelt Rd  
City, State, ZIP: West Chicago, IL 60185  
Taxpayer phone number:

### 1 Write the buyer's name and address

Name(s) DUPAGE COUNTY

Street 421 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. 1FTBR2C89RKA03458

Year 2024 Make FORD

Body style and model VN Transit

### 3 Write the date of delivery 01/26/2024

(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 6.

- A Nonresident buyer (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 buyer's account ID no. \_\_\_\_\_
- F Other (describe) \_\_\_\_\_

### 6 Write 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).....	<u>\$61,178.00</u>
2 Total trade-in credit or value.....	<u>\$0.00</u>
3 Amount subject to tax [Line 1 - Line 2].....	<u>\$61,178.00</u>
4 Tax [Line 3 X <u>0</u> ] (If you made this sale from a temporary sales location, see the instructions.)	<u>\$0.00</u>
5 Use tax for certain districts - (see instructions) Do not report home rule use tax below.	
a. County _____	
b. City _____	
c. Township _____	
6 Total tax [Line 4 + Line 5].....	<u>\$0.00</u>

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. If the seller has taken a qualified trade-in, we also state that the buyer has properly assigned and surrendered the title of the trade-in to the seller.

Signature of buyer(s) [Signature] Date 01/26/2024  
Signature of seller [Signature] Date 01/26/2024

This form is authorized as outlined by the Illinois tax laws and the Illinois Vehicle Code. Disclosure of this information is REQUIRED. Failure to provide information could result in penalties. This form has been approved by the Forms Management Center. IL-492-1556

Do not write below this line.

Date received by Illinois state government

Copy 3 - Purchasers  
Signature Only Document



## ARBITRATION AGREEMENT

In this Agreement, the term “you” refers to the Customer(s) signing below. The terms “we” and “us” or “Dealer” refer to **HAGGERTY**. This Agreement is part of your purchase Order for the Vehicle, is a material inducement for us to sell you the Vehicle, and shall survive the termination, expiration, or rescission of the Order and/or bill of sale, or any retail installment contract executed at the time you purchased the Vehicle.

You and we agree that if any Dispute arises, whether or not we have accepted the Order or completed the sale of the Vehicle, either you or we may demand in writing that the Dispute be arbitrated, in which case you and we agree that you and we will immediately stay any court proceedings and the plaintiff will submit the Dispute to binding arbitration by a single arbitrator under the “Supplementary Procedures for Consumer-Related Disputes” of the American Arbitration Association then in effect, in Chicago, Illinois. More information about the AAA can be found at [www.adr.org](http://www.adr.org). We believe arbitration is an impartial means of resolving disputes that is usually faster and less expensive than going to court. If for any reason the AAA cannot hear the dispute, you and we agree to proceed before any mutually-agreed arbitrator or, if unable to agree, before an arbitrator appointed by the Circuit Court of Cook County, Illinois. Each party shall be entitled to one substitution of arbitrator, without cause, as a matter of right. For any Dispute (or part of a Dispute) that is not subject to arbitration, you and we AGREE THAT ANY CLAIM SHALL BE BROUGHT IN THE PARTY'S INDIVIDUAL CAPACITY AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING, THEREBY WAIVING THE RIGHT TO PARTICIPATE AS A CLASS REPRESENTATIVE OR CLASS MEMBER IN A CLASS ACTION relating in any way to a Dispute, WAIVE ANY RIGHT YOU OR WE MAY HAVE TO A TRIAL BY JURY and agree to have such matter tried by a court without a jury. You and/or we will continue to have the following rights: 1) right to file for bankruptcy in court; 2) right to enforce or dispute the security interest in the Vehicle, whether by repossession or through a court of law; 3) right to take legal action to enforce the arbitrator's decision; and 4) right to request that a court of law review whether the arbitrator exceeded its authority.

A “Dispute” is any controversy or claim that relates in any way to the Vehicle, including, but not limited to, claims relating to the negotiation or breach of the Order and/or bill of sale for the Vehicle; the application for, negotiation of, and financing for the Vehicle (whether or not you complete the purchase of the Vehicle or obtain financing from any particular lender); any dispute relating to any service contract, extended warranty, or other product purchased by you or provided to you at the time you purchased the Vehicle or within 30 days thereafter, and any question regarding whether a matter is subject to arbitration under these provisions.

The arbitrator's award shall be final and binding on all parties to the arbitration. Either party may enter judgment on the award in any court. If either you or we are required to enforce this Agreement in court, the prevailing party in such proceeding shall be entitled to its attorneys' fees and costs incurred in doing so. Nothing in this Agreement shall give the arbitrator any authority, power, or right to alter, change, amend, modify, add to, or subtract from the provisions of the documents executed at the time of the purchase of the Vehicle.

The parties agree that this Agreement shall be governed by the Federal Arbitration Act, 9 U.S.C. §1 *et seq.* The parties further agree that if any provisions of this Agreement are found to be invalid, the remainder of this Agreement will remain in full force and effect, and agree that this Agreement shall be binding upon the parties hereto and their respective heirs, executors, representatives, employees, affiliates, successors, and assigns, and is for the benefit of such parties and any third parties involved in the transaction (such as co-signers or service contract providers).

BY SIGNING BELOW YOU ACKNOWLEDGE THAT YOU HAVE READ THIS ARBITRATION AGREEMENT AND THAT YOU AGREE TO ITS TERMS AND CONDITIONS.

  
Customer

  
Dealer Representative

N/A  
Customer

01/26/2024  
Date