

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1574491
Vendor Name: Willowbrook Ford/Kia Inc
Invoice Number: 022620
Invoice Date: 02/26/20
PO Number: P0363084
Check Number: 0268222
Check Amount: \$ 59,124.30
Check Date: 06/09/2020
Department ID: 00701
Reviewer Name: Kathy Striplin
Voucher Number: V0623232
Redaction Type: None
Document Type: AP Invoice

Document Below

From: barriosi142@cod.edu
Sent: Mon May 18 17:02:02 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Truck Purchase PO

From: Hayley, Robert <hayleyr@cod.edu>
Sent: Monday, May 18, 2020 8:41 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Cc: Schmiedl, Bruce <schmiedlb@cod.edu>; Gandor, John <gandorj@cod.edu>
Subject: FW: Truck Purchase PO

Isabel,

I believe Willowbrook Ford is under your area as AP Lead over the letter "W". I authorize a funds availability override for the attached invoice.

Please let me know if you run into any issues when processing the payment.

Thanks!
Bob

From: Schmiedl, Bruce <schmiedlb@cod.edu>
Sent: Friday, May 15, 2020 4:08 PM
To: Hayley, Robert <hayleyr@cod.edu>; Gandor, John <gandorj@cod.edu>
Cc: Heid, Dirk <heidd@cod.edu>; Striplin, Kathy <striplin@cod.edu>
Subject: FW: Truck Purchase PO

Bob & John:
As you can see it is in the works. Let us know what else is needed.
Thanks
Bruce

Bruce H. Schmiedl AIA, CSI, NCARB
Director of Facilities



425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2672
schmiedlb@cod.edu

From: Heid, Dirk <heidd@cod.edu>
Sent: Friday, May 15, 2020 3:26 PM
To: Invoicing <invoicing@cod.edu>
Cc: Schmiedl, Bruce <schmiedlb@cod.edu>; Gandor, John <gandorj@cod.edu>
Subject: Fwd: Truck Purchase PO

Invoicing

Please find the attached invoice for willowbrook ford.

Thank you and let me know if you need anything else.

Dirk

PURCHASER

[Handwritten signature]

Purchaser by his execution of this Order acknowledges that he has read its terms and conditions and has received a true copy of this Order.

2. Pay in cash for the vehicle; or
3. Cancel this order and pay to the seller a sum for any damage which may have been caused to the vehicle between the date hereof and the date of the return of the vehicle; As well as expenses incurred by dealer in recovering said vehicle from a purchaser who, under these circumstances, fails to return the vehicle within the time specified.

1. Accept whatever financing has

1. Accept whatever financing has been obtained by dealer; or

have been able to arrange for Purchaser. At that time, Purchaser, at his option, will do one of the following:

If purchaser has requested dealer to arrange financing and purchaser has not been furnished a completely filled in disclosure statement, this Order is not binding on purchaser and purchaser, the same as if it were printed above my signature.

On this date, Purchaser will return the vehicle to dealer at which time Purchaser will be advised, in accordance with the requirements of Regulation Z, of the terms of whatever financing dealer may have been able to arrange for Purchaser. At that time, Purchaser at his option, will do one of the following:

I certify that I am eighteen (18) years of age or older and hereby acknowledge receipt of a copy of this order and I have read the printed matter on the back hereof and agree to it as a part of this order, the same as if it were printed above my signature.

THIS ORDER SHALL NOT BE BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE.

THIS ORDER SHALL NOT BE BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE.

YEAR	2007	MAKE	FORD	MODEL	SUPER DUTY F-250	SERIAL NO.	1FTSF21P7ZE047537	STOCK NO.	KT21479		
COMPLETE IF I.D. CARD OR ORIG. PLATES NOT AVAILABLE											
TITLE RECD.		<input type="checkbox"/> YES <input type="checkbox"/> NO		DRIVERS LICENSE		MILEAGE		COLOR	NO. CYL.	TRANS.	A.C.

FOR PURCHASE OF USED CAR OR DEALER DEMONSTRATOR

The information you see on the window form (Buyer's Guide) for this vehicle is part of this contract. The information on the window form overrides any contrary provisions in the contract of sale.

**NO LIABILITY INSURANCE
INCLUDED IN THIS TRANSACTION.**

This purchase order is not a receipt for your money. A separate number receipt is given on all monies. NOTE: Your trade-in was appraised with specific accessories and equipment noted on our appraisal form. Since the appraised value was based on these noted items such as radios and tires, we reserve the right to rep-raise the vehicle if any are missing at time of actual trade-in.

IMPORTANT

The seller, WILLOWBROOK FORD / WILLOWBROOK KIA, INC., hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and WILLOWBROOK FORD / WILLOWBROOK KIA, INC., neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of the vehicle.

NO LIABILITY INSURANCE INCLUDED IN THIS TRANSACTION.

REBATE

DEPOSIT RECEIPTED	\$ 3.250.00
ADD'L. DEPOSIT DUE	N/A
TOTAL REBATES	N/A
TOTAL MONEY.	\$ 3.250.00
UNPAID BALANCE	\$ 59.124.30

PRICE OF CAR	\$	71,216.30
DOOR RECV FEE	\$	\$300.00
TRADE ALLOWANCE	\$	9,000.00
CASH DIFFERENCE	\$	62,216.30
SALES TAX	\$	N/A
L&T <input type="checkbox"/> ORIG. <input type="checkbox"/> TRANS.	\$	N/A
ERT	\$	158.00
SERVICE CONT'L OR INS.	\$	N/A
TOTAL CASH DIFFERENCE	\$	62,374.30
APPROX. PAYOFF	\$	N/A
TOTAL AMOUNT DUE	\$	62,374.30

TRADE-IN SALE

TRADE IN SALE

UNPAID BALANCE.....\$

TOTAL MONEY \$ _____

\$ _____ TOTAL REBATES

\$	DEPOSIT RECEIPTED	
\$	ADD'L. DEPOSIT DUE	/ /

TOTAL CASH PRICE.....\$

SERVICE CONT.....\$
 EMT.....\$29.00

L&T ☐ ORIG. ☐ TRANS. \$

SALES TAX.....\$

DOC. SERV. FEE	\$	\$300.00
PRICE OF CASH	\$	

OUTRIGHT SALE	
PRICE OF CAR	\$

4HT1KDA23266 KT2147

STOCK NO.	
-----------	--

O.	SOURCE
----	--------

70137 11 0917

COUNTY _____

Control # _____

DATE _____

DATE 02/26/20

CHASE ORDER

INVOICE REVIEWED

OKAY TO PAY

KATHY STRIPLIN 05/1

CAR PURCHASE ORDER



**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Two (2) Replacement Vehicles for the Building and Grounds Department

2. **REASON FOR CONSIDERATION**

A single purchase exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The Buildings and Grounds Department is requesting the purchase of two (2) replacement Grounds Department vehicles, with a trade-in of three (3) Grounds vehicles. The vehicles that are being traded have reached their expected service life and have become too costly to repair. The vehicles to be purchased will be used year round for landscaping and snow removal operations.

A legal notice for an Invitation for Bids was published on December 21, 2018 in the Daily Herald; the invitation was also posted on the College of DuPage Purchasing Website, and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Thirteen (13) vendors were directly solicited. Eleven (11) vendors downloaded the bid document. A Pre-Bid meeting was held on January 16, 2019 at 12:00 p.m. in the College of DuPage Campus Maintenance Center Room 1030. A public opening of the bids was held on January 25, 2019 at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC 1B03A). The following individuals were in attendance: John McGarry (COD Buyer/Facilitator), Susan Castellanos (COD Buyer/Recorder), Dirk Heid (COD Building/Grounds Manager), Craig Heavens (COD Programming Supervisor/Agent of the Board) and representatives from two (2) companies. Three (3) bids were received. No women/minority owned businesses submitted a bid.

Following the bid opening, one bidder, Roesch Ford, discovered that their bid was submitted with an error and elected to withdraw its bid submission. The following is a recap of the of the bid tabulation; the contract award is based on the lowest total bid price per vehicle conforming to the bid specification:

Vehicle 1: 2019 Ford F-450 Chassis XL 4x4 SD Regular Cab 145" WB DRW		
Vendor:	Willowbrook Ford	Prescott Brothers
Base Bid	\$68,021.30	\$70,503.00
*Trade-In (Ford F250)	(\$9,000.00)	(\$6,500.00)
Fees:	\$0	\$274.00
License:	\$103.00	\$10.00
Total Bid Price	\$59,124.30	\$64,287.00

*2006 Ford F250, Vin# 1FTSF21P77EA47537, Mileage 43,193,

Vehicle 2: 2019 Ford F-350 Chassis XL 4x4 SD Regular Cab		
Vendor:	Prescott Brothers	Willowbrook Ford
Base Bid	\$41,488.00	\$40,416.30
*Trade-In (International 7400)	(\$11,500.00)	(\$10,000.00)
**Trade-In (Sterling L7500)	(\$12,500.00)	(\$10,000.00)
Fees:	\$274	\$0
License:	\$10.00	\$103.00
Total Bid Price:	\$17,772.00	\$20,519.30

**2003 International 7400, Vin# 1HTWDAAR54J089228 : Mileage 16,208,

**2005 Sterling L7500, Vin# 2FZAATCS85AV11387, Mileage 10,000

Therefore, the College is requesting purchase of Vehicle 1: 2019 Ford F-450 Chassis XL 4x4 SD Regular Cab 145" WB DRW, from Willowbrook Ford, for the total amount of \$59,124.30 and Vehicle 2: 2019 Ford F-350 Chassis XL 4x4 SD Regular Cab from Prescott Brothers, for the total amount of \$17,772.00.

Budget Status

GL Account	FY2018	FY2019		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
02-70-00709-5807001 <i>Bldng Constr & Repair: Equipment-Service</i>	\$ 19,679	\$ 17,772	\$ -	\$ 17,772
01-70-00701-5807001 <i>Transportation: Equipment-Service</i>	\$ 42,994	\$ 59,125	\$ -	\$ 59,125
FY2019 Request				\$ 76,896

*YTD Spend equals actuals plus committed as of 2/7/19.

This purchase supports the Strategic Long Range Plan Goal # 8 Infrastructure, Maintaining, improving and developing structures, systems, and facilities necessary for the delivery of high quality education and meaningful cultural events.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. **RECOMMENDATION**

That the Board of Trustees approves the purchase of:

- One 2019 Ford F-450 Chassis XL 4x4 from Willowbrook Ford, 7301 South Kingery Highway, Willowbrook, Illinois 60527 for the total amount of \$59,124.30 and
- One 2019 Ford F-350 Chassis XL 4x4 from Prescott Brothers, 614 13th Avenue, Mendota, Illinois 61342 for the total amount of \$17,772.00.

Staff Contact: Dirk Heid, Manager Buildings & Grounds
Bruce Schmiedl, Director Facilities
Ellen Roberts, Interim Vice President, Administrative Affairs


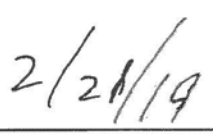
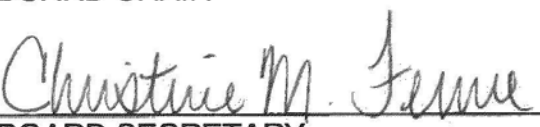
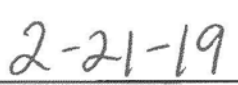
SIGNATURE PAGE FOR

Two (2) replacement vehicles for the Building and Grounds Department

ITEM(S) ON REQUEST

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BOARD SECRETARY	DATE

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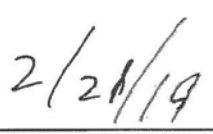
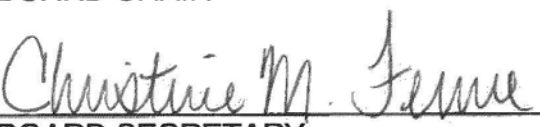
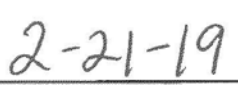
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