

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1579671

Vendor Name: Richard W Herter

Invoice Number: P0369876

Invoice Date: 06/08/20

PO Number: P0369876

Check Number: 0268412

Check Amount: \$ 12,620.00

Check Date: 06/10/2020

Department ID: 00017

Reviewer Name:

Voucher Number: V0626197

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: dandoa@cod.edu
Sent: Mon Jun 08 19:39:45 CDT 2020
To: invoicing@cod.edu, acctpay@cod.edu
CC: arankij@cod.edu
Subject: Check Enclosed Request DG #369876 - Vehicle Purchase

AP VERIFIED
06/10/20 - BETHANY CRUSE

Hello,

The attached purchase order and check enclosed has been requested by Joe Aranki. Kindly work directly with him as needed. Please note the urgency of this request as it is for a purchase of a vehicle and the dealer will not hold the car for an extended period of time.

Thank you very much!

Best,

Anne Marie Dando
Purchasing Assistant



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

[Click Here for current bids/Rfps!](#)

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078



Check
Enclosed

Check Enclosed Request for Joe Aranki - 6-8-20 amd

PURCHASE ORDER

369876

Page: 1

Release Method: Hard Copy

Release Date: 06/08/2020

Created Date: 06/09/2020

*** Confirming Purchase Order *****Vendor:**

1579671
Richard W Herter
dba RICK HERTER MOTORS
5818 N 2nd St
Loves Park, IL 61111
Attn: RICK HERTER

Phone: 815-708-0981
Fax: 815-708-0967

Ship To:

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: (630) 942-2217
Fax: (630) 942-3750

Deliver To: Joseph Aranki

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 680474

Requisitioner Name(s): Joe Aranki

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	16-8533	1	Each	Approved capital purchase of a 2016 Jeep Patriot 4x4	\$12,620.00	\$12,620.00
Deliver To: Joseph Aranki						
Sub Total: \$						12,620.00
Total: \$						12,620.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00017-5806001		\$12,620.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

PURCHASE ORDER

369876

Page: 2**Release Method:** Hard Copy**Release Date:** 06/08/2020**Created Date:** 06/09/2020*** Confirming Purchase Order ***

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Purchase of five (5) vehicles for the Automotive Program Educational Fleet

2. **REASON FOR CONSIDERATION**

Planned aggregate spend in excess of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The Automotive Service Technology Program (AST) seeks to purchase five (5) automobiles. The educational fleet consists of about 60 vehicles from various manufacturers, with all different types of powertrain and equipment options. The current average age of these vehicles is 14 years (2004 model year). These vehicles will be used for instructional purposes by approximately 320 students per semester enrolled in all Automotive Technology classes.

The vehicles purchased will be either new or used models available from local dealers or car sales lots that meet the needs of the program. Because vehicles will be purchased off of lots or out of available used car inventory, it is not feasible to meet the typical board meeting schedule for check approval as the vendors are not willing to hold vehicles for the extended time period required for that process. This preapproval will allow for the payment checks to be issued without the delay required for individual approval by the Board once a vehicle has been selected.

It is estimated that the total cost of the five (5) vehicles will not exceed \$76,686.24, and FY20 funding has been approved as part of the capital expenditure budget. The five vehicles will include:

- Ford Fusion or similar body & engine style
- Jeep Liberty/Compass body style & engine style
- Chrysler 200 or 300 (pending availability)
- Kia Soul
- Chevy Equinox

The vendors for these purchases will be identified after approval of the aggregate expenditure due to the high rate of used vehicle inventory turnover on the market (most

used cars spend less than 30 days on sales lots). The vendor selection process, as indicated in the College's Automotive Service Technology Used Car Buying Process, involves identifying vendors with vehicles that meet the Automotive Program needs, evaluating the available vehicle's equipment, Carfax, and title histories, and performing a price comparison utilizing 3rd party valuation sites such as Kelley Blue Book, National Automobile Dealers Association (NADA), Edmunds, or black book to determine effectiveness of pricing. Individual purchase orders will be processed for each purchase, with a request for a manual check to accommodate the immediate payment need.

Consistent with Board Policy 10-60 and Administrative Procedure 10-60, if the purchase cost of any vehicle is \$25,000 or greater, the purchase must be approved by the Board prior to purchasing that vehicle. For vehicles with a cost below \$25,000, the established process adheres to the requirements for quotations as required in Administrative Procedure 10-60 while accommodating the need for quick turnaround for purchases of used vehicles. For each vehicle purchase, the AST Coordinator will locate vehicles that are the make and model, and have the equipment, that is required for the program; in addition, price comparisons that take into consideration the required features are made to accommodate required quotes as indicated in Administrative Procedure 10-60. Pricing is also compared to similar vehicles via 3rd party valuation sites such as Kelley Blue Book, NADA, and Edmunds.

Budget Status

GL Account	FY2019	FY2020		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-10-00017-5806001	\$ 118,917	\$ 110,000	\$ -	\$ 110,000
<i>Automotive Technology: Equipment Instructional</i>				
FY2020 Request				\$ 76,686

**YTD Spend equals actuals plus committed as of 10/28/19.*

This purchase complies with State Statute, Board Policy and Administrative Procedures. Purchases of equipment previously owned by some entity other than the district itself are exempt from bidding in accordance with the Illinois Public Community College Act 110 ILCS 805/3-27.1.

4. **RECOMMENDATION**

That the Board of Trustees approves the purchase of five (5) vehicles for the Automotive Service Technology Program educational fleet from vendors identified in compliance with the College's Automotive Service Technology Used Car Buying Process in an amount not to exceed \$76,686.24.

Staff Contact: Joe Aranki, Automotive Service Technology
Kris Fay, Dean, Business & Applied Technology

BOARD APPROVAL

Signature Page

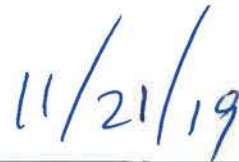
Purchase of five (5) vehicles for the Automotive Program Educational Fleet

ITEM(S) ON REQUEST

That the Board of Trustees approves the purchase of five (5) vehicles for the Automotive Service Technology Program Educational Fleet from vendors identified in compliance with the College's Automotive Service Technology Used Car Buying Process in an amount not to exceed \$76,686.24.



Board Chairman



Date



Board Secretary



Date

PROSPECTIVE PURCHASER(S)

PROSPECTIVE PURCHASER ("YOU", "YOUR") NAME(S)

BIRTH DATE

DRIVERS LICENSE NUMBER

COLLEGE OF DUPAGE

PROSPECTIVE PURCHASER STREET ADDRESS

CITY

STATE

ZIP

425 FAWELL BLVD

GLEN ELLYN

IL

60137

RESIDENCE PHONE

CELL PHONE

BUSINESS PHONE

RESIDENCE COUNTY

E-MAIL ADDRESS

(630) 942-2534

(630) 212-2122

N/A

DU PAGE

N/A

PURCHASED VEHICLE

STOCK NO.

VEHICLE CONDITION

TITLE VEHICLE AS:

16-8533

☐ NEW ☒ USED☒ CAR ☐ TRUCK ☐ OTHER

MODEL YEAR

MAKE - TRADE NAME

MODEL

2016

JEEP

PATRIOT SPORT

IDENTIFICATION NO.

MILEAGE AT SIGNING

BODY STYLE

1C4NJRBBXGD618533

60125

4 DOOR WAGON

ENGINE

EXTERIOR COLOR

INTERIOR COLOR

L4, 2.4L

BLACK

GREY

DOCUMENTARY FEE. A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO BUYERS FOR HANDLING DOCUMENTS AND PERFORMING SERVICES RELATED TO CLOSING OF A SALE. THE BASE DOCUMENTARY FEE BEGINNING JANUARY 1, 2008, WAS \$150. THE MAXIMUM AMOUNT THAT MAY BE CHARGED FOR A DOCUMENTARY FEE IS THE BASE DOCUMENTARY FEE OF \$150 WHICH SHALL BE SUBJECT TO AN ANNUAL RATE ADJUSTMENT EQUAL TO THE PERCENTAGE OF CHANGE IN THE BUREAU OF LABOR STATISTICS CONSUMER PRICE INDEX. THIS NOTICE IS REQUIRED BY LAW.

PRICE OF VEHICLE

\$12,200.00

N/A

\$0.00

N/A

\$0.00

N/A

\$0.00

DEALER INSTALLED OPTIONS OR SERVICES

\$0.00

SELLING PRICE

\$12,200.00

DISCOUNT

\$0.00

GROSS TRADE ALLOWANCE

\$0.00

CASH DIFFERENCE

\$12,200.00

DOCUMENTARY FEE

\$300.00

ELECTRONIC FILING FEE

\$25.00

TAXABLE TOTAL

\$12,525.00

STATE SALES TAX

\$0.00

COUNTY SALES TAX

\$0.00

N/A

\$0.00

N/A

\$0.00

N/A

\$0.00

STATE TITLE AND LICENSE

\$95.00

SUB-TOTAL

\$12,620.00

DEPOSIT / DOWN PAYMENT

\$0.00

ADDITIONAL CASH DUE ON DELIVERY

\$0.00

TRADE LIEN PAYOFF

\$0.00

MANUFACTURER REBATE(S)

\$0.00

DUE ON DELIVERY OR BALANCE TO FINANCE

\$12,620.00

WARRANTY INFORMATION

☐ Original Manufacturer Warranty (either new or remaining)

Expiration: N/A (date) N/A (miles), whichever comes first.

☐ Original Manufacturer Warranty EXPIRED or NOT KNOWN☐ Original Manufacturer Warranty CANCELLED due to history☐ LIMITED EXTENDED WARRANTY/SERVICE CONTRACT provided by:☐ Dealership ☐ Manufacturer ☐ Warranty company N/A

Duration: N/A (months) N/A (miles), whichever comes first.

Deductible: N/A Transfer Fee: N/A

Percent of retail repair costs to be paid by You: N/A

CONSEQUENTIAL AND INCIDENTAL DAMAGES: Purchaser shall not be entitled to receive from Dealer any consequential and incidental damages, including but not limited to damages to property, damages for loss of use, loss of profits or income or any other consequential or incidental damages whether liability is based on breach of warranty, contract or tort, strict liability or any other statutory or common law theory of liability. DISCLAIMER OF IMPLIED WARRANTY: Unless prohibited by law such as when a service contract or warranty is provided by Dealer, this vehicle is sold "AS IS" and Dealer hereby expressly disclaims all warranties, either express or implied, including any IMPLIED WARRANTY OF MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. LIMITED DURATION OF IMPLIED WARRANTIES: Where the Disclaimer of Implied Warranties is prohibited by law, the maximum duration of implied warranties is limited to the duration of the service contract or written warranties provided by Dealer.

ILLINOIS NOTICE REGARDING USED VEHICLES

The following only applies if the vehicle is a used vehicle and is not an antique Vehicle as defined in the Illinois Vehicle Code or a collector motor vehicle and does not apply to a vehicle with more than 150,000 miles at the time of sale.

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.

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:

1. _____
2. _____
3. _____

PURCHASER INITIALS

DATE

PURCHASER INITIALS

DATE

OWNED OR LEASED TRADE-IN:

MODEL YEAR

MAKE - TRADE NAME

MODEL

N/A

N/A

N/A

IDENTIFICATION NO.

MILEAGE

BODY STYLE

N/A

N/A

N/A

EXTERIOR COLOR

PAYOFF DUE TO

N/A

N/A

Purchaser certifies that the information about my trade-in is correct including odometer information and the year of the vehicle and that the trade-in is not now and never has had a "rebuilt" or "salvage" title. Purchaser further certifies that he/she will pay the difference in cash within three days of demand if the payoff information is incorrect, and all outstanding liens are satisfied.

PURCHASER INITIALS:

N/A

The information you see on the window form (FTC buyers guide) for this vehicle is part of the contract. F.T.C. information on the window form overrides any contrary provisions in the contract of sale.

Except as provided herein, this contract is non-cancelable once it has been accepted by the signature of an authorized representative of Dealer.

In the case of a purchase wherein Dealer is being requested to obtain financing, Dealer is not obligated to sell UNTIL A THIRD PARTY FINANCE SOURCE agrees to purchase the retail installment contract executed by Purchaser and Dealer based on this transaction.

Purchaser certifies that he/she is of majority age and has received a true copy of this order.

This statement is to verify that all identifying numbers contained in this bill of sale agree with the numbers in the certificate of title.

Purchaser agrees that this order includes all of the terms and conditions on both the front and back side hereof and that this contract cancels and supersedes any prior agreement including oral agreements.

YOUR SIGNATURE(S)

DATE SIGNED

6/8/2020

TIME SIGNED

A.M. / P.

ACCEPTED BY DEALER OR AUTHORIZED AGENT

DATE SIGNED

6/8/2020

TIME SIGNED

A.M. / P.

AUTHORIZED SIGNATURE

NO PUBLIC LIABILITY INSURANCE ISSUED WITH THIS TRANSACTION
DEALERSHIP COPY (ORIGINAL SIGNATURE)



VEHICLE HIGHLIGHTS

2016 JEEP PATRIOT SPORT

VIN: 1C4NJRBBXGD618533

Body Style: 4 DOOR WAGON/SPORT UTILITY

Engine Size: 2.4L I4 F DOHC 16V

Drivetrain: FRONT WHEEL DRIVE W/ 4X4

Original Manufacturer's Warranty:

Basic Warranty Expired

Please confirm remaining factory warranty and extended warranty options with your dealer!

The original manufacturer's warranty includes:
36 months or 36,000 miles

Information excerpted from the CARFAX Vehicle History Report and/or Safety & Reliability Ratings; see full reports for additional information, glossary of terms, source attributions, disclaimers & limitations. Go to carfax.com for complete Buyback Guarantee terms and conditions.

OWNERSHIP HISTORY:

Number of Owners:	2
Last owned in the following state/province:	Wisconsin
Annual average mileage:	15,945

STATE DMV-REPORTED TITLE PROBLEMS:

None of these major title problems were reported by a state Department of Motor Vehicles:



Salvage, Junk, Rebuilt, Fire, Flood, Hail, Lemon	Guaranteed No Problem
Not Actual Mileage, Exceeds Mechanical Limits	Guaranteed No Problem

ACCIDENTS AND OTHER ISSUES:

No issues reported to CARFAX on the following:

Total Loss	<input checked="" type="checkbox"/> No Issues Reported
Structural Damage	<input checked="" type="checkbox"/> No Issues Reported
Airbag Deployment	<input checked="" type="checkbox"/> No Issues Reported
Odometer Rollback	<input checked="" type="checkbox"/> No Issues Reported

Accident reported on this vehicle. Please see the full CARFAX Vehicle History Report for more details.

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61073

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Sort by: Relevance ▼

Location

Search Radius 50 Miles ▼

ZIP Code 61073

Dealer Home Services



Video Walkaround



Test Drive at Home

Delivery to Your Door
(Show Options)

Include vehicles that can be delivered to you



View only vehicles that can be delivered to you

More Info

Price

Min Price \$12,200

Max Price \$12,200

What can I afford?

Condition



New



Used (1)



Certified



Vehicle History



No Accidents



Single Owner

Year

Minimum Year 2016 ▼

Maximum Year 2021 ▼

Mileage

Any ▼

Make (1 selected)



Jeep (1)

See More

Jeep Model (1 selected)



Patriot (1)

See More

Patriot Trim



Sport (1)

See More

Body Style



SUV / Crossover (1)

Drive Type (1 selected)



AWD/4WD (1)



Front Wheel Drive (1)

Fuel Type



Gasoline (1)

Fuel Economy



10 - 19 MPG



20 - 29 MPG (1)



30 - 39 MPG



40+ MPG

Transmission (1 selected)



Automatic (26)



Manual (1)

Cylinders



4 Cylinder (1)

Exterior Color



Black (1)

See More

Interior Color



Gray (1)

See More

Features

Exterior Features



Roof Rack (1)

Technology Features



Bluetooth, Hands-Free (1)



Cruise Control (1)



Navigation



Portable Audio Connection (1)



Premium Audio



Satellite Radio (1)



Steering Wheel Controls

Interior Features

☐

Leather Seats

☐

Sunroof

Safety Features

☐

Backup Camera

☐

Security System (1)

Doors

☐

Four Door (1)

Price Rating

☐

Good Price

☐

Great Price

More info

Seller Type

☐

Dealer (1)

☐

Private Seller

Keyword

☐

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[Anderson Dodge Chrysler Jeep RAM](#)

(10.67 mi. away)

(815) 668-0430

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[Used 2016 Jeep Patriot 4WD Sport w/ Power Value Group](#)

12,200

60,125 miles

- Color: Black
- MPG: 22 City / 27 Highway
- Drive Type: 4 wheel drive
- Engine: 4-Cylinder

Rick Herter Motors (7.7 mi. away)



KBB Dealer Rating

(779) 207-4518

|

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2017 Jeep Patriot

Sport SUV 4D

Change vehicle

Janesville KIA

3419 Ryan Rd
JANESVILLE, WI
53545
21 miles away

J.H. Barkau & Sons

200 NORTH
STEPHENSON ST.
CEDARVILLE, IL
61013
32 miles away

Green's Motor Company

301 N WALNUT AVE
FORRESTON, IL
61030
36 miles away

< 1 2 3 4 5 6 7 8 9 >

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239 for sale starting at \$11,995
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265 for sale starting at \$20,997

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1 for sale starting at \$9,500
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- [Elgin](#)
1 for sale starting at \$14,990
- [Evanston](#)
1 for sale starting at \$9,959
- [Joliet](#)
2 for sale starting at \$4,499
- [Naperville](#)
1 for sale starting at \$9,500
- [Orland Park](#)
2 for sale starting at \$8,957
- [Peoria](#)
2 for sale starting at \$13,095
- [Quincy](#)
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- [Springfield](#)
3 for sale starting at \$14,401
- [Tinley Park](#)
3 for sale starting at \$15,958
- [Used Jeep Patriot in Roscoe, IL](#)
51 for sale starting at \$6,900

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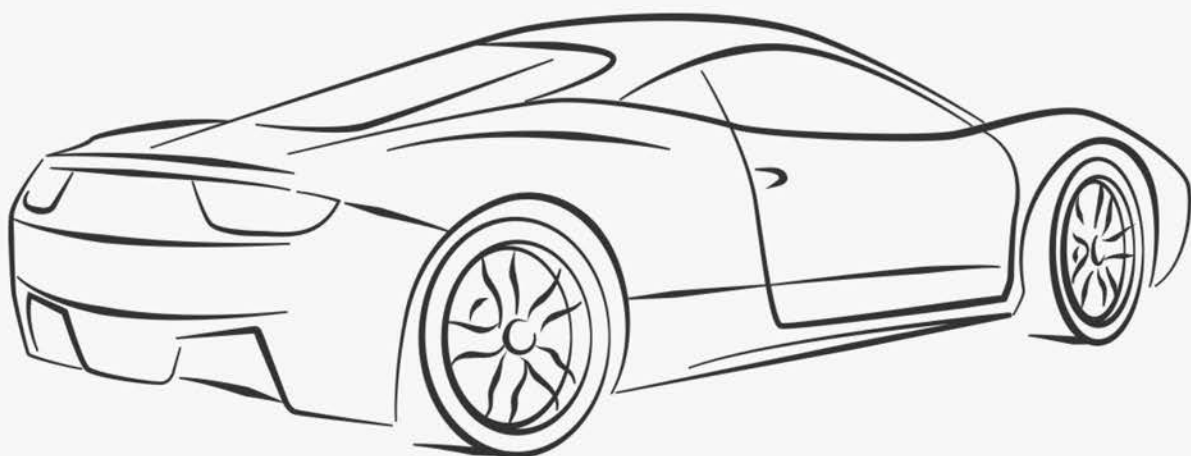


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2016 JEEP PATRIOT SPORT

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Coming Soon

PRICE

\$12,200

MILEAGE

60,125

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Last Name *

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Could you provide more information about this 2016 Jeep Patriot Sport?

70/1000



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MPG:	22 city / 27 hwy
Style:	4x4 Sport 4dr SUV
Engine:	2.4L I4
Transmission:	Manual 5-Speed
Fuel:	Gasoline
Drivetrain:	4X4
Condition:	Used
Exterior Color:	Black
Interior Color:	Grey
Interior Fabric:	
Stock:	16-8533
VIN:	Request Vin

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Utility 4D Latitude 4WD

CHANGE CAR COMPARE



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See other trim levels

Utility 4D Latitude 4WD

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Values & Cost Details ¹

Pricing

Cost to Own

Rough Trade-In

Base Price	\$8,475
Mileage (0)	N/A
Total Base	\$8,475
Options	N/A
<hr/>	
	\$8,475

Average Trade-In

Base Price	\$9,625
Mileage (0)	N/A
Total Base	\$9,625
Options	N/A
<hr/>	
	\$9,625

Clean Trade-In

Base Price	\$10,550
Mileage (0)	N/A
Total Base	\$10,550
Options	N/A
<hr/>	
	\$10,550

Clean Retail

Base Price	\$13,100
Mileage (0)	N/A
Total Base	\$13,100
Options	N/A
<hr/>	
	\$13,100

Certified Pre-Owned(CPO)	+\$825
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CPO Price + Options ¹	\$13,100
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Used 2016 Jeep Patriot Near You

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15 found

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Silver Patriot

Mileage: 35,193

Distance: 3 miles



Black Patriot

Mileage: 64,475

Distance: 6 miles



Black Patriot

Mileage: 91,393

Distance: 6 miles



Gray Patriot

Mileage: 75,498

Distance: 6 miles



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2020 Mazda CX-30



\$567/month
\$333 more



\$417/month
\$183 more

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