

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1687853
Vendor Name: Bear Auto Group LLC dba Huntley Ford
Invoice Number: 040728
Invoice Date: 4/7/2023
PO Number: P0006620
Check Number: 0311254
Check Amount: \$ 21,425.26
Check Date: 04/11/2023
Voucher Number: V0780959
Document Type: AP Invoice

Document Below

Purchase Order

Purchase Order #: P0006620

Order Total: 21,425.26 USD



College of DuPage

Bear Auto Group LLC dba Huntley Ford

Check enclosed request. Vendor needs payment up front for purchase. 4-7-23 AK

Date: 04/07/2023

Transaction #: 3344451

Authorized By: Amber Kalish

Requested By: Joseph Aranki

Requester Email: arankij@cod.edu

Phone: 630-942-2534

CONFIRMING REQUEST

Supplier Address:

Bear Auto Group LLC dba Huntley Ford
13900 Automall Dr
Huntley, IL 60142
United States
Attn: Derek Marquez
Phone: 877-841-2409

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Joseph Aranki
Phone: 630-942-2238

Bill To:

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1	2018	Purchase of used 2018 Honda clarity to update the automotive service	Each	1	21,425.26	21,425.26
		Honda technology service fleet.			USD	USD
		Clarity				

Ship To Attn: Joseph Aranki

Subtotal: 21,425.26 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 21,425.26 USD

General Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu with **only one PDF document per email**. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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 the 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, and 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

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.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

HUNTLEY FORD
13900 AUTOMALL DR
HUNTLEY, IL 60142

PAGE 1 OF 1

03/23/2023

10:57:36

CREDIT CARD
MC SALE

99299

Card #
Chip Card
AID:
SEQ #:
Batch #:
INVOICE
Approval Code:
Entry Method:
Mode:
Tax Amount:
Cust Code:

XXXXXXXXXXXX2135
MASTERCARD
40000000041010
1242
80982
070840
Chip Read
Issue
\$0.00
80982

QUNT PAID BY COMMENT
1,000.00 CRDT C2477A

SALE AMOUNT

\$1000.00

CUSTOMER COPY

TOTAL RECEIVED: \$1,000.00

DUPAGE
BLVD

IL 60137

DATE-TIME: 23MAR2023 10:58

CASHIER: MH

LOCATION:

CASH DRAWER:

80982



ACCOUNTING DISTRIBUTION

CO	JOURNAL	CO	ACCOUNT	AMOUNT	CONTROL	CONTROL2
10	56	10	10040	1,000.00		
		10	11100	-1,000.00	80982	

CASH
RECEIPT

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

[External] Information Only - Order Notification - 3344451 - 03/28/2023 12:33-Aranki-Bear Auto Group LLC d/b/a Huntley Ford

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

Fri, Apr 7, 2023 at 02:55 PM UTC

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Check,

The following transaction has been sent to Bear Auto Group LLC dba Huntley Ford on behalf of Amber Kalish.

If you wish to contact the requester, please do so at kalisha@cod.edu

Thank you,
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



8 attachments

9911bf4a-8bc5-4de0-be71-a32913c9fbac_2 - Buyer order.pdf

9e85eba7-e710-4209-850f-974b39d649c9_5 - NADA value - Used 2018 Honda Clarity Plug-In Hybrid Sedan 4D.pdf

6819622a-edc4-49ad-a525-9e8f6faa5740_3 - Receipt for down payment.jpg

9f06d172-3e34-4b49-a23c-b0a9aef659d9_RE_ Joe Aranki Vehicle Purchase.pdf

58a86ab4-2afa-407b-bcda-1a6887c2484e_4 - Rational for vehicle purchase.pdf

0e3dd880-369b-4e56-9f08-d728ef0ef6ae_Signed Sales order.pdf

cf6d384-35dd-41ca-9c47-39f55fd19465_RE_ Joe Aranki is Buying a Used Vehicle.pdf

4dff6263-39f9-428c-b204-91f7f766a0e0_1 - Board approval.pdf

From: Dobersztyn, Theresa
To: Casev, Kevin; Kalish, Amber
Subject: RE: Joe Aranki is Buying a Used Vehicle
Date: Thursday, April 6, 2023 2:30:44 PM
Attachments: [Used Car Purchase Process - REVISED 4.6.23.docx](#)
[image006.png](#)

Hi Kevin and Amber:

The enclosed was provided to me this morning after I reached out to Ellen and Maggie about how I should proceed with Joe Aranki since he was trying to dump the purchasing process in our laps because he doesn't want to follow the rules, or they're too cumbersome for him to follow. Ellen made it clear to me that Joe needs to finish what he started so she suggested an in person meeting or zoom. I have reached out to both Joe and Monica Miller with no response as of this afternoon.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

 College of DuPage

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztyn@cod.edu

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From: Casey, Kevin <caseyk650@cod.edu>

Sent: Thursday, April 6, 2023 2:22 PM

To: Dobersztyn, Theresa <dobersztyn@cod.edu>

Subject: RE: Joe Aranki is Buying a Used Vehicle

Hi Theresa,

You should tell Joe Aranki when you speak to him, that we understand we sometimes have to do things differently to get a purchase done, but he had an opportunity to explain that in his Board Letter, but instead he said he would follow the procedures in 10-60.

Because he said in the Board letter that was approved that he would follow these procedures, we

fully expect him to do so.

Consistent with Board Policy 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 Program Chair 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.

From: Dobersztyn, Theresa <dobersztynt@cod.edu>

Sent: Thursday, April 6, 2023 1:54 PM

To: Miller, Monica <millermo@cod.edu>

Subject: FW: Joe Aranki is Buying a Used Vehicle

Importance: High

Hi Monica:

I was advised to have a Zoom or in person meeting with Joe Aranki today in order to iron out his used vehicle purchase sales order that requires a Contract Review and signature by Ellen Roberts. I have not heard back from Joe from my request from this morning. Any and all documents related to this Used Vehicle Purchase Request needs to be entered in ESM Contracts for a review and signature in order for Joe to complete his used vehicle purchase process once a PO is issued and a check is cut.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

 College of DuPage

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztynt@cod.edu

From: Dobersztyn, Theresa <dobersztynt@cod.edu>

Sent: Thursday, April 6, 2023 10:59 AM

To: Aranki, Joe <arankij@cod.edu>

Subject: FW: Joe Aranki is Buying a Used Vehicle

Importance: High

Good morning Joe

Enclosed is the Used Car Purchase Process that was drafted by Tom Robertson back in 2015 and approved by Finance and Procurement. I was not made aware of this process until this morning by Ellen Roberts. This is the process that you will need to follow when buying future used cars for your program.

In the meantime, I need to set up a zoom with you to go over what needs to happen today in order to have both Lisa Erl review the T&C's on the Sales Order and also have Ellen Roberts sign today so you can complete the purchase process you started. Please let me know what your availability is for today and will work around my schedule to make this happen.

Theresa F. Dobersztyn. C.P.M.. CPPB

Manager-Procurement Services

 College of DuPage

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztyn@cod.edu

-

From: Aranki, Joe <arankij@cod.edu>

Sent: Wednesday, April 5, 2023 5:13 PM

To: Dobersztyn, Theresa <dobersztyn@cod.edu>; Kalish, Amber <kalisha@cod.edu>; Casey, Kevin <caseyk650@cod.edu>; Brady, Scott <bradys310@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>; Ogrodny, Magdalena <ogrodnym@cod.edu>; Virgilio, David <virgiliod@cod.edu>; Contracts <contracts@cod.edu>; Roberts, Ellen <roberts@cod.edu>

Cc: Fay, Kristine <faykris@cod.edu>; Miller, Monica <millermo@cod.edu>

Subject: RE: Joe Aranki is Buying a Used Vehicle

Hello everyone,

Purchasing used vehicles is not an easy process, especially during a period when dealers do not want to hold vehicles for any length of time, regardless of a deposit. However, for the past 20 years we've had a relatively smooth way to do that. Now we are running into barriers that have added a

great deal of time and effort. This process started almost two weeks ago....a lifetime in used vehicle purchases. And now there is going to be more time added.

When a vehicle is purchased, there is a lot of "signing" that must be done. Auto has always done that. If there is a designated signer for this process, are they going to the dealer with check in hand to make the purchase? I understand the need for rules and procedures, but there must be exceptions.....there are NO rules that don't have them.

Moving forward, I will be happy to shop for a vehicle and even go inspect it as that is my profession, however, after I identify a vehicle, I would like to hand over the purchasing process to the qualified professionals. Please just have the vehicle delivered to our auto department, and we will take over from there.

I simply cannot be expected to teach, and run a 32 bay shop, be a professional purchaser and complete all the duties required of a full-time employee. There are not enough hours in the day.

Attached is the two page sales order you requested. Please work with Derek Marquez, finance manager at Huntley ford 847-669-6060 to complete the purchase and have the vehicle delivered. Our students thank you for your efforts.

-joe

From: Dobersztyn, Theresa <dobersztyn@cod.edu>

Sent: Wednesday, April 5, 2023 1:51 PM

To: Aranki, Joe <arankij@cod.edu>; Kalish, Amber <kalisha@cod.edu>; Casey, Kevin <caseyk650@cod.edu>; Brady, Scott <bradys310@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>; Ogrodny, Magdalena <ogrodnym@cod.edu>; Virgilio, David <virgiliod@cod.edu>; Contracts <contracts@cod.edu>; Roberts, Ellen <roberts@cod.edu>

Subject: RE: Joe Aranki is Buying a Used Vehicle

We had Lisa Erl review the enclosed attachment for this used vehicle purchase and there are terms and conditions on this Sales Order, so Lisa and Ellen Roberts should have reviewed this with Ellen signing the order, who I'm adding here.

As requested, please forward the full two (2) page Sales Order for Lisa to review ASAP.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

 College of DuPage

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T: (630) 942-4535 | dobersztyn@cod.edu

-

From: Aranki, Joe <arankij@cod.edu>

Sent: Wednesday, April 5, 2023 1:46 PM

To: Dobersztyn, Theresa <dobersztyn@cod.edu>; Kalish, Amber <kalisha@cod.edu>; Casey, Kevin <caseyk650@cod.edu>; Brady, Scott <bradys310@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>; Ogrodny, Magdalena <ogrodnym@cod.edu>; Virgilio, David <virgiliod@cod.edu>; Contracts <contracts@cod.edu>

Subject: RE: Joe Aranki is Buying a Used Vehicle

That document doesn't need to be signed...it's informational only.....to let us know how much the vehicle is.....I can get one without a signature if it helps.

-joe

----- Original message -----

From: "Dobersztyn, Theresa" <dobersztyn@cod.edu>

Date: 4/5/23 1:40 PM (GMT-06:00)

To: "Kalish, Amber" <kalisha@cod.edu>, "Cascy, Kevin" <caseyk650@cod.edu>, "Brady, Scott" <bradys310@cod.edu>, "Sekerka, Joyce" <sekerkaj@cod.edu>, "Ogrodny, Magdalena" <ogrodnym@cod.edu>, "Virgilio, David" <virgiliod@cod.edu>, Contracts <contracts@cod.edu>, "Aranki, Joe" <arankij@cod.edu>

Subject: FW: Joe Aranki is Buying a Used Vehicle

Good afternoon:

Please see below for the missing email with Scott Brady's approval for Joe Aranki to use his COD issued PCard for the down payment to purchase a used vehicle. This should have been included in the internal notes. The board report for the NTE amount of \$60,000 to purchase three (3) used vehicles was enclosed with the ESM Transaction.

Here's the problem, the Sales Order with the missing page 2 Terms and

Conditions that no one at the College reviewed and approved, signed by Joe Aranki, was included with the ESM Transaction. Lisa Erl and Ellen Roberts never saw these documents for review and approval. The missing T&C's need to be sent to Lisa Erl in Contracts ASAP for review and approval so Ellen can sign also.

Thank you for your prompt attention to this urgent matter.

Theresa J. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

 College of DuPage

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztyn@cod.edu

From: Brady, Scott <bradys310@cod.edu>

Sent: Thursday, March 23, 2023 10:18 AM

To: Dobersztyn, Theresa <dobersztyn@cod.edu>; Sckerka, Joyce <sekerkaj@cod.edu>; Ogrodny, Magdalena <ogrodnym@cod.edu>; Virgilio, David <virgiliod@cod.edu>

Cc: Refakes, Eugene <refakese@cod.edu>

Subject: RE: Joe Aranki is Buying a Used Vehicle

Using the P Card for the down payment would seem to me to be a legitimate use of the card. Years ago, we needed to give them a cash advance or a check for the down payment. I believe the P Card to be much easier and gives us recourse if things don't go well. Thanks, Scott

Scott L. Brady, CPA

Chief Financial Officer

College of DuPage

425 Fawell Blvd.

SRC 2130L

Glen Ellyn, IL 60137-6599

Direct: 630.942.2219

Email: bradys310@cod.edu

 College of DuPage

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From: Dobersztyn, Theresa <dobersztynt@cod.edu>
Sent: Thursday, March 23, 2023 10:16 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>; Brady, Scott <bradys310@cod.edu>; Ogrodny, Magdalena <ogrodnym@cod.edu>; Virgilio, David <virgiliod@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: RE: Joe Aranki is Buying a Used Vehicle

Thank you for confirming Joyce.

Theresa J. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

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T: (630) 942-4535 | dobersztynt@cod.edu

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From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, March 23, 2023 9:04 AM
To: Dobersztyn, Theresa <dobersztynt@cod.edu>; Brady, Scott <bradys310@cod.edu>; Ogrodny, Magdalena <ogrodnym@cod.edu>; Virgilio, David <virgiliod@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: RE: Joe Aranki is Buying a Used Vehicle

Good Morning,

I don't recall speaking with anyone from Auto about this.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293

Email: sekerkaj@cod.edu



From: Dobersztyn, Theresa <dobersztyn@cod.edu>
Sent: Thursday, March 23, 2023 8:01 AM
To: Brady, Scott <bradys310@cod.edu>; Ogradny, Magdalena <ogradnym@cod.edu>; Virgilio, David <virgili@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: Joe Aranki is Buying a Used Vehicle

Good morning everyone:

We will work with Joe Aranki to insure that this vehicle purchasing process takes place as quickly as possible. I just wasn't sure who gave Monica Miller the authorization for Joe to use his PCard for a down payment while waiting for a PO and check to be cut. If this has been approved, we'll work with this method.

Theresa J. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztyn@cod.edu

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From: Brady, Scott <bradys310@cod.edu>
Sent: Thursday, March 23, 2023 6:52 AM
To: Dobersztyn, Theresa <dobersztyn@cod.edu>; Ogradny, Magdalena <ogradnym@cod.edu>; Virgilio, David <virgili@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: Joe Aranki is Buying a Used Vehicle

In the past we have made accommodations so they could buy the cars needed for the academic

program. We have had to move very quickly through the payment process so they could obtain the cars needed. Please work with Joe to insure he is able to get the cars needed as they tend to sell very fast and the dealers are not always willing to hold them. Thanks, Scott

Scott L. Brady, CPA
Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



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From: Dobersztyn, Theresa <dobersztyn@cod.edu>
Sent: Wednesday, March 22, 2023 7:35 PM
To: Ogrodny, Magdalena <ogrodnym@cod.edu>; Virgilio, David <virgilio@cod.edu>
Cc: Refakes, Eugene <refakes@cod.edu>; Sekerka, Joyce <sekerka@cod.edu>; Brady, Scott <bradys310@cod.edu>
Subject: RE: Joe Aranki is Buying a Used Vehicle

Hi Maggie:

I can explain this one. The government/non-profit vehicle purchasing process is extremely lengthy. For new vehicles, an FIN Code is assigned to each entity when applying for one. A PO is issued, and the orders are batched. The manufacturers have to shut down the retail vehicle line if they don't have two lines to run, and special build the government vehicles, which usually take 6-9 months to be delivered.

For the used car market, it's like the retail customers going into a dealer, test driving, and going through the vehicle purchase on the same day. Manufacturing tried this last year by having a PO issued on more than one occasion, but in the meantime the vehicles were sold to retail customers. Car

dealers are not holding vehicles for public entities like us when they can turn them over daily. This is why Joe wants to purchase his vehicles in this manner. That's why I asked if there was some special arrangement made for him to complete this type of transaction by giving a deposit.

We had this conversation with Ellen previously and she said we would not cut a check to give a dealer a down payment until receiving board approval for new vehicle purchases that were currently sitting on dealer lots.

Theresa J. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

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T: (630) 942-4535 | dobersztyn@cod.edu

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From: Ogrodny, Magdalena <ogrodnym@cod.edu>

Sent: Wednesday, March 22, 2023 7:01 PM

To: Virgilio, David <virgili@cod.edu>; Dobersztyn, Theresa <dobersztyn@cod.edu>

Cc: Refakes, Eugene <refakese@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>; Brady, Scott <bradys310@cod.edu>

Subject: RE: Joe Aranki is Buying a Used Vehicle

My initials response...

P – cards primary intention is to provide efficient purchase method that cannot be accommodated with routine purchase process, such as for online purchase (this is not it), purchase from vendor that only accepts credit cards (this is not it) and purchases for emergency or immediate needs. This does not sound like an emergency need but I'm not sure if the need is immediate. I would like to know why they are looking to go in this direction vs what they normally do.

Thank you,
Maggie

From: Virgilio, David <virgilio@cod.edu>
Sent: Wednesday, March 22, 2023 6:48 PM
To: Dobersztyn, Theresa <dobersztyn@cod.edu>
Cc: Refakes, Eugene <refakes@cod.edu>; Sekerka, Joyce <sekerka@cod.edu>; Ogrodny, Magdalena <ogrodnym@cod.edu>; Brady, Scott <bradys310@cod.edu>
Subject: Re: Joe Aranki is Buying a Used Vehicle

Also looping in Scott since AP technically rolls up to him through Eugene. Scott did you have a conversation with Joe A about vehicle purchases recently?

-DV

On Mar 22, 2023, at 6:19 PM, Dobersztyn, Theresa <dobersztyn@cod.edu> wrote:

Good afternoon everyone:

I had an unusual telephone conversation with Joe Aranki this afternoon about purchasing a used vehicle for his automotive program from a car dealership. Joe will start going out on Thursday morning researching inventory for used cars. Once he finds a vehicle he wants to purchase, Joe said Monica Miller got approval from someone (?) for him to place a \$1,000 deposit on his PCard in order for the car to be held until a PO and check can be cut in order to pay the car dealer for the balance I believe, or the total purchase by having the deposit removed, paying for the vehicle ASAP. Joe was asking me how long it will take to have a check cut to pay the dealer so he can bring his car back to campus. I'm sure Phil Gieschen needs to weigh in here since I'm not sure if the car would be delivered to campus or if Joe would be driving it once it's paid for. Either way, who owns the vehicle during transport/delivery is key.

This is all news to me since I don't have the authority to approve a purchase and payment like this. I'm not sure if Monica Miller got approval from someone in Finance to complete a purchase and payment in this manner or if they just got approval from the Provost who thinks this will be okay. Joe was going to confirm with Monica

who she got the approval from and let me know, which is key here.

I told Joe that I would have Eric Frick send him the new Vendor Intake Form so this process could be completed right away and would also follow up with Joyce on the payment issue. Since Procurement Services is not involved in payments, we would not know what was agreed upon and we were notified about this. I'm just trying to figure out all of the pieces of this puzzle that was brought to my attention this afternoon.

Please weigh in here and share your thoughts on this matter since this is the first I'm hearing about this type of transaction starting without a PO, which we all know is not how we conduct business.

Thank you all for any insight on this one.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

 **College of DuPage**

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"noreply@esmsolutions.com" <noreply@esmsolutions.com>

[External] Information Only - Order Notification - 3344451 - 03/28/2023 12:33-Aranki-Bear Auto Group LLC d/b/a Huntley Ford

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

Fri, Apr 7, 2023 at 02:55 PM UTC

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Check,

The following transaction has been sent to Bear Auto Group LLC dba Huntley Ford on behalf of Amber Kalish.

If you wish to contact the requester, please do so at kalisha@cod.edu

Thank you,
ESM Solutions Customer Support

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8 attachments

9911bf4a-8bc5-4de0-be71-a32913c9fbac_2 - Buyer order.pdf

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9f06d172-3e34-4b49-a23c-b0a9aef659d9_RE_ Joe Aranki Vehicle Purchase.pdf

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J.D. POWER

2018 Honda Clarity

Sedan 4D Plug-In Values

Pricing & Values

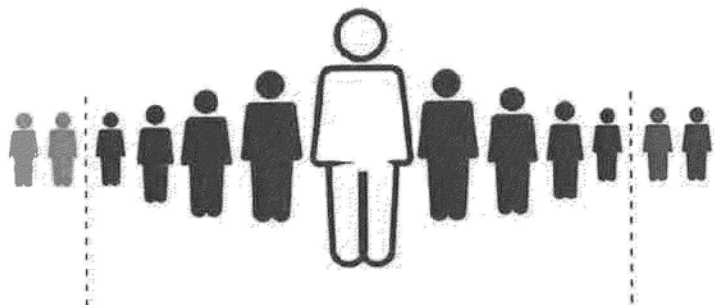
Prices shown for the used **2018 Honda Clarity Plug-In Hybrid Sedan 4D Plug-In** with typical miles are what people paid to buy this vehicle or what people received when trading in this vehicle at a dealer. Edit options.

Buy from Dealer

Prices shown are what people paid including dealer discounts. Taxes and fees (title, registration, license, document, and transportation fees) are not included.

Buy from Dealer**Buy Certified from Dealer**

Average Price Paid

\$24,373Data from **289** transactions - Updated 03/18/23

80% of People Paid

\$23,045 - \$25,884

Trade In to Dealer

Prices shown are what people received from a dealer for their trade-in vehicle by condition.
See definitions.

Base Price	\$18,175
Mileage and Options	\$0
Rough Condition ⓘ	\$18,175
Base Price	\$19,575
Mileage and Options	\$0
Average Condition ⓘ	\$19,575
Base Price	\$20,700
Mileage and Options	\$0
Clean Condition ⓘ	\$20,700

Looking for values for your business? J.D. Power Valuation Services can help.

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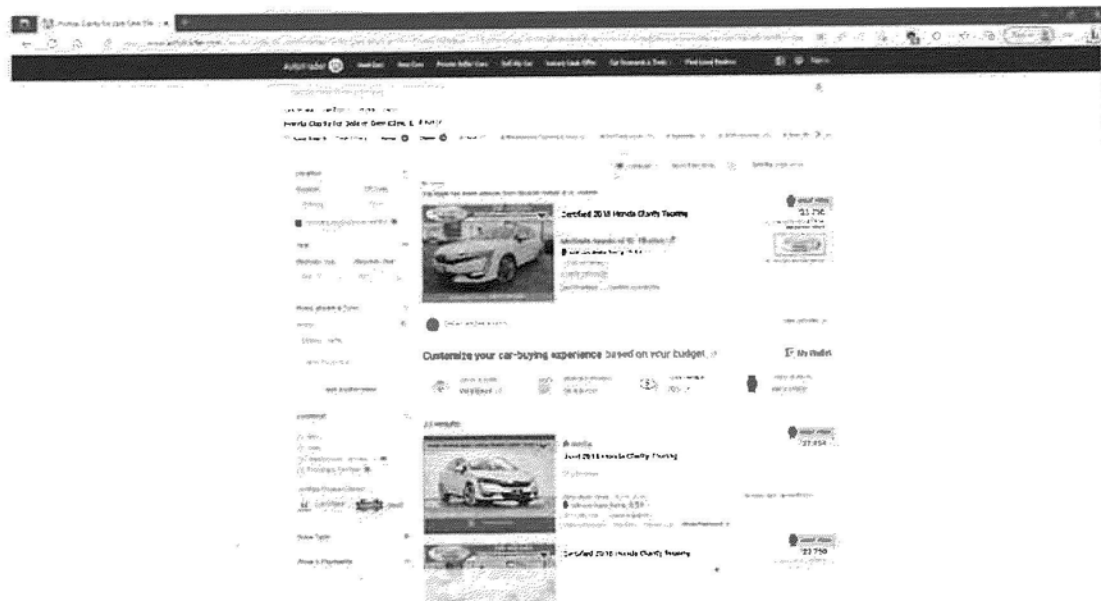
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Searched used to validate price:

Honda Clarity for Sale Near Me in Glen Ellyn, IL - Autotrader



Vehicle Selected:

<https://www.autotrader.com/cars-for-sale/vehicledetails.xhtml?listingId=662098221&allListingType=all-cars&makeCodeList=HONDA&modelCodeList=HONCLARITY&city=Glen%20Ellyn&state=IL&zip=60137&searchRadius=50&isNewSearch=false&marketExtension=include&showAccelerateBanner=false&sortBy=derivedpriceASC&numRecords=25&referrer=%2Fcars-for-sale%2Fall-cars%2Fhonda%2Fclarity%2Fglen-ellyn-il-60137%3FsearchRadius%3D50%26isNewSearch%3Dfalse%26marketExtension%3Dinclude%26showAccelerateBanner%3Dfalse%26sortBy%3DderivedpriceASC%26numRecords%3D25&clickType=listing>

View more vehicles like this one

12 views

Used 2018 Honda Clarity Plug-In Hybrid

Compare Save



HYBRID, HEATED FRONT SEATS!

42 161 miles

Plug In Hybrid, Gas/Electric

Information Center

48 EV Mile Range

Platinum White Pearl Exterior

Beige Interior

Continuously Variable Automatic Transmission

2 wheel drive - front

\$21,888 \$1,355
Below Kelley Blue Book[®] Fair Purchase Price

See estimated payment

Hunter Ford

8881 near Dealer Rating: 4.7 (2308)

(712) 622-9492

13900 AUTOMALL DR, HUNTER, IL 60142

I'm interested in...

This vehicle's availability Make a reservation

Schedule a Test Drive Contact

Message

I am interested in your 2018 Honda Clarity Plug-In Hybrid. I would like to see it and possibly purchase it.

First Name

Last Name

Email

Phone (optional)

My Wallet

Kelley Blue Book

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

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4dff6263-39f9-428c-b204-91f7f766a0e0_1 - Board approval.pdf

From: Dobersztyn, Theresa
To: Erl, Lisa; Casey, Kevin; Kalish, Amber
Subject: RE: Joe Aranki Vehicle Purchase
Date: Friday, April 7, 2023 9:15:02 AM
Importance: High

Thank you Lisa. Forgot to mention, please include this email chain of my approval here in the internal notes to process this transaction with the signed sales order and other documents submitted by Joe Aranki.

Thank you.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

 **College of DuPage**

425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztyn@cod.edu

From: Erl, Lisa <erl630@cod.edu>
Sent: Friday, April 7, 2023 9:03 AM
To: Dobersztyn, Theresa <dobersztyn@cod.edu>; Casey, Kevin <caseyk650@cod.edu>; Kalish, Amber <kalisha@cod.edu>
Subject: RE: Joe Aranki Vehicle Purchase

Good morning, all –

Attached is the signed order for the used auto.

Thanks,

Lisa

Lisa G. Erl
Contract Specialist, Procurement Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2232
erl630@cod.edu

From: Dobersztyn, Theresa <dobersztyn@cod.edu>
Sent: Friday, April 7, 2023 8:57 AM
To: Erl, Lisa <erl630@cod.edu>; Casey, Kevin <caseyk650@cod.edu>; Kalish, Amber

<kalisha@cod.edu>

Subject: Joe Aranki Vehicle Purchase

Importance: High

Good morning:

I heard back from Ellen Roberts this morning that she signed the sales order for this used vehicle purchase while Lisa told me yesterday that she sent the signed document to Monica Miller. I'm not sure if Monica has reached out to any of you about attaching the sales agreement to the ESM Transaction, but based on yesterday's communications, the indication is that she will not contact anyone, just assume that this is being handled by Procurement Staff, and then lash out to blame all of us when this doesn't happen today.

Lisa, please forward the agreement to Kevin and Amber so either of them can process this PO with Check Enclosed, and then notify Joyce Sekerka what the PO # is so she can take it from there.

Thank you all for your assistance with this. Going forward, I was instructed to meet with both Joe and Monica to iron out any issues with the Used Vehicle Purchase Policy so Joe gets the next purchase request right the first time in order to avoid this whole mess he created for all of us and then tried to dump in our laps to fix.

Thank you.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services

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DATE: 03/23/2023

HUNTLEY



ORDER NO. 53327

**SALESMAN COREY DENMAN**

PURCHASER	COLLEGE OF DUPAGE		PLEASE ENTER MY ORDER FOR		<input type="checkbox"/> NEW	<input type="checkbox"/> EXEC.	<input checked="" type="checkbox"/> USED
C0-PURCHASER			MAKE & MODEL		HONDA CLARITY	YEAR 2018	
STREET	425 FAWELL BLVD		SERL NO.		JHMZC5F15JC016804		
CITY & STATE	GLEN ELLYN IL	ZIP	60137	STOCK NO.	C2477A	BODY TYPE	SD
BUS. PHONE	630/212-2122 RES. PHONE		MODEL CLARITY COLOR		MILEAGE		43258
TRADE IN STOCK NO.							
MAKE			THANK YOU FOR YOUR BUSINESS!				
YEAR							
SERIES			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.				
BODY STYLE							
COLOR			TOTAL SUGGESTED LIST PRICE		\$	21888.00	
LIC. NO.							
SER. NO.							
DRIVERS LIC NO.			ON FILE				
BALANCE ON TRADE OWED TO							
			TRADE-IN OR CREDIT ALLOWANCE				
			CASH OR DIFFERENCE PRICE			21888.00	
			SALES TAX				
			DOCUMENTARY SERVICE FEE			347.26	
			TITLE FEE			155.00	
			LICENSE FEE				
REMARKS:			CVR/DLR FOR OPTIONAL CRT FEE			35.00	
LIEN ACCT #			SUBTOTAL		\$	22425.26	
PAY OFF DUE DATE			BALANCE DUE ON TRADE-IN				
SPOKE TO			TOTAL		\$	22425.26	
LIEN PAYOFF PHONE			DEPOSIT			1000.00	
			REBATE				
			DUE AT DELIVERY		\$	21425.26	

The front and back of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized.

I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, and hereby acknowledge receipt of a copy of this order. Any difference in the net payoff of the balance on the car traded in will be assumed by the purchaser. I HEREBY AGREE TO FURNISH HUNTLEY FORD, LIEN FREE TITLE AND WARRANTY BOOK ON MY TRADE-IN AT TIME OF DELIVERY OF NEW CAR.

SALESMAN COREY DENMAN

ACCEPTED BY

PURCHASER X

THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY MGMT.

80530*1*BEAR-FI

03/23/2023 10:49 am

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

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