



Rocky Donahue  
Executive Director

December 10, 2021

Keith Pekau, Mayor  
Village of Orland Park  
15655 S. Ravinia Avenue  
Orland Park, IL 60462

Dear Mayor Pekau:

The Vanpool Office has made some changes to the Pace Municipal Vehicle Program. Therefore, we request your cooperation in executing a new Municipal Vehicle Program Agreement. Please sign the enclosed agreement and return the original copy to the Vanpool Office by January 31, 2022. Agreements should be mailed to: Beth Flynn, Vanpool Office, 550 W. Algonquin Rd. Arlington Heights, IL 60005. Be sure to include the executed copy of Exhibit A. This agreement supersedes the previous agreement between Pace and your organization.

The significant changes to the program include the following:

- An updated Vehicle Program Manual (Manual has been e-mailed to you)
- Annual 10-panel drug screen required of all drivers (previously required biannually)
- Annual background checks required for all drivers (previously required every 3 years)
- Online portal to upload driver documents

Thank you in advance for your cooperation. Pace values and appreciates your continued support and participation in the Pace Municipal Vehicle Program. Please contact Beth Flynn at (847) 228-2462, or your assigned Vanpool Services Representative, if you have any questions or require additional information.

Sincerely,

Melinda J. Metzger  
General Manager and  
Chief Operating Officer

Enclosures