

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:** 2025-0086

**Contract #:** 20250170

**Start date:** 1/24/2025

**End date:** 2/2/2026

**Amount:** \$ 222,010.00

**Contingency Amount:** \$ 0.00

**Department:** Public Works

**Total Contract Amount:** \$ 222,010.00

**Contract Type:** Goods Purchase

**Contractors Name:** Sutton Ford Inc

**Status of Ownership:** Minority/Women Owned **Status of Sub:** N/A

**Certification:** Attached ☐ Self-Certifying ☒ Did not disclose ☐

**Contract Description:** Police, Public Works, and Recreations Vehicle Purchases





## ORLAND PARK

**AGREEMENT BETWEEN THE VILLAGE OF ORLAND PARK AND  
Sutton Ford, Inc.  
RELATIVE TO THE VILLAGE'S PURCHASE OF two (2) 2025 Ford F350 Crew Cab trucks, one (1)  
2025 Ford F350 Chassis cab truck, and one (1) 2025 Ford F450 Chassis cab**

THIS AGREEMENT (hereinafter, the "Agreement" or the "Contract") is made February 3, 2025, by and between the Village of Orland Park (hereinafter referred to as "Village") and Sutton Ford, Inc. (hereinafter referred to as "Vendor") to furnish all goods, materials, supplies, tools, and equipment as set forth herein.

**WITNESSETH:**

In consideration of the mutual promises and covenants set forth herein, the Parties agree as follows:

1. Goods to be Purchased: The Vendor agrees to and shall provide all of the Goods identified:
  - ☒ on Vendor's Quotes dated January 24, 2025 ("Quotes"); or
  - ☐ on Village's Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ ("Purchase Order");
 which is/are attached hereto and made a part of this Agreement as Exhibit A. The terms, conditions and specifications set forth in Village's Purchase Order and any other Village document shall supersede, govern, and prevail over any inconsistent terms, conditions, and/or specifications on any other documents submitted by the Vendor. Any provisions in the Vendor's Quote or Proposal or other submittals which are in conflict with or inconsistent with any of the same provisions in the Village's Purchase Order shall be void to the extent of such conflict or inconsistency and the terms of the Village's Purchase Order shall control.
2. Not to Exceed Payment: The Village agrees to pay the Vendor as compensation for Vendor's supply and delivery of the Goods as set forth on the Quote (Proposal) or Purchase Order a total amount of not to exceed \$222,010.00 ("Contract Amount").
3. Compensation:
  - A. The Village agrees to pay the Vendor for the Goods in the following manner:
    - ☒ Payment of Invoice after Delivery: Vendor agrees to and shall submit an invoice which shall be paid by the Village after the delivery in good condition and approval of the Goods; or
    - ☐ Progress Payments:
      - A. 50% of the base Contract Amount upon execution of this Agreement; and
      - B. 50% of the base Contract Amount upon delivery of all of the Goods to the Village in good condition.
    - ☐ Prepayment of Village Order: The Village agrees to prepay the Vendor for the Goods and related shipping, delivery, and/or set-up; or
  - B. Payment: Notwithstanding any provision of the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, et seq.) (the "Act") to the contrary, the Parties agree that any bill approved for payment by the Corporate Authorities shall be paid within sixty (60) days after the date of approval. If payment is not made within such sixty (60) day period, an interest penalty of 1% of any amount approved and unpaid shall be added for each full thirty (30) day period, without proration, after the expiration of the aforementioned sixty (60) day payment period, until final payment is made. No other provision of the Act shall apply to this contract.

**\*1373975-01-1-5\***

4. Contract Documents: The term “Contract Documents” means and includes, but is not limited to, this Agreement and the following, which are each attached hereto and thereby made a part hereof:  
☒ Scope of Order as set forth in the Vendor’s Quotes dated January 24, 2025 (Exhibit A)  
☐ Village of Orland Park Purchase Order No. \_\_\_\_\_ (Exhibit A)
5. Time is of the Essence; Delivery Date: Time is of the essence of this Contract. The Goods shall be delivered to the Village as set forth on:  
☒ The Vendor’s Quote (Proposal), but not later than February 2, 2026.  
☐ The Village of Orland Park Purchase Order No. \_\_\_\_\_.  
(hereinafter the “Delivery Date”), barring only Acts of God, due to which the Delivery Date may be modified only if approved in writing by the Village. The Goods shall be delivered FOB to the Village, 14700 South Ravinia Avenue, Orland Park, Illinois 60462 or to any other address provided by the Village.
6. Title and Risk of Loss: Title to, and the risk of loss, injury or destruction from any casualty to the Goods, regardless of cause, will be the responsibility of the Vendor until the Goods have been received, inspected and accepted by the Village. The risk of loss from any casualty to the Goods, regardless of cause, will be the responsibility of the Vendor until the Goods have been received and accepted by the Village.
7. Control and Inspection of Goods: Unless otherwise specified in the Contract Documents, inspection, acceptance or rejection of Goods shall be made after delivery. Final inspection, acceptance or rejection of the Goods shall not impose liability on the Village for Goods or services not in accordance with the Contract Documents as determined solely by the Village. Payment shall not be due on rejected Goods until and unless fully corrected and/or replaced as determined by the Village. All Goods delivered and, if applicable, installed by the Vendor shall be in conformance with the Contract Documents as determined solely by the Village and, notwithstanding any conflict with the Contract Documents, the provisions of this Agreement shall take precedence unless the Vendor and an authorized agent of the Village otherwise agree in writing. Unless otherwise specifically stated in the Contract Documents, the Vendor shall provide new commodities, fresh stock, and/or the latest design or package, as applicable. Vendor also warrants and represents that the Goods are and shall remain free from any and all liens, restrictions, encumbrances, claims of infringement, or other third party claims, and that no hazardous materials, including, but not limited to, asbestos or any other toxic or hazardous substances set forth in 29 CFR 1910 Subpart Z—Toxic and Hazardous Substances, are utilized or contained in any of the Goods purchased hereunder. All delivery arrangements shall be made in advance with the Village’s designee. Notwithstanding anything to the contrary in any of the Contract Documents, risk of loss, damage, or destruction to the Goods shall only pass to the Village only upon delivery of the Goods in good condition to the Village.
8. Deficiencies: The Village may, if the Vendor does not correct deficiencies in the Goods with reasonable promptness after receiving a written notice from the Village, deduct the reasonable cost of the correction or cure from the amounts owed to the Vendor or require the Vendor to retrieve the Goods at its sole expense and deduct the full amount of the returned Goods from the Agreement Sum. The rights and remedies of the Village stated in this provision shall be in addition to and not in limitation of, any other rights that the Village may have under other provisions of this Agreement or at law or in equity.
9. Taxes: The VILLAGE is a public body and is exempt from excise, sales and use taxes. Vendor warrants that all material costs and scheduled values have been calculated so as to give the Village its tax exempt status.

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10. Termination: This Agreement may be terminated by the Village for cause or convenience upon written notice to Vendor and in the case of Goods manufactured or modified to the Village's specifications, only upon payment of the costs incurred, as approved by the Village, up to the date of termination.
11. Venue and Choice of Law: The Vendor and the Village agree that the venue for any and all disputes shall solely be in Cook County, Illinois, in which the Village's Village Hall is located. This Agreement and all other Contract Documents shall be construed and interpreted in accordance with the laws of the State of Illinois.
12. Nonassignability: The Vendor shall not assign this Agreement, or any part thereof, to any other person, firm, or corporation without the prior written consent of the Village, and in no case shall such consent relieve the Vendor or its surety from the obligations herein entered into by the same or change the terms of this Contract.
13. Notices and Communications: Where notice is required by the Agreement it shall be considered received if it is delivered in person, sent by registered United States mail, return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

**To the Village:**

Name: Andrew Folkerts  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462  
Telephone: 708-403-6106  
Email: afolkerts@orlandpark.org

**To the Contractor:**

Name: Brian Tarpo  
Sutton Ford, Inc.  
21315 Central Ave  
Matteson, IL, 60443  
Telephone: 708-720-8008  
e-mail: btarpo@suttonford.com

or to such other person or persons or to such other address or addresses as may be provided by either party to the other party.

14. Warranty and Guarantee: In addition to any manufacturer's warranty(ies) on the Goods to be supplied pursuant to the Contract Documents, the Vendor shall warrant and guarantee the Goods for the greater of (i) a period of two (2) years from the date of delivery thereof to the Village or (ii) Vendor's standard warranty for such Goods (the "Warranty Period"). The Vendor warrants and guarantees that for the Warranty Period the Goods shall be free from all defects and deficiencies, and/or because they do not comply with the Contract Documents, all as shall be determined solely by the Village, and the Vendor shall promptly replace any and all such Goods which have been determined by the Village to be defective, deficient, and/or not in compliance with the Contract Documents. The cost of repair or replacement shall include all reasonable packaging and shipping costs to Vendor as well as re-delivery to the Village. In the event that the Vendor should fail to make such replacement(s) as the Village has determined to be necessary to remedy such defects, deficiencies, and/or non-compliance with the Contract Documents, the Village may do so, and the Vendor shall be liable for all damages as provided by law, including but not limited to any costs incurred by the Village for any such replacements.
15. Commercial General Liability Insurance: Prior to supplying and/or delivering the goods which are the subject of this Agreement, the Vendor shall be required to provide to the Village evidence of \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and products/completed

**\*1373975-01-3-5\***

operations coverage. The general aggregate amount of such coverage shall be a minimum of \$2,000,000. Such coverage shall name the Village of Orland Park, its officials, officers, employees, and agents as additional insureds on a primary and non-contributory basis and provide the Village with a Certificate of Insurance and required additional insured endorsements evidencing such coverage.

☐ Cyber Liability Coverage: for losses arising out of the Vendors work or work product resulting from a network/data breach, malware infection, cyber extortion, ransomware, exposure of confidential, personally identifiable and financial information, intellectual property and other related breaches. This coverage will apply to but not limited to damages for notification cost, credit monitoring expenses, public relations expenses, computer system/software damage and related financial losses.

16. Supersede: The terms, conditions and specifications set forth in this Agreement shall supersede, govern, and prevail over any inconsistent terms, conditions, and/or specifications on any other Contract Documents.
17. Severability: In the event any section, subsection, paragraph, sentence, clause, phrase or provision of this instrument or part thereof shall be deemed unlawful, invalid, unenforceable or ineffective by any court of competent jurisdiction, such decision shall not affect the validity, enforceability or effectiveness of the remaining portions of this instrument.
18. Facsimile or PDF Signatures: Facsimile or digital signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Contract, and this Contract shall be deemed delivered as if containing original signatures if such delivery is made by emailing a PDF of a scanned copy of the original, hand-signed document, and/or by use of an established electronic security procedure mutually agreed upon in writing by the Parties.
19. Counterparts: This Agreement may be executed in one or more counterparts, which counterparts when affixed together, shall constitute one and the same original document.
20. Independent Contractor/No Third Party Beneficiaries: Vendor shall be an independent contractor pursuant to this Agreement. Nothing herein shall be construed as creating any agency, partnership, joint venture or other joint enterprise, employment or fiduciary relationship between the parties. Neither Party, by virtue of this Agreement, will have any right, power or authority to act or create an obligation, express or implied, on behalf of the other Party. The parties do not intend to confer any benefit hereunder on any person, firm or corporation other than the parties hereto.
21. Intellectual Property: Vendor hereby grants to Village a paid-up, non-exclusive, unrestricted license under any and all copyrights for any work of authorship fixed in any tangible medium of expression (including without limitation all drawings, prints, manuals and specifications) furnished hereunder. In the event Village engages Vendor to produce materials which would be considered "Intellectual Property" (including, but not limited to, software programs, scripts, sales/training programs, video photography, photography, advertisements, films, tapes, discs, manuscripts), it is understood and agreed by Vendor that Village will be the sole owner of all intellectual property rights (including without limitation all copyrights) associated with such Intellectual Property. All Intellectual Property shall be considered "works made for hire" to be owned by Village pursuant to 17 U.S.C. §201.
22. Freedom of Information Act Compliance: The Illinois Freedom of Information Act (FOIA) applies to public records in the possession of a party with whom the Village has an Agreement. The Village of Orland Park will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the

**\*1373975-01-4-5\***

information. Vendor acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) and to provide the requested public records to the Village within two (2) business days of the request being made by the Village. Vendor agrees to indemnify and hold harmless the Village from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village under this agreement.

23. Compliance with Laws: Vendor shall comply with all local, state and federal statutes, ordinances, codes, rules, regulations and all case law pertaining to the provision of the goods to a public body, including but not limited to all of the applicable provisions of the Illinois Human Rights Act (775 ILCS 5/1-01 *et seq.*) Vendor shall not engage in any prohibited form of discrimination in employment as defined in the Illinois Human Rights Act but shall maintain and require that any suppliers maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. Vendors shall comply with all requirements of the Act including maintaining a sexual harassment policy and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. Vendors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under the Contract.
24. Entire Agreement: This Agreement (including but not limited to the Addendum to Contract and the other Contract Documents and all Exhibits attached hereto which by reference are made a part of this Agreement), are the final expression of, and contain the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto. This Agreement may not be modified, changed, supplemented or terminated, nor may any obligations hereunder be waived, except by written instrument signed by the party charged or by its agent duly authorized in writing or as otherwise expressly permitted herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officer in quadruplicate counterparts, each of which shall be considered as an original

Sutton Ford, Inc.

VILLAGE OF ORLAND PARK

By: E-SIGNED by Brian Tarpo  
on 2025-03-25 20:23:23 GMT

By: E-SIGNED by Jim Culotta  
on 2025-03-25 22:23:45 GMT

Name: Brian Tarpo

Name: Jim Culotta

Its Fleet Manager

& Authorized Agent

Title: Interim Village Manager

EXHIBIT A  
[ATTACH]

Vendor's Quotes dated January 24, 2025 or  
Village's Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_

**\*1373975-01-5-5\***

# Exhibit A



**COMMERCIAL  
& FLEET**

**SUTTON FORD INC.**

21315 CENTRAL AVE.  
MATTESON IL 60443

**INVOICE**

Friday, January 24, 2025

DATE

PURCHASER'S NAME

VILLAGE OF ORLAND PARK

STREET ADDRESS

15655 WOUTH RAVINIA DRIVE

CITY

ORLAND PARK

STATE

IL

ZIP

604612

BUS PHONE

PLEASE ENTER MY ORDER FOR THE FOLLOWING

NEW ☒

USED ☐

SUV ☐

TRUCK ☒

CAR ☐

|                                     |       |              |                         |             |      |           |
|-------------------------------------|-------|--------------|-------------------------|-------------|------|-----------|
| YEAR                                | MAKE  | MODEL        | BODY TYPE               | COLOR       | TRIM | STOCK NO. |
| 2025                                | FORD  | F350 PICK UP | PICK UP                 | WHITE       | XL   | ORDER     |
| VIN NO.                             | ORDER | MILES        | SALES REP               | BRIAN TARPO |      |           |
| PRICE                               |       | \$55,203.00  | TRADE-IN INFORMATION    |             |      |           |
|                                     |       |              | MAKE OF USED VEHICLE    |             |      |           |
|                                     |       |              | YEAR                    |             |      |           |
|                                     |       |              | MODEL                   |             |      |           |
|                                     |       |              | VEHICLE IDENT. NO.      |             |      |           |
|                                     |       |              | MILEAGE                 |             |      |           |
|                                     |       |              | TRADE VALUE             |             |      |           |
| SUBTOTAL                            |       | \$55,203.00  | FLEET SALES INFORMATION |             |      |           |
| ELECTRONIC FILING FEE               |       | \$0.00       | ORDERING FIN            | 0           |      |           |
| DOCUMENTATION FEE                   |       | \$0.00       | END USER FIN            | QD643       |      |           |
| ILLINIOS SALES TAX 7.25%            |       | \$0.00       | SALES TYPE              | 0           |      |           |
| COUNTY TAX- COOK 1.00%              |       | \$0.00       | GPC DISCOUNT            |             |      |           |
| CITY OF CHICAGO TAX 1.25%           |       | \$0.00       | GPC REF #               |             |      |           |
| COOK COUNTY WHEEL TAX               |       | \$0.00       | 56A/CPA DISCOUNT        |             |      |           |
| LICENSE, TRANSFER, TITLE            |       | \$173.00     | 56M DISCOUNT            |             |      |           |
| EXTENDED SERVICE CONTRACT           |       | \$0.00       | RETAIL REBATE #         |             |      |           |
| TOTAL PRICE                         |       | \$55,376.00  |                         |             |      |           |
| CASH DOWN PAYMENT                   |       | \$0.00       |                         |             |      |           |
| REBATE                              |       | \$0.00       |                         |             |      |           |
| TOTAL DOWN PAYMENT                  |       | \$0.00       |                         |             |      |           |
| UNPAID CASH BALANCE DUE ON DELIVERY |       | \$55,376.00  |                         |             |      |           |

Purchaser agrees that this Order includes all of terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any price agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby THIS ORDER IS NOT A BINDING CONTRACT. DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH TERMS. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALERS; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED." TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE. THERE WILL BE ADDED THE SUM OF \$303.60 FOR DEALER COSTS AND OVERHEAD FOR ITEM RELATING TO PREPARING, HANDLING AND PROCESSING DOCUMENTS FOR THE MOTOR VEHICLE AND THE CLOSING OF THE TRANSACTION. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS. WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.

ACCEPTED BY:

PURCHASER'S SIGNATURE

DATE

1/24/2025

ACCEPTED BY:

DEALER OR HIS AUTHORIZED REPRESENTATIVE

DATE

1/24/2025



COMMERCIAL  
& FLEET

**SUTTON FORD INC.**

21315 CENTRAL AVE.  
MATTESON IL 60443

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STREET ADDRESS

15655 WOUTH RAVINIA DRIVE

CITY

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STATE  
IL

ZIP

604612

BUS PHONE

PLEASE ENTER MY ORDER FOR THE FOLLOWING

NEW ☒

USED ☐

SUV ☐

TRUCK ☒

CAR ☐

| YEAR                                | MAKE  | MODEL       | BODY TYPE | COLOR                   | TRIM        | STOCK NO. |
|-------------------------------------|-------|-------------|-----------|-------------------------|-------------|-----------|
| 2025                                | FORD  | F350        | CHASSIS   | WHITE                   | XL          | ORDER     |
| VIN NO.                             | ORDER |             | MILES     | SALES REP               | BRIAN TARPO |           |
| PRICE                               |       | \$54,179.00 |           | TRADE-IN INFORMATION    |             |           |
|                                     |       |             |           | MAKE OF USED VEHICLE    |             |           |
|                                     |       |             |           | YEAR                    |             |           |
|                                     |       |             |           | MODEL                   |             |           |
|                                     |       |             |           | VEHICLE IDENT. NO.      |             |           |
|                                     |       |             |           | MILEAGE                 |             |           |
|                                     |       |             |           | TRADE VALUE             |             |           |
|                                     |       |             |           |                         |             |           |
| SUBTOTAL                            |       | \$54,179.00 |           | FLEET SALES INFORMATION |             |           |
| ELECTRONIC FILING FEE               |       | \$0.00      |           | ORDERING FIN            |             | 0         |
| DOCUMENTATION FEE                   |       | \$0.00      |           | END USER FIN            |             | QD643     |
| ILLINIOS SALES TAX 7.25%            |       | \$0.00      |           | SALES TYPE              |             | 0         |
| COUNTY TAX- COOK 1.00%              |       | \$0.00      |           | GPC DISCOUNT            |             |           |
| CITY OF CHICAGO TAX 1.25%           |       | \$0.00      |           | GPC REF #               |             |           |
| COOK COUNTY WHEEL TAX               |       | \$0.00      |           | 56A/CPA DISCOUNT        |             |           |
| LICENSE, TRANSFER, TITLE            |       | \$173.00    |           | 56M DISCOUNT            |             |           |
| EXTENDED SERVICE CONTRACT           |       | \$0.00      |           | RETAIL REBATE #         |             |           |
| TOTAL PRICE                         |       | \$54,352.00 |           |                         |             |           |
| CASH DOWN PAYMENT                   |       | \$0.00      |           |                         |             |           |
| REBATE                              |       | \$0.00      |           |                         |             |           |
| TOTAL DOWN PAYMENT                  |       | \$0.00      |           |                         |             |           |
| UNPAID CASH BALANCE DUE ON DELIVERY |       | \$54,352.00 |           |                         |             |           |

Purchaser agrees that this Order includes all of terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any price agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby. THIS ORDER IS NOT A BINDING CONTRACT. DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH TERMS. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALERS; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED." TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE. THERE WILL BE ADDED THE SUM OF \$303.60 FOR DEALER COSTS AND OVERHEAD FOR ITEM RELATING TO PREPARING, HANDLING AND PROCESSING DOCUMENTS FOR THE MOTOR VEHICLE AND THE CLOSING OF THE TRANSACTION. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS. WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.

ACCEPTED BY:

PURCHASER'S SIGNATURE

1/24/2025

DATE

ACCEPTED BY:

DEALER OR HIS AUTHORIZED REPRESENTATIVE

DATE

1/24/2025



COMMERCIAL  
& FLEET

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**INVOICE**

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IL

ZIP

604612

BUS PHONE

PLEASE ENTER MY ORDER FOR THE FOLLOWING

NEW ☒

USED ☐

SUV ☐

TRUCK ☒

CAR ☐

| YEAR                                | MAKE  | MODEL       | BODY TYPE | COLOR                   | TRIM        | STOCK NO. |
|-------------------------------------|-------|-------------|-----------|-------------------------|-------------|-----------|
| 2025                                | FORD  | F450        | CHASSIS   | WHITE                   | XL          | ORDER     |
| VIN NO.                             | ORDER |             | MILES     | SALES REP               | BRIAN TARPO |           |
| PRICE                               |       | \$56,733.00 |           | TRADE-IN INFORMATION    |             |           |
|                                     |       |             |           | MAKE OF USED VEHICLE    |             |           |
|                                     |       |             |           | YEAR                    |             |           |
|                                     |       |             |           | MODEL                   |             |           |
|                                     |       |             |           | VEHICLE IDENT. NO.      |             |           |
|                                     |       |             |           | MILEAGE                 |             |           |
|                                     |       |             |           | TRADE VALUE             |             |           |
|                                     |       |             |           |                         |             |           |
| SUBTOTAL                            |       | \$56,733.00 |           | FLEET SALES INFORMATION |             |           |
| ELECTRONIC FILING FEE               |       | \$0.00      |           | ORDERING FIN 0          |             |           |
| DOCUMENTATION FEE                   |       | \$0.00      |           | END USER FIN QD643      |             |           |
| ILLINIOS SALES TAX 7.25%            |       | \$0.00      |           | SALES TYPE 0            |             |           |
| COUNTY TAX- COOK 1.00%              |       | \$0.00      |           | GPC DISCOUNT            |             |           |
| CITY OF CHICAGO TAX 1.25%           |       | \$0.00      |           | GPC REF #               |             |           |
| COOK COUNTY WHEEL TAX               |       | \$0.00      |           | 56A/CPA DISCOUNT        |             |           |
| LICENSE, TRANSFER, TITLE            |       | \$173.00    |           | 56M DISCOUNT            |             |           |
| EXTENDED SERVICE CONTRACT           |       | \$0.00      |           | RETAIL REBATE #         |             |           |
| TOTAL PRICE                         |       | \$56,906.00 |           |                         |             |           |
| CASH DOWN PAYMENT                   |       | \$0.00      |           |                         |             |           |
| REBATE                              |       | \$0.00      |           |                         |             |           |
| TOTAL DOWN PAYMENT                  |       | \$0.00      |           |                         |             |           |
| UNPAID CASH BALANCE DUE ON DELIVERY |       | \$56,906.00 |           |                         |             |           |

Purchaser agrees that this Order includes all of terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any price agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby THIS ORDER IS NOT A BINDING CONTRACT. DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH TERMS. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALERS; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED." TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE. THERE WILL BE ADDED THE SUM OF \$303.60 FOR DEALER COSTS AND OVERHEAD FOR ITEM RELATING TO PREPARING, HANDLING AND PROCESSING DOCUMENTS FOR THE MOTOR VEHICLE AND THE CLOSING OF THE TRANSACTION. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS. WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.

ACCEPTED BY:

PURCHASER'S SIGNATURE

DATE

1/24/2025

ACCEPTED BY:

DEALER OR HIS AUTHORIZED REPRESENTATIVE

DATE

1/24/2025

**From:** Anne M. Skrodzki  
**To:** Samantha Cooper  
**Cc:** Brandi Watson  
**Subject:** RE: Sutton Ford - Pick up trucks  
**Date:** Monday, February 17, 2025 11:45:07 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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[External Mail] Use caution with links and attachments.

This is SPC again, and I would try to do a goods only contract here.

Thanks!



ANNE M. SKRODZKI

[amskrodzki@ktjlaw.com](mailto:amskrodzki@ktjlaw.com)  
o: 312.984.6413

15010 S. RAVINIA DRIVE, STE 10  
Orland Park, IL 60462 | p: 312.984.6400

[ktjlaw.com](http://ktjlaw.com)

**From:** Samantha Cooper <[scooper@orlandpark.org](mailto:scooper@orlandpark.org)>  
**Sent:** Friday, February 14, 2025 9:28 AM  
**To:** Anne M. Skrodzki <[AMSkrodzki@ktjlaw.com](mailto:AMSkrodzki@ktjlaw.com)>  
**Cc:** Brandi Watson <[bwatson@orlandpark.org](mailto:bwatson@orlandpark.org)>  
**Subject:** Sutton Ford - Pick up trucks

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. -IT Department

Move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorizing the approval and execution of a vendor contract for the purchase of two (2) 2025 Ford F350 Crew Cab trucks, one (1) 2025 Ford F350 Chassis cab truck and one (1) 2025 Ford F450 Chassis cab from Sutton Ford of Matteson, Illinois, via the Suburban Purchasing Cooperative contract #222, 225 and 226 for an amount not to exceed \$222,010.00;

Samantha Cooper | Public Works Executive Assistant  
Village of Orland Park  
15655 S. Ravinia Avenue | Orland Park, Illinois 60462  
Ph. 708.403.6244 | [scooper@orlandpark.org](mailto:scooper@orlandpark.org)







## *A Joint Purchasing Program For Local Government Agencies*

July 10, 2023

Mr. Brian Tarpo  
Fleet Manager  
Sutton Ford  
21315 Central Avenue  
Matteson, IL 60443

Dear Mr. Tarpo,

This letter is to inform you that the Governing Board of the Suburban Purchasing Cooperative has approved the following awards to Sutton Ford, Matteson, IL from July 1, 2023 through June 30, 2024 with three possible, one-year contract extensions:

| Contract # | Vehicle                               |
|------------|---------------------------------------|
| 221        | Ford F250                             |
| 222        | Ford F350 Dual Rear Wheel Chassis Cab |
| 225        | F350 Single Rear Wheel Pick Up        |
| 226        | F450 Chassis Cab                      |
| 227        | F550 Chassis Cab                      |

With acceptance of these contracts, Sutton Ford agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded. The duration of the contract is July 1, 2023 through June 30, 2024. The SPC reserves the right to extend this contract for up to three (3) additional one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis.

Sutton Ford, Matteson will handle all billing. Each vehicle on all contracts will be assessed an administrative fee of \$150.00 per vehicle, which shall be paid directly by the vendor to the SPC on a quarterly basis.

**DuPage Mayors &  
Managers Conference**  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
Phone: (630) 571-0480  
Fax: (630) 571-0484

**Northwest Municipal  
Conference**  
1600 East Golf Rd., Suite 0700  
Des Plaines, IL 60016  
Ellen Dayan, CPPB  
Phone: (847) 296-9200  
Fax: (847) 296-9207

**South Suburban Mayors  
And Managers Association**  
1904 West 174<sup>th</sup> Street  
East Hazel Crest, IL 60429  
Kristi DeLaurentiis  
Phone: (708) 206-1155  
Fax: (708) 206-1133

**Will County  
Governmental League**  
15905 Frederick Street  
Suite 107  
Plainfield, IL 60586  
Cherie Belom  
Phone: (815) 254-7700

The SPC looks forward to a productive year working with Sutton Ford. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,



Ellen Dayan  
Purchasing Director  
Northwest Municipal Conference



Ellen Dayan, NWMC  
07.10.23  
Date



7-10-23  
Date

Brian Tarpo, Sutton Ford

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Phone: (815) 254-7700



# *A Joint Purchasing Program For Local Government Agencies*

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July 11, 2024

Mr. Brian Tarpo  
Fleet Manager  
Sutton Ford  
21315 Central Avenue  
Matteson, IL 60443

Dear Mr. Tarpo,

This letter is to inform you that the Governing Board of the Suburban Purchasing Cooperative has approved the first if three possible, one-year contracts to Sutton Ford, Matteson, IL from July 1, 2024 through June 30, 2025 with three possible, one-year contract extensions:

| Contract # | Vehicle                               |
|------------|---------------------------------------|
| 221        | Ford F250                             |
| 222        | Ford F350 Dual Rear Wheel Chassis Cab |
| 225        | F350 Single Rear Wheel Pick Up        |
| 226        | F450 Chassis Cab                      |
| 227        | F550 Chassis Cab                      |

With acceptance of these contracts, Sutton Ford agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded. The duration of the contract is July 1, 2023 through June 30, 2024. The SPC reserves the right to extend this contract for up to two additional one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis.

Sutton Ford, Matteson will handle all billing. Each vehicle on all contracts will be assessed an administrative fee of \$150.00 per vehicle, which shall be paid directly by the vendor to the SPC on a quarterly basis.

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**Will County  
Governmental League**  
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Plainfield, IL 60586  
Cherie Belom  
Phone: (815) 254-7700

The SPC looks forward to another productive year working with Sutton Ford. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,

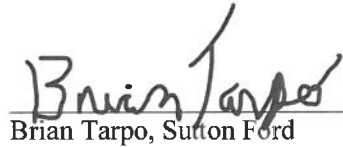


Ellen Dayan  
Purchasing Director  
Northwest Municipal Conference



\_\_\_\_\_  
Ellen Dayan, NWMC

07.12.24  
Date



7-12-24  
\_\_\_\_\_  
Brian Tarpo, Sutton Ford

Date

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Managers Conference**  
1220 Oak Brook Road  
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Cherie Belom  
Phone: (815) 254-7700



## *A Joint Purchasing Program For Local Government Agencies*

October 30, 2024

Mr. Scott Ourednik  
Commercial & Fleet Account Executive  
Sutton Ford  
21315 Central Avenue  
Matteson, IL 60443

Dear Mr. Ourednik,

This letter is to inform you that the Governing Board of the Suburban Purchasing Cooperative has approved the following price increases for 2025 model vehicles:

| Description | Contract # | Current \$  | Price Increase | 2025 Price  |
|-------------|------------|-------------|----------------|-------------|
| F250 XL 4x2 | 221        | \$41,271.00 | \$314.00       | \$41,585.00 |
| F350 XL 4x2 | 225        | \$42,946.00 | \$551.00       | \$43,497.00 |
| F350 CC 4x2 | 222        | \$44,791.00 | \$2,421.00     | \$47,212.00 |
| F450 CC 4x2 | 226        | \$46,483.00 | \$4,252.00     | \$50,735.00 |
| F550 CC 4x2 | 227        | \$47,476.00 | \$3,540.00     | \$51,016.00 |

Sutton Ford, Matteson will handle all billing. Each vehicle on all contracts will be assessed an administrative fee of \$150.00 per vehicle, which shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to continuing our relationship with Sutton Ford. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,

Ellen Dayan, CPPB  
Purchasing Director  
Northwest Municipal Conference

Ellen Dayan, NWMC

10/30/24  
Date

Sutton Ford

10.30.24  
Date

**DuPage Mayors &  
Managers Conference**  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
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Cherie Belom  
Phone: (815) 254-7700



 **ORLAND PARK**  
CERTIFICATE OF COMPLIANCE

---

The undersigned BRIAN TARPO,  
(Enter Name of Person Making Certification)

as FLEET MANAGER  
(Enter Title of Person Making Certification)

and on behalf of SUTTON FORD, certifies that:  
(Enter Name of Business Organization)

1) BUSINESS ORGANIZATION:

The Proposer is authorized to do business in Illinois: Yes [ ] No [ ]

Federal Employer I.D.# : 36-3669281  
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (check one):

☐ Sole Proprietor  
☐ Independent Contractor (Individual)  
☐ Partnership  
☐ LLC  
☒ Corporation IL IL 10/5/1989  
(State of Incorporation) (Date of Incorporation)

2) STATUS OF OWNERSHIP

Illinois Public Act 102-0265, approved August 2021, requires the Village of Orland Park to collect "Status of Ownership" information. This information is collected for reporting purposes only. Please check the following that applies to the ownership of your business and include any certifications for the categories checked with the proposal. Business ownership categories are as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq.

Minority-Owned [X] Small Business [ ] (SBA standards)  
Women-Owned [X] Prefer not to disclose [ ]  
Veteran-Owned [ ] Not Applicable [ ]  
Disabled-Owned [ ]

How are you certifying? Certificates Attached [ ] Self-Certifying [X]

STATUS OF OWNERSHIP FOR SUBCONTRACTORS

This information is collected for reporting purposes only. Please check the following that applies to the ownership of subcontractors.

Minority-Owned [ ] Small Business [ ] (SBA standards)  
Women-Owned [ ] Prefer not to disclose [ ]  
Veteran-Owned [ ] Not Applicable [ ]  
Disabled-Owned [ ]

3) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes ☒ No ☐

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

4) SEXUAL HARASSMENT POLICY: Yes ☒ No ☐

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

5) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: Yes ☒ No ☐

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for

compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

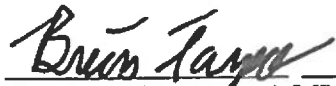
6) TAX CERTIFICATION:            Yes ☒ No ☐

Contractor is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

7) AUTHORIZATION & SIGNATURE

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Contractor set forth on the Proposal, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Certificate are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:

  
Signature of Authorized Officer

\_\_\_\_\_  
BRIAN TARPO  
Name of Authorized Officer

\_\_\_\_\_  
FLEET MANAGER  
Title

\_\_\_\_\_  
2/21/25  
Date





# ORLAND PARK

## INSURANCE REQUIREMENTS

Please sign and provide a policy Specimen Certificate of Insurance showing current coverages.

If awarded the contract, all Required Policy Endorsements noted in the left column in red bold type **MUST** be provided.

| Standard Insurance Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Please provide the following coverage if box is checked.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>WORKERS' COMPENSATION &amp; EMPLOYER LIABILITY</u></b><br/> Full Statutory Limits - Employers Liability<br/> \$500,000 – Each Accident<br/> \$500,000 – Each Employee<br/> \$500,000 – Policy Limit<br/> Waiver of Subrogation in favor of the Village of Orland Park</p> <p><b><u>AUTOMOBILE LIABILITY</u></b> (ISO Form CA 0001)<br/> \$1,000,000 – Combined Single Limit Per Occurrence<br/> Bodily Injury &amp; Property Damage. Applicable for All Company Vehicles.</p> <p><b><u>GENERAL LIABILITY</u></b> (Occurrence basis) (ISO Form CG 0001)<br/> \$1,000,000 – Combined Single Limit Per Occurrence<br/> Bodily Injury &amp; Property Damage<br/> \$2,000,000 – General Aggregate Limit<br/> \$1,000,000 – Personal &amp; Advertising Injury<br/> \$2,000,000 – Products/Completed Operations Aggregate</p> <p><b><u>ADDITIONAL INSURED ENDORSEMENTS:</u></b><br/> <i>(Not applicable for Goods Only Purchases)</i></p> <ul style="list-style-type: none"> <li>• ISO CG 20 10 or CG 20 26 (or Equivalent) Commercial General Liability Coverage</li> <li>• CG 20 01 Primary &amp; Non-Contributory (or Equivalent) The Village must be named as the Primary Non-Contributory which makes the Village a priority and collects off the policy prior to any other claimants.</li> <li>• Blanket General Liability Waiver of Subrogation - Village of Orland Park A provision that prohibits an insurer from pursuing a third party to recover damages for covered losses.</li> </ul> | <p><b><u>LIABILITY UMBRELLA</u></b> (Follow Form Policy)<br/> <input type="checkbox"/> \$1,000,000 – Each Occurrence<br/> \$1,000,000 – Aggregate<br/> <input type="checkbox"/> \$2,000,000 – Each Occurrence<br/> \$2,000,000 – Aggregate<br/> <input checked="" type="checkbox"/> Other: <u>10,000,000</u><br/> <b>EXCESS MUST COVER:</b> General Liability, Automobile Liability, Employers' Liability</p> <p><b><u>PROFESSIONAL LIABILITY</u></b><br/> <input type="checkbox"/> \$1,000,000 Limit – Claims Made Form, Indicate Retroactive Date<br/> <input type="checkbox"/> \$2,000,000 Limit – Claims Made Form, Indicate Retroactive Date<br/> <input type="checkbox"/> Other: _____<br/> Deductible not-to-exceed \$50,000 without prior written approval</p> <p><input type="checkbox"/> <b><u>BUILDERS RISK</u></b><br/> Completed Property Full Replacement Cost Limits – Structures under construction</p> <p><input type="checkbox"/> <b><u>ENVIRONMENTAL IMPAIRMENT/POLLUTION LIABILITY</u></b><br/> \$1,000,000 Limit for bodily injury, property damage and remediation costs resulting from a pollution incident at, on or mitigating beyond the job site</p> <p><input type="checkbox"/> <b><u>CYBER LIABILITY</u></b><br/> \$1,000,000 Limit per Data Breach for liability, notification, response, credit monitoring service costs, and software/property damage</p> <p><input type="checkbox"/> <b><u>CG 20 37 ADDITIONAL INSURED</u></b> – Completed Operations (Provide only if box is checked)</p> |

Any insurance policies providing the coverages required of the Consultant, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, officials, employees, volunteers and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." The required additional Insured coverage shall be provided on the Insurance Service Office (ISO) CG 20 10 or CG 20 26 endorsements or an endorsement at least as broad as the above noted endorsements as determined by the Village of Orland Park. Any Village of Orland Park insurance coverage shall be deemed to be on an excess or contingent basis as confirmed by the required (ISO) CG 20 01 Additional Insured Primary & Non-Contributory Endorsement. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regard to General Liability and Workers' Compensation coverage. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A-, VII rating according to Best's Key Rating Guide. Each insurance policy required shall have the Village of Orland Park expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsements shall not be a waiver of the contractor's obligation to provide all the above insurance.

Consultant agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages, endorsements and limits described above directly to the Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the contractor.

ACCEPTED & AGREED THIS 12 DAY OF March, 2025

  
\_\_\_\_\_  
Signature

Brian Tarpo  
\_\_\_\_\_  
Printed Name & Title

Authorized to execute agreements for:

Sutton Ford  
\_\_\_\_\_  
Name of Company



SUTTFOR-01

AADDISON2

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 231432  
Hub International Gulf South  
8550 United Plaza Blvd  
Suite 500  
Baton Rouge, LA 70809

CONTACT NAME:  
PHONE (A/C, No, Ext): (800) 789-7365 FAX (A/C, No): (225) 218-2401  
E-MAIL ADDRESS:

INSURED  
Sutton Ford, Inc.  
21316 Central Ave  
Matteson, IL 60443

| INSURER(S) AFFORDING COVERAGE                     | NAIC # |
|---------------------------------------------------|--------|
| INSURER A: Continental Casualty Company           | 20443  |
| INSURER B: The Continental Insurance Company      | 35289  |
| INSURER C: Zenith Insurance Company               | 13269  |
| INSURER D: Clear Blue Specialty Insurance Company | 37745  |
| INSURER E: Columbia Casualty Company              | 31127  |
| INSURER F:                                        |        |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                           | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                    |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Garage Liability<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | AYA737204967  | 5/1/2024                | 5/1/2025                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMPROP AGG \$<br>OTHER: \$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> Auto Incl In Garage                                                    |           |          | AYA737204967  | 5/1/2024                | 5/1/2025                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>OTHER: \$                                                    |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                                                                                                                                       |           |          | AYU737213443  | 5/1/2024                | 5/1/2025                | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 20,000,000<br>OTHER: \$                                                                                                                                                     |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                      | Y/N<br>Y  | N/A      | M1258408      | 8/1/2024                | 8/1/2025                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                 |
| D        | Dealer Open Lot                                                                                                                                                                                                                                                                                                                                                             |           |          | BN01-00390-03 | 5/1/2024                | 5/1/2025                | All Locations \$ 12,150,651                                                                                                                                                                                               |
| E        | Garagekeeper                                                                                                                                                                                                                                                                                                                                                                |           |          | AYN737213426  | 5/1/2024                | 5/1/2025                | Legal Liability \$ 6,820,000                                                                                                                                                                                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Compensation - Ford Stores - Policy Number M1258408

EFFECTIVE 8/1/2024 EXPIRATION 8/1/2025

Workers Compensation- Honda Stores- Policy Number M1356402

EFFECTIVE 8/1/2024 EXPIRATION 8/1/2025

Liability Deductible- \$5,000

Garagekeepers Deductibles: Collision \$2,500; Comp \$2,500/\$10,000

SEE ATTACHED ACORD 101

## CERTIFICATE HOLDER

## CANCELLATION

Village of Orland Park  
14700S Rainia Avenue  
Orland Park, IL 60462

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

|                                        |                      |                            |                                                                               |
|----------------------------------------|----------------------|----------------------------|-------------------------------------------------------------------------------|
| AGENCY<br>Hub International Gulf South |                      | License # 231432           | NAMED INSURED<br>Sutton Ford, Inc.<br>21315 Central Ave<br>Matteson, IL 60443 |
| POLICY NUMBER<br>SEE PAGE 1            |                      |                            |                                                                               |
| CARRIER<br>SEE PAGE 1                  | NAIC CODE<br>SEE P 1 | EFFECTIVE DATE: SEE PAGE 1 |                                                                               |

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:  
Dealer Open Lot Deductibles: Collision & Comp: \$2,500/\$12,500

Named Insureds & Locations  
Sutton Ford, Inc dba Sutton Ford Lincoln  
21315 Central Ave Matteson, Illinois 60443

SAG Kenosha, LLC dba Honda of Kenosha  
12180 77th Street Kenosha, Wisconsin 53104

SAG Coon Rapids, LLC dba Rapid Honda  
1950 Gateway Drive Coon Rapids, Illinois 55448

SAG Cocoa, LLC dba Cocoa Ford  
1360 W King Street Cocoa, Florida 32922

Pollution Coverage is afforded for the following locations:

\*Sutton Ford, Inc dba Sutton Ford Lincoln  
21315 Central Ave Matteson, Illinois 60443  
\*SAG Kenosha, LLC dba Honda of Kenosha  
12180 77th Street Kenosha, Wisconsin 53104  
\*SAG Coon Rapids, LLC dba Rapid Honda  
1950 Gateway Drive Coon Rapids, Illinois 55448



## Contractual Risk Transfer Evaluation Summary

Date 3/12/25

Vendor/Contractor Name: Sutton Ford, Ins.  
 Contract/Project Name/ #: (2)2025 Ford F350 Crew Cab trucks, 2025 Ford F350 Chassis cab truck, 2025 Ford F450 Chassis-Purchase  
 Contract Type: ☐ Contractor ☐ Prof. Svcs ☒ Goods Only ☐ MSA  
 MSA Title  
 Type of Work: Goods Only Vehicle Purchase  
 Contract/Project Summary: (2)2025 Ford F350 Crew Cab trucks, 2025 Ford F350 Chassis cab truck, 2025 Ford F450 Chassis-Purchase  
 Policy Expiration Date: 5/1/25

## Required Coverages/Limits – Per Contract:

## Compliant:

|                                    |                                                      |                          |                    |                                         |                             |                                        |
|------------------------------------|------------------------------------------------------|--------------------------|--------------------|-----------------------------------------|-----------------------------|----------------------------------------|
| General Liability:                 | \$1 million                                          | \$2 million General Agg. | Other:             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA            |
| Umbrella Liability:                | \$1 million                                          | \$2 million              | Other: \$10M/\$20M | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA            |
| Auto Liability:                    | \$1 million                                          | Any Auto/Owned           | Other:             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA            |
| Workers' Comp./ Employer Liability | \$500,000 Each Accident, Each Employee, Policy Limit |                          | Other:             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA            |
| Prof. Liability:                   | \$1 million                                          | \$2 million              | Other:             | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Env. Liability:                    | \$1 million                                          | \$2 million              | Other:             | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Exc./Umb. Prof.                    |                                                      |                          |                    | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Excess/Umb GL                      |                                                      |                          |                    | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Cyber Liability:                   | \$500,000                                            | \$1 million              | Other:             | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Builders Risk:                     | Completed Project Value                              |                          | Other:             | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Other:                             |                                                      |                          | Other:             | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input type="checkbox"/> NA            |

## Required Endorsements:

|                                                                                                    |                              |                             |                                        |
|----------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|----------------------------------------|
| ISO Additional Insured Endorsement: (CG 20 10 or CG 20 26)                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| ISO Additional Insured – Completed Operations (CG 20 37)                                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Broad Form Manuscript Add'l. Insd. Endorsement Reviewed/Acceptable Alternate Accepted Form:        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Primary Additional Insured Coverage Provided - ISO CG 20 01 or Acceptable Alternate Accepted Form: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Waiver of Subrogation - General Liability                                                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| Waiver of Subrogation – Workers' Compensation                                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |

## Additional Coverages/Revisions Approved:

Goods Only Purchase

Orland Park Hold Harmless/Indemnity Agreement Accepted: ☒ Yes ☐ No

## Notes / Additional Comments:

Contractual Risk Transfer: Acceptable ☒ Not Acceptable ☐



**Village of Orland Park**  
**Sole Source Request Form**  
Required for Purchases \$5,000 - \$24,999

Department Public Works Date 1/24/25  
Division (if applicable) Vehicles and Equipment  
Description of Good/Service (4) 2025 Ford Trucks  
Manufacturer or Supplier Sutton Ford  
Dollar Amount \$222,010.00 Co-op Purchasing Contract # 222, 225 and 226  
Have Adequate Funds Been Budgeted For This Purchase? Yes ☒ No ☐  
Account number(s) 3008040-570200 and 5008100-570200

**Option 1 - Sole Source Justification**

A Sole Source Purchase is available from only one supplier and must meet at least one of the following criteria (check the appropriate box):

- |                                               |                                                                                                               |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> One-of-a-Kind        | The commodity or service has no competitive product alternatives available on the market.                     |
| <input type="checkbox"/> Compatibility        | The commodity or service must match existing brand of equipment for compatibility.                            |
| <input type="checkbox"/> Replacement Part     | The commodity is a replacement part for a specific brand of existing equipment.                               |
| <input type="checkbox"/> Operation Continuity | The commodity or service is needed to maintain operational continuity.                                        |
| <input type="checkbox"/> Unique Design        | The commodity or service must meet physical design or quality requirements.                                   |
| <input type="checkbox"/> Delivery Date        | Only one supplier can meet necessary delivery requirements.                                                   |
| <input type="checkbox"/> Emergency            | PER VILLAGE CODE 1-16-3 (E): URGENT NEED for the item or service does not permit soliciting competitive bids. |
| <input type="checkbox"/> Other                |                                                                                                               |

Explain how your purchase of goods or services meets one or more of the above criteria for a valid sole source

**SEE BELOW. VILLAGE STANDARD VEHICLES  
THROUGH SUTTON FORD.**

**Price Reasonableness**

I determined that the price is reasonable for one of the following reasons:

☐ Relevant documentation attached

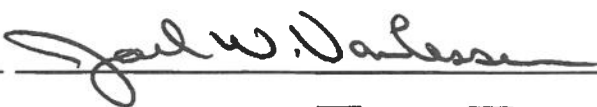
- |                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> I compared the proposed price to prices I previously paid for the same or similar services.                                         |
| <input type="checkbox"/> I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments.         |
| <input type="checkbox"/> I compared the proposed price to rough yardsticks and did not discover significant inconsistencies that warrant additional inquiry. |
| <input type="checkbox"/> Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.          |
| <input type="checkbox"/> The price is set by law or regulations.                                                                                             |
| <input type="checkbox"/> Market research reveals that same or similar goods or services are available for a similar price.                                   |

**Option 2 - Joint or Cooperative Purchasing**

Purchase through Cooperative Purchasing (attach contract documentation)

- |                                                                                                     |                                                                                |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> <u>State of Illinois Joint Purchase Program</u>                            | <input type="checkbox"/> <u>Omnia Partners - Public Sector</u>                 |
| <input checked="" type="checkbox"/> <u>NWMC/Suburban Purchasing Cooperative</u>                     | <input type="checkbox"/> <u>National Intergovernmental Purchasing Alliance</u> |
| <input type="checkbox"/> <u>The GSA Schedules</u>                                                   | <input type="checkbox"/> <u>The National Cooperative Purchasing Alliance</u>   |
| <input type="checkbox"/> <u>Sourcwell</u>                                                           | <input type="checkbox"/> <u>HGACBuy</u>                                        |
| <input type="checkbox"/> <u>Nat'l Association of State Procurement Officials (NASPO) ValuePoint</u> | <input type="checkbox"/> <u>Municipal Partnering Initiative (MPI)</u>          |
| <input type="checkbox"/> <u>Choice Partners Cooperative</u>                                         | <input type="checkbox"/> <u>Midwestern Higher Education Compact</u>            |
| <input type="checkbox"/> <u>The Interlocal Purchasing System (TIPS)</u>                             | <input type="checkbox"/> <u>National Purchasing Partners (NPPGov)</u>          |
| <input type="checkbox"/> <u>Purchasing Cooperative of America</u>                                   | <input type="checkbox"/> <u>1Government Procurement Alliance (1GPA)</u>        |
| <input type="checkbox"/> <u>Good Buy Purchasing Cooperative</u>                                     | <input type="checkbox"/> <u>National BuyBoard (BuyBoard)</u>                   |
|                                                                                                     | <input type="checkbox"/> Other: _____                                          |

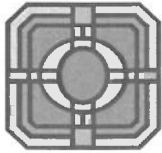
**Requested By:**

| Name                                     | Signature                                                                            | Date           |
|------------------------------------------|--------------------------------------------------------------------------------------|----------------|
| Staff Contact<br><u>Andrew Folkerts</u>  |   | <u>1/24/25</u> |
| Department Head<br><u>Joel Van Essen</u> |  | <u>1/24/25</u> |

Did legal review Terms & Conditions from vendor, if applicable? ☐ Yes ☒ No ☐ N/A  
Have you received a CRT summary from the Risk Manager? ☐ Yes ☒ No ☐ N/A

This form is to be attached to the contract or purchase requisition.





# VILLAGE OF ORLAND PARK

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
www.orlandpark.org

## Master

**File Number: 2025-0086**

**File ID:** 2025-0086

**Type:** MOTION

**Status:** PASSED

**Version:** 0

**Reference:**

**Controlling Body:** Board of Trustees

**File Created Date :** 01/20/2025

**Agenda Entry:** Police, Public Works, and Recreations Vehicle Purchases

**Final Action:** 02/03/2025

**Title:** Police, Public Works, and Recreations Vehicle Purchases

**Notes:**

**Sponsors:**

**Res/Ord Date:**

**Attachments:** Exhibit A - 2025 Vehicle Replacements, Quote - JX Peterbilt - 548 Chassis, Sole Source - JX Peterbilt - 548 Chassis, Quote - Sutton Ford - F350 Chassis, Quote - Sutton Ford - F350 Pick Up, Quote - Sutton Ford - F450 Chassis, Sole Source - Sutton Ford - Ford Trucks, Quote - Sutton Ford - Police Utility Interceptor, Sole Source - Sutton Ford - Police Utility Interceptors, Quote - Currie Ford - Transit 350, Quote - Currie Ford - Transit 250, Sole Source - Currie Ford - Transit Vans

**Res/Ord Number:**

**Drafter:**

**Hearing Date:**

**Department**

**Effective Date:**

**Contact:**

### History of Legislative File

| Ver-<br>sion: | Acting Body:            | Date:      | Action:             | Sent To:          | Due Date: | Return<br>Date: | Result: |
|---------------|-------------------------|------------|---------------------|-------------------|-----------|-----------------|---------|
| 0             | Public Works Department | 01/20/2025 | INTRODUCED TO BOARD | Board of Trustees |           |                 |         |
| 0             | Board of Trustees       | 02/03/2025 | APPROVED            |                   |           |                 | Pass    |

### Text of Legislative File 2025-0086

Title/Name/Summary

Police, Public Works, and Recreations Vehicle Purchases

#### History

Utilizing the fleet assessment conducted in 2021, vehicles and equipment developed a long-term vehicle replacement plan in order to standardize the fleet and maintain an appropriately aged fleet to minimize maintenance costs.

The 2025 Fiscal Year Budget includes the replacement of thirteen (13) vehicles. These new vehicles will be replacements and adhere to the Village vehicle standards. The twelve (12) vehicles that are being replaced at this time are attached in Exhibit A. The thirteenth vehicle will be purchased at a later date.

Three (3) of the police vehicles will be repurposed to replace high-mileage Community Service Officer vehicles. All of the replaced vehicles will be auctioned to recover a portion of the new vehicle cost.

Currie Motors Ford of Frankfort, Illinois, currently holds the Suburban Purchasing Cooperative (SPC) contract for Ford Transit vans, and Sutton Ford of Matteson, Illinois, has the SPC contract for Ford trucks and the State of Illinois Joint Purchasing contracts for Police Utility Interceptors.

Paccar chassis are the Village standard for heavy duty class 7 and 8 trucks, and JX Peterbilt of Joliet, Illinois, holds the Sourcewell contract for Peterbilt trucks.

Staff recommends utilizing the SPC contracts 207, 222, 225 and 226, and proceed with the purchase of one (1) Ford Transit 250 van, one (1) Transit 350 Passenger van, two (2) Ford F350 Crew Cab trucks, one (1) Ford F350 Chassis truck and one (1) Ford F450 Chassis truck.

Staff recommends utilizing Sourcewell contract #032824-PMC and proceeding with the purchase of two (2) Peterbilt 548 chassis trucks.

Staff recommends utilizing the State of Illinois Joint Purchasing contract and proceed with the purchase of four (4) Ford Police Utility Interceptors.

This agenda item is being considered by the Committee of the Whole and the Village Board of Trustees on the same night.

#### Financial Impact

Funds in the amount of \$725,319.00 are allocated in account 3008040-570200 and \$54,352.00 are allocated in account 5008100-570200.

#### Recommended Action/Motion

I move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorize the approval and execution of a vendor contract for the purchase of one (1) 2025 Ford Transit 250 van and one (1) 2025 Ford Transit 350 Passenger van from Currie Motors Ford of Frankfort, Illinois, via the Suburban Purchasing Cooperative contract #207 for an amount not to exceed \$114,941.00;

AND

Move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorize the approval and execution of a vendor

contract for the purchase of two (2) 2026 Peterbilt 548 chassis trucks from JX Peterbilt of Joliet, Illinois, via Sourcewell contract #032824-PMC for an amount not to exceed \$253,092.00;

AND

Move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorizing the approval and execution of a vendor contract for the purchase of two (2) 2025 Ford F350 Crew Cab trucks, one (1) 2025 Ford F350 Chassis cab truck and one (1) 2025 Ford F450 Chassis cab from Sutton Ford of Matteson, Illinois, via the Suburban Purchasing Cooperative contract #222, 225 and 226 for an amount not to exceed \$222,010.00;

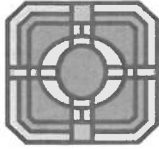
AND

Move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorize the approval and participation in the State of Illinois Joint Purchasing Master contract #22-416CMS-BOSS4-B-27256 for the purchase of four (4) 2025 Ford Police Utility Interceptors from Sutton Ford of Matteson, Illinois, for an amount not to exceed \$190,720.00;

AND

Authorize the Village Manager to execute all related contracts, subject to the Village Attorney review.





# VILLAGE OF ORLAND PARK

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
[www.orlandpark.org](http://www.orlandpark.org)

## Meeting Minutes

### Board of Trustees

*Village President Keith Pekau*

*Village Clerk Brian L. Gaspardo*

*Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,  
Sean Kampas, Brian Riordan and Joni Radaszewski*

---

Monday, February 3, 2025

7:00 PM

Village Hall

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#### **Police, Public Works, and Recreations Vehicle Purchases**

I move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorize the approval and execution of a vendor contract for the purchase of one (1) 2025 Ford Transit 250 van and one (1) 2025 Ford Transit 350 Passenger van from Currie Motors Ford of Frankfort, Illinois, via the Suburban Purchasing Cooperative contract #207 for an amount not to exceed \$114,941.00;

AND

Move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorize the approval and execution of a vendor contract for the purchase of two (2) 2026 Peterbilt 548 chassis trucks from JX Peterbilt of Joliet, Illinois, via Sourcewell contract #032824-PMC for an amount not to exceed \$253,092.00;

AND

Move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorizing the approval and execution of a vendor contract for the purchase of two (2) 2025 Ford F350 Crew Cab trucks, one (1) 2025 Ford F350 Chassis cab truck and one (1) 2025 Ford F450 Chassis cab from Sutton Ford of Matteson, Illinois, via the Suburban Purchasing Cooperative contract #222, 225 and 226 for an amount not to exceed \$222,010.00;

AND

Move to approve the waiver of the competitive bid process in lieu of participation in a joint purchasing cooperative and authorize the approval and participation in the State of Illinois Joint Purchasing Master contract #22-416CMS-BOSS4-B-27256 for the purchase of four (4) 2025 Ford Police Utility Interceptors from Sutton Ford of Matteson, Illinois, for an amount not to exceed \$190,720.00;

AND

Authorize the Village Manager to execute all related contracts, subject to the Village Attorney review.

**This matter was APPROVED on the Consent Agenda.**

Respectfully Submitted,

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**Brian L. Gaspardo, Village Clerk**

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**Recording Secretary**

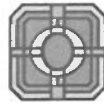
**MAYOR**

Keith Pekau

**VILLAGE CLERK**

Brian L. Gaspardo

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
(708)403-6100  
[orlandpark.org](http://orlandpark.org)

**ORLAND  
PARK****FINANCE****TRUSTEES**

William R. Healy

Cynthia Nelson Katsenes

Michael R. Milani

Sean Kampas

Brian J. Riordan

Joni J. Radaszewski

February 21, 2025

Brian Tarpo  
Sutton Ford  
21315 Central Avenue  
Matteson, IL 6043

NOTICE OF AWARD – Purchase of two (2) 2025 Ford F350 Crew Cab trucks, one (1) 2025 Ford F350 Chassis cab truck and one (1) 2025 Ford F450 Chassis cab

Dear Mr. Tarpo,

This notification is to inform you that on February 3, 2025, the Village of Orland Park approved awarding Sutton Ford the contract in accordance with the proposals you submitted dated January 24, 2025, for the purchase of two (2) 2025 Ford F350 Crew Cab trucks, one (1) 2025 Ford F350 Chassis cab truck and one (1) 2025 Ford F450 Chassis cab for an amount not to exceed two hundred twenty two thousand ten and 00/100 (\$222,010.00) Dollars.

In order to begin this purchase, you must comply with the following within ten business days of the date of this Notice of Award, which is by March 7, 2025.

- Complete and return enclosed Certificate of Compliance and Insurance Requirements Form.
- Submit electronically a Certificate of Insurance from your insurance company in accordance with all of the Insurance Requirements for a) General Liability per the Insurance Requirements. You may contact the Village's Contractual Risk Manager, Dan Letourneau at 630-846-8862 or [ltcrs2019@gmail.com](mailto:ltcrs2019@gmail.com) if you have any questions.

You will receive the contract via email from BidNet Direct ASC eSign once all of your documents have been received. All documents listed above are to be submitted to Samantha Cooper, Executive Assistant, at [scooper@orlandpark.org](mailto:scooper@orlandpark.org), and are required prior to proceeding with the order. You will receive notification from BidNet Direct of the fully executed contract and will be issued a Notice to Proceed letter. Failure to comply with these conditions within the time specified will entitle the Village to consider your proposal abandoned and to annul this Notice of Award. If you have any questions, please do not hesitate to call me at 708-403-6106 or e-mail me at [afolkerts@orlandpark.org](mailto:afolkerts@orlandpark.org).

Sincerely,

Andrew Folkerts  
Fleet Manager



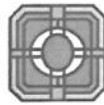
**MAYOR**

Keith Pekau

**VILLAGE CLERK**

Brian L. Gaspardo

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
(708)403-6100  
[orlandpark.org](http://orlandpark.org)



**ORLAND  
PARK**

**FINANCE**

**TRUSTEES**

William R. Heoly

Cynthia Nelson Katsenes

Michael R. Milani

Sean Kampas

Brian J. Riordan

Joni J. Radaszewski

March 31, 2025

Brian Tarpo  
Sutton Ford  
21315 Central Avenue  
Matteson, IL 6043

**NOTICE TO PROCEED** – Purchase of two (2) 2025 Ford F350 Crew Cab trucks, one (1) 2025 Ford F350 Chassis cab truck and one (1) 2025 Ford F450 Chassis cab

Dear Mr. Tarpo,

This notification is to inform you that the Village of Orland Park has received the electronic contract, certifications, and insurance documents in order to proceed with the purchase of goods on the above stated project as of March 25, 2025.

Please contact me at 708-403-6106 to arrange the delivery of goods.

The Village has processed Contract Number #20250170 for this contract/purchase. It is imperative that this number be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462 or emailed to [accounts payable@orlandpark.org](mailto:accounts payable@orlandpark.org). Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Contract Number.

Sincerely,

Andrew Folkerts  
Fleet Manager

