



# A Joint Purchasing Program For Local Government Agencies

July 18, 2018

Mr. Kyle Mohrbach  
Fleet Manager  
Sutton Auto Group  
21315 Central Ave,  
Matteson, IL 60443

Dear Mr. Mohrbach,

This letter is to inform you that the Suburban Purchasing Cooperative's Governing Board has approved the award of SPC Contract #182 for the 2019 Ford F-550 XL Chassis Cab Plus Option Packages and Other Options to Sutton Auto Group based on your response being the lowest responsible, responsive bid and in compliance with all bid specification requirements.

With acceptance of this contract, Sutton Auto Group agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded.

Sutton Auto Group, Matteson will handle all billing. Each vehicle purchased will be assessed a \$120.00 administrative fee per vehicle which shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to a productive year working with Sutton Auto Group. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention. The duration of the contract is July 18, 2018 through July 17, 2019. The SPC reserves the right to extend this contract for up to (3) three additional one-year terms upon mutual agreement of the both the vendor and the SPC on a negotiated basis.

Sincerely,

Ellen Dayan, CPPB  
Purchasing Director  
Northwest Municipal Conference

07.18.18

Name: Ellen Dayan Date  
Northwest Municipal Conference

7/19/18

Name: Kyle Mohrbach Date  
Sutton Auto Group

*DuPage Mayors & Managers Conference*  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
Phone: (630) 571-0480  
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*Northwest Municipal Conference*  
1600 East Golf Rd., Suite 0700  
Des Plaines, IL 60016  
Ellen Dayan, CPPB  
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*South Suburban Mayors And Managers Association*  
1904 West 17<sup>th</sup> Street  
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