



# Agenda Item Executive Summary

Item Name      Authorization to Purchase Federal Task Force      Committee  
Officer Vehicle      or Board      Board

## BUDGET IMPACT

Amount:      \$34,775.00      Budgeted      \$37,000

List what fund      Vehicle Replacement Fund

## EXECUTIVE SUMMARY

The police department would like to purchase a replacement 2021 Dodge Durango Police Pursuit vehicle as budgeted to be assigned to the federal task force officer. The Suburban Purchasing Cooperative awarded Contract #201 to Roesch Dodge in Elmhurst, Illinois for the 2021 Dodge Durango Police Pursuit vehicle.

## ATTACHMENTS (PLEASE LIST)

- Police Department Memorandum

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** I move to purchase a 2021 Dodge Durango Police Pursuit vehicle through the Suburban Purchasing Cooperative Contract #201 in the amount of \$34,775.00 from Roesch Dodge in Elmhurst, Illinois.

Staff:      Patrick B. Ullrich, Chief of Police

Date:      4/26/21

Geoffrey T. Pretkelis, Deputy Chief

**POLICE DEPARTMENT MEMORANDUM  
21-21**

**DATE:** April 26, 2021

**TO:** Paula Schumacher, Village Administrator

**FROM:** Patrick B. Ullrich, Chief of Police

**RE:** FY 21/22 – Purchase of a Dodge Durango Police Pursuit Vehicle for the Federal Task Force Officer

The Suburban Purchasing Cooperative (SPC) Governing Board has approved the award of contracts for 2021 Dodge Police Pursuit vehicle to Roesch Chrysler Jeep Dodge, Elmhurst as the lowest responsive, responsible bidder on RFP #201. The 2021 Dodge Durango Police Pursuit vehicle comes standard with All-Wheel Drive and features a V-6 engine.

The FY 2021/2022 budget provides \$37,000 for the purchase of a federal task force officer vehicle. The total price for this vehicle, including delivery is \$34,775.00, which is \$2,225.00 under budget. This vehicle would be purchased to replace the court liaison vehicle which meets the criteria on the Vehicle Replacement Guideline Evaluation Form. This vehicle would be replaced with the Dodge Durango that would be assigned to the federal task force officer. The current task force vehicle would be used by the court liaison officer. This vehicle would be delivered in six to eight months from the time the order is placed.

**MOTION: I move to purchase a 2021 Dodge Durango Police Pursuit vehicle through the Suburban Purchasing Cooperative Contract #201 in the amount of \$34,775.00 from Roesch Chrysler Jeep Dodge, Elmhurst, Illinois.**

## 2021 DODGE DURANGO POLICE PURSUIT V6, AWD - Federal Task Force

OPTIONS	PRICE
Base Price	\$29,997.00
Administration Fee	\$150.00
Cloth Bucket & Rear Bench (SSV)	\$0.00
Black	\$0
18" Painted Aluminum Wheels	\$313.00
4 Additional Key Fobs	\$90.00
Blind Spot & Cross Path Detection	\$446.00
Engine Block Heater	\$86.00
Delete Liftgate Badge	\$0.00
Door/Window Activation Kit	\$90.00
Floor Carpet	\$113.00
Front & Rear Wire Harness	\$1,287.00
Full Length Floor Console	\$266.00
Power Liftgate	\$356.00
Security Alarm	\$136.00
Skid Plate Group	\$266.00
Uconnect 5 Navigation 10.1" Display	\$878.00
Civilian License Plates & Title	\$301.00
Delivery Fee Under 50 miles	\$0.00

**\$34,775.00**



# A Joint Purchasing Program For Local Government Agencies

November 4, 2020

Mr. Michael Hilmers  
Roesch Truck Center  
Government & Fleet Sales  
303 w. Grand Avenue  
Bensenville, IL 60106

Dear Mr. Hilmers,

We are pleased to advise you that the Suburban Purchasing Cooperative (SPC) Governing Board has approved the award of contracts for 2021 Dodge Police & Special Service Vehicles to Roesch Chrysler Jeep Dodge, Elmhurst as the lowest responsive, responsible bidder on RFP #200 Dodge Charger Pursuit Vehicles, #201 Dodge Durango Vehicles, and, #202 Dodge Ram 1500 SSV Crew Cab. The duration of the agreements is from November 4, 2020 through November 3, 2021. 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.

With acceptance of these contracts, Roesch agrees to all terms and conditions set forth in the specifications contained within the Requests for Proposals to which you responded.

Roesch Chrysler Jeep Dodge, Elmhurst will handle all billing. Each vehicle purchased will be assessed a \$150.00 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 Roesch. 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

11.04.20  
Date

Name: Ellen Dayan  
Northwest Municipal Conference

11/5/2020  
Date

Name: Michael Hilmers  
Roesch

*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 DeLaurentis  
Phone: (708) 206-1155  
Fax: (708) 206-1133

*Will County Governmental League*  
15905 S. Frederick St., Suite 107  
Plainfield, IL 60586  
Cherle Belom  
Phone: (815) 254-7700



2021 DURANGO PPV

CONTRACT #201

ROESCH TRUCK CENTER  
200 W. GRAND AVE  
ELMHURST, IL 60126

CONTACT:  
MICHAEL HILMERS  
[MIKEHILMERS@ROESCHTRUCKS.COM](mailto:MIKEHILMERS@ROESCHTRUCKS.COM)  
630-247-5383

*Roesch*  
CHRYSLER DODGE  
JEEP RAM

SPC  
SUBURBAN PURCHASING  
COOPERATIVE

**SUBURBAN PURCHASING  
COOPERATIVE (SPC) RFP  
#201  
2021 DODGE DURANGO**

**DEALER AGREES TO FURNISH PRICE/TOTAL BID AS SPECIFIED  
WITH ALL STANDARD EQUIPMENT ATTACHED WITH NO  
DELETIONS**

**\$27,444.00**

**(RWD SPECIAL SERVICE - V6)**

**\$30,050.00**

**(RWD SPECIAL SERVICE - V8)**

**\$29,997.00**

**(AWD POLICE PURSUIT - V6)**

**\$32,603.00**

**(AWD POLICE PURSUIT - V8)**

**DESTINATION & MANUFACTURER DELIVERY CHARGES  
INCLUDED**

**WARRANTY INFO**

**3 YEAR / 36,000 MILE LIMITED "BUMPER TO BUMPER"  
5 YEAR 60,000 MILE LIMITED POWERTRAIN**

**FREE DELIVERY WITHIN 50 MILES OF ELMHURST, IL**

<b>STANDARD EQUIPMENT (UNLESS REPLACED BY OPTIONAL EQUIPMENT)</b>	<b>W D D E E S</b>	<b>W D U L L I E S</b>
DURANGO PURSUIT VEHICLE (AZ1)		X
ECO SUSPENSION III (SD2)	X	
ELECTRIC POWER STEERING (SBL)	X	X
ELECTRONIC STABILITY CONTROL (BNB)	X	X
ENGINE - 3.6L V6 24V VVT ENGINE UPG I W/ESS (ERC)	X	X
ENGINE OIL COOLER (NHA)	X	X
ENHANCED ACCIDENT RESPONSE SYSTEM (LSE)	X	X
EXTERIOR MIRRORS W/HEATING ELEMENT (NHJ)	X	X
FLOOR CARPET (CKD)	X	
FOUR WHEEL TRACTION CONTROL (BNR)		X
FRONT & REAR INTERIOR LED LAMPS (LBR)	X	X
FRONT DOOR TINTED GLASS (GCB)	X	X
FRONT LICENSE PLATE BRACKET (MDA)	X	X
FRONT PASSENGER SEAT BELT ALERT (LAX)	X	X
FRT PASS FORWARD FOLD FLAT SEAT (CDW)	X	X
FULL LENGTH FLOOR CONSOLE (CUF)	X	
FULL SIZE SPARE TIRE (TBP) - Matching Spare		X
GLOSS BLACK GRILLE W/GRANITE INNER (MAK)		X
GLOVE BOX LAMP (LBC)	X	X
GOOGLE ANDROID AUTO (RF5)	X	X
GPS ANTENNA INPUT (JLP)	X	X
GVW RATING - 6500# (Z1K)	X	
GVW RATING - 6500# (Z6K)		X
HEAVY DUTY ENGINE COOLING (NMC)	X	X
HILL START ASSIST (BNG)	X	X
HOOD INSULATION (HGA)	X	X
ILLUMINATED CUPHOLDERS (CWP)	X	X
ILLUMINATED ENTRY (LAC)	X	X
INSTR. PANEL PLATINUM CHROME BEZEL (JB5)	X	X
INSTRUMENT PANEL (JAA)	X	X
INTEGRATED CENTER STACK RADIO (RTF)	X	X
INTEGRATED VOICE COMMAND W/BLUETOOTH (XRB)	X	X
INTERIOR ASSIST HANDLES (CSV)	X	X
LAMINATED FRONT DOOR GLASS (GAP)	X	X
LED DAYTIME RUNNING HEADLAMPS (LMZ)	X	X
LED LOW/HIGH BEAM HEADLAMPS (LM8)	X	X
LED TAILLAMPS W/RED ACCENTS (LA3)	X	X
LIGHT HEADLINER (CHK)	X	X
LOCK ON SYNC TIRE PRESS SENSOR (CXG)	X	X
LUXURY FRONT & REAR FLOOR MATS (CLX)	X	
MEDIA HUB (2 USB, AUX) (RSP)	X	X
MONOTONE PAINT (APA)	X	X
NON ADJUSTABLE PEDALS (XA8)	X	X
NORMAL DUTY SUSPENSION (SDA)		X
OVERHEAD CONSOLE (CUN)	X	X
P265/60R18 BSW ON/OFF ROAD TIRES (TP5)	X	X
PARKSENSE RR PARK ASSIST W/STOP (XH3)	X	X
PARKVIEW REAR BACK-UP CAMERA (XAC)	X	X
PASSENGER ASSIST HANDLES (CSR)	X	X
PERFORATED LEATHER WRAPPED STRG WHL (SCJ)	X	X
POWER 4-WAY DRIVER LUMBAR ADJUST (JPU)	X	X
POWER 8-WAY DRVR/MANUAL PASS SEAT (JPR)	X	X
POWER ACCESSORY DELAY (JKY)	X	X
POWER HEATED MIRRORS, FOLD-AWAY (GTS)	X	X
POWER LOCKS (JPB)	X	X
PREMIUM INSTRUMENT CLUSTER W/TACH (JAJ)	X	X
PREMIUM INSULATION GROUP (HGP)	X	X

<b>STANDARD EQUIPMENT (UNLESS REPLACED BY OPTIONAL EQUIPMENT)</b>	<b>W D D E E 7 5</b>	<b>W D D E E 7 5</b>
118 MPH MAXIMUM SPEED CALIBRATION (JJ3)	X	X
12 VOLT AUX POWER OUTLET - FRONT (JKP)	X	X
12 VOLT AUX POWER OUTLET - REAR (JIM)	X	X
140 MPH PRIMARY CERT. SPEEDOMETER (JCF)	X	X
18" COMPACT STEEL SPARE WHEEL (W1G)	X	
18X8.0 BLACK STEEL WHEELS (WBN)		X
18X8.0 PAINTED ALUMINUM WHEELS (WP1)	X	
195MM FRONT AXLE (DJC)		X
195MM REAR AXLE (DRH)		X
220 AMP ALTERNATOR (BAJ)	X	X
230MM REAR AXLE (DR1)	X	
24.6 GALLON FUEL TANK (NF4)	X	X
2 ADDITIONAL KEY FOBS (XCH)	X	
2ND ROW 60/40 FOLDING SEAT (CFN)	X	X
3.27 REAR AXLE RATIO (DML)	X	
3.45 REAR AXLE RATIO (DLK)		X
4-WHEEL DISC HEAVY DUTY BRAKES (BR8)	X	X
50 STATE EMISSIONS (NAS)	X	X
5 PASSENGER SEATING (CYD)	X	X
650 AMP AGM BATTERY (BCZ)	X	X
6 SPEAKERS (RCG)	X	X
8.4" TOUCHSCREEN DISPLAY (RFL)	X	X
ACCENT COLOR LOWER FASCIA (MLX)	X	X
ACCENT COLOR SHARK FIN ANTENNA (RD3)	X	X
ACCENT COLOR WHEEL LIP MOLDING (MRD)	X	X
ACOUSTIC WINDSHIELD (GAK)	X	X
ADVANCED MULTISTAGE FRONT AIR BAGS (CG3)	X	X
AIR FILTERING (JMA)	X	X
APPLE CARPLAY (RFP)	X	X
ATC W/3 ZONE TEMP CONTROL (HAH)	X	X
AUTOMATIC HEADLAMPS (LMG)	X	X
AUX BATTERY (BC1)	X	X
AWD BADGE (MWT)		X
BASE DOOR TRIM PANEL (CTL)	X	X
BELT MOLDINGS (MMG)	X	X
BLACK HEADLAMP BEZELS (MFA)		X
BLACK VINYL FLOOR COVERING (CKJ)		X
BODY COLOR/ACCENT COLOR REAR FASCIA (MBT)	X	X
BODY COLOR DOOR HANDLES (MNK)	X	X
BODY COLOR EXTERIOR MIRRORS (LEP)	X	X
BODY COLOR UPPER FASCIA (MBP)	X	X
CAPLESS FUEL FILL W/O DISCRIMINATOR (XJM)	X	X
CARGO COMPARTMENT CARPET (CKN)	X	X
CARGO TIE DOWN LOOPS (CKT)	X	X
CHILD SEAT ANCHOR SYSTEM-LATCH READY (CGU)	X	X
CHROME GRILLE W/GRANITE CYST INNER (MAH)	X	
CHROME HEADLAMP BEZELS (MFP)	X	
CLOTH BUCKET SEATS W/ SHIFT INSERT ('C5)	X	X
COMPACT SPARE TIRE (TBK)	X	
CONVENTIONAL DIFFERENTIAL FRT AXLE (DS7)		X
CONVENTIONAL DIFFERENTIAL REAR AXLE (DS8)	X	X
COVERED CARGO STORAGE (CLG)	X	X
DEEP TINT SUNSCREEN GLASS (GEG)	X	X
DELETE 3RD ROW SEAT (CF9)	X	X
DRVR INFLATABLE KNEE-BOLSTER AIR BAG (CGY)	X	X
DUAL NOTE ELECTRIC HORNS (JJB)	X	X
DURANGO BRIGHT BADGE (MZJ)	X	X

<b>STANDARD EQUIPMENT (UNLESS REPLACED BY OPTIONAL EQUIPMENT)</b>	<b>W D E 7 5</b>	<b>W D E 7 5</b>
PREMIUM LED FOG LAMPS (LTE)	X	
PROTECTIVE COATING AND REMOVER (XPF)	X	X
PUSHBUTTON START (GX4)	X	X
PUSH-PUSH FUEL FILLER DOOR (XJ7)	X	X
PWR FRONT WINDOWS, 1-TOUCH, UP & DOWN (JP3)	X	X
R1234YF A/C REFRIGERANT (XFC)	X	X
RAIN BRAKE SUPPORT (BHC)	X	X
READY ALERT BRAKING (BHD)	X	X
REAR AIR CONDITIONING W/HEATER (HBB)	X	X
REAR LOAD LEVELING SUSPENSION (SES)	X	X
REAR VIEW AUTO DIM MIRROR (GNK)	X	X
REAR WINDOW DEFROSTER (GFA)	X	X
REAR WINDOW WIPER/WASHER (JHB)	X	X
REMOTE KEYLESS ENTRY (GXM)	X	X
REMOTE PROXIMITY KEYLESS ENTRY (GXD)	X	X
SELECTABLE STEERING MODES (XX7)	X	X
SENTRY KEY THEFT DETERRENT SYSTEM (GXX)	X	X
SILL MOLDING (MRF)	X	X
SINGLE SPEED TRANSFER CASE (DHY)		X
SIRIUSXM RADIO SERVICE (X9B)	X	X
SIRIUSXM SATELLITE RADIO (RSD)	X	X
SPECIAL SERVICE GROUP (AHV)	X	X
SPEED CONTROL (NHM)	X	X
SPORT MODE (XG8)	X	
SPOT LAMP WIRING PREP. (LNO)	X	X
STEEL SPARE WHEEL (WLB)		X
STEERING WHEEL MOUNTED AUDIO CTRLS (RDZ)	X	X
STOP-START DUAL BATTERY SYSTEM (XHZ)	X	X
SUN VISORS W/VANITY MIRROR (GNV)	X	X
SUPER NOVA HYDRO INTERIOR ACCENTS (XSV)	X	X
SUPP. SIDE CURTAIN ALL ROWS AIR BAGS (CJ5)	X	X
SUPPLEMENTAL FRT SEAT SIDE AIR BAGS (CJ1)	X	X
SUPPLEMENTAL SIDE AIR BAGS (CGS)	X	X
TEMPERATURE & COMPASS GAUGE (JFJ)	X	X
TILT/TELESCOPE STEERING COLUMN (SUD)	X	X
TINTED WINDSHIELD GLASS (GGB)	X	X
TIP START (XBN)	X	X
TIRE PRESSURE MONITORING DISPLAY (XGM)	X	X
TRACTION CONTROL (BNM)	X	
TRAILER SWAY DAMPING (BNT)	X	X
TRANSMISSION - 8-SPD AUTO 850RE TRANS (MAKE) (DFT)	X	X
TRANSMISSION HEATER (NHQ)	X	X
UCONNECT 4 WITH 8.4" DISPLAY (UAM)	X	X
USB HOST FLIP (RF7)	X	X
VAR INTERMITTENT WINDSHIELD WIPERS (JHA)	X	X
VEHICLE INFORMATION CENTER (LAZ)	X	X

<input type="checkbox"/>	2021MY DURANGO RWD SSV - V6	\$27,444.00
<input type="checkbox"/>	2021MY DURANGO RWD SSV - V8	\$30,050.00
<input checked="" type="checkbox"/>	2021MY DURANGO PPV - V6	\$29,997.00
<input type="checkbox"/>	2021MY DURANGO PPV - V8	\$32,603.00

**INTERIOR OPTIONS**

<input checked="" type="checkbox"/>	C5X9 CLOTH BUCKET & REAR BENCH (SSV)	\$0.00
<input type="checkbox"/>	X5X9 CLOTH FRONT BUCKET/ VINYL REAR BENCH SEAT (PPV)	\$108.00

**EXTERIOR COLOR OPTIONS**

<input type="checkbox"/>	P5C BILLET CLEAR COAT	\$0.00
<input checked="" type="checkbox"/>	PXJ BLACK	\$0.00
<input type="checkbox"/>	P0N DESTROYER GREY	\$0.00
<input type="checkbox"/>	PAU GRANITE	\$0.00
<input type="checkbox"/>	PBF REACTOR BLUE	\$0.00
<input type="checkbox"/>	PRM READLINE 2	\$0.00
<input type="checkbox"/>	PWD VICE WHITE	\$536.00
<input type="checkbox"/>	PW7 WHITE KNUCKLE	\$0.00
<input type="checkbox"/>	PFO FB GREEN	\$0.00
<input type="checkbox"/>	PRV OCTANE RED	\$0.00

**ADDITIONAL OPTIONS**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	WSA	18" PAINTED ALUMINUM WHEELS	\$313.00
<input type="checkbox"/>	<input type="checkbox"/>	XCS	4 ADDITIONAL KEY FOBS	\$90.00
<input type="checkbox"/>	<input type="checkbox"/>	LNF	BLACK LEFT LED SPOT LIGHT	\$490.00
<input type="checkbox"/>	<input type="checkbox"/>	LNA	BLACK RIGHT SPOT LIGHT	\$463.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	XAN	BLIND SPOT & CROSS PATH DETECTION	\$446.00
<input type="checkbox"/>	<input type="checkbox"/>	CW6	DEACTIVATE REAR WINDOWS/DOORS	\$68.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MT8	DELETE LIFTGATE BADGE	\$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CW7	DOOR/WINDOW ACTIVATION KIT	\$90.00
<input type="checkbox"/>	<input type="checkbox"/>	XDV	DRIVERS SIDE BALLISTIC	\$2,183.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NHK	ENGINE BLOCK HEATER	\$86.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CKD	FLOOR CARPET	\$113.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	XPW	FRONT & REAR WIRE HARNESS	\$1,287.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CUF	FULL LENGTH FLOOR CONSOLE	\$266.00
<input type="checkbox"/>	<input type="checkbox"/>	CUG	POLICE FLOOR CONSOLE	\$755.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JRC	POWER LIFTGATE	\$356.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LSA	SECURITY ALARM	\$136.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADL	SKID PLATE GROUP FRONT SUSPENSION SKID PLATE FUEL TANK SKID PLATE TRANSFER CASE SKID PLATE UNDERBODY SKID PLATE	\$266.00
<input type="checkbox"/>	<input type="checkbox"/>	XDG	PASSENGER SIDE BALLISTIC DOOR PANEL	\$2,093.00
<input type="checkbox"/>	<input type="checkbox"/>	GXF	ENTIRE FLEET KEY ALIKE (FREQ 1)	\$125.00
<input type="checkbox"/>	<input type="checkbox"/>	GXA	ENTIRE FLEET KEY ALIKE (FREQ 2)	\$125.00
<input type="checkbox"/>	<input type="checkbox"/>	GXE	ENTIRE FLEET KEY ALIKE (FREQ 3)	\$125.00
<input type="checkbox"/>	<input type="checkbox"/>	GXG	ENTIRE FLEET KEY ALIKE (FREQ 4)	\$125.00
<input type="checkbox"/>	<input type="checkbox"/>	ADG	TECHNOLOGY GROUP ADAPTIVE CRUISE CONTROL W/STOP ADVANCED BRAKE ASSIST FULL SPEED FWD COLLISION WARN PLUS RAIN SENSITIVE WINDSHEILD WIPERS	\$2,246.00
<input type="checkbox"/>	<input type="checkbox"/>	AHX	TRAILER TOW GROUP	\$760.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	UBN	UCONNECT 5 NAV W/ 10.1" DISPLAY	\$878.00

**LICENSE & TITLE OPTIONS**

<input type="checkbox"/>	MLPT	MUNICIPAL LICENSE PLATES & TITLE	\$158.00
<input type="checkbox"/>	MPLPT	MUNICIPAL POLICE PLATES & TITLE	\$158.00
<input checked="" type="checkbox"/>	CLP	CIVILIAN LICENSE PLATES & TITLE	\$301.00

**ADDITIONAL DELIVERY OPTIONS**

<input type="checkbox"/>	D1	DELIVERY FEE: 50-100 MILES	\$70.00
<input type="checkbox"/>	D2	DELIVERY FEE: 100-200 MILES	\$150.00

**VEHICLE SUBTOTAL:**

\_\_\_\_\_

**PURCHASE ORDER INFORMATION**

**UNIT QUANTITY**

\_\_\_\_\_

**TOTAL PURCHASE ORDER AMOUNT**

\_\_\_\_\_

**PURCHASE ORDER NUMBER**

\_\_\_\_\_

**AGENCY NAME & ADDRESS**

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**CONTACT NAME**

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**CONTACT PHONE NUMBER**

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**CONTACT EMAIL ADDRESS**

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**AGENCY TAX EXEMPT #**

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**DELIVERY ADDRESS**

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