

Please see attached travel documents for your review. Itinerary is below.

Please let me know if you have any questions or if you require additional information in order to process this request.

Regards,

Kevin Campbell  
Manager – Fleet Services & Automotive Procurement  
City of Chicago  
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ASSETS, INFORMATION & SERVICES

**From:** Richard Bakken <[rbakken@standardequipment.com](mailto:rbakken@standardequipment.com)>  
**Sent:** Friday, May 29, 2020 9:23 AM  
**To:** Kevin Campbell <[Kevin.Campbell@cityofchicago.org](mailto:Kevin.Campbell@cityofchicago.org)>  
**Cc:** Craig Teune ([cteune@autocartruck.com](mailto:cteune@autocartruck.com)) <[cteune@autocartruck.com](mailto:cteune@autocartruck.com)>  
**Subject:** Autocar Chassis Pilot Inspection - Itinerary and Reservations

Kevin,

Itinerary is below. Hotel reservations are attached. Let me know if you need anything else to get this scheduled.

June 16<sup>th</sup>:

- Depart Chicago mid morning and drive to Indianapolis
- Who will be riding in which vehicles TBD
- Check into hotel in Indianapolis late afternoon
- Lunch and Dinner will be provided

June 17<sup>th</sup>:

- Depart hotel between 7:30 - 8:00 AM Eastern Time for the Autocar plant in Hagerstown IN (approximately 1 hour drive)
- 9:00 AM: Introductions and brief presentation
- 10:00 AM: Plant tour ending with the pilot inspection the Chicago ACMD
- 11:30 AM - Noon: Lunch served at the plant during wrap up discussion/follow up items
- 12:30 - 1:00 PM Eastern Time: Depart for ride back to Chicago (approximately 4 hour drive)

- Arrive back in Chicago at approximately 3:30-4:00 PM Central Time

Thanks,

Rich Bakken  
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