

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1594227

Vendor Name: Juiced Technologies Inc

Invoice Number: 44951

Invoice Date: 05/22/20

PO Number:

Check Number: 0268336

Check Amount: \$ 3,700.00

Check Date: 06/10/2020

Department ID: 00774

Reviewer Name:

Voucher Number: V0623203

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: gonzales33929@cod.edu
Sent: Fri May 22 12:31:48 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Community Relations Quick Base check request

Hello,

Attached please find a completed check request form and supporting documentation for your review and processing. Please let me know if you have any questions.

Have a great weekend.

Stay well.

Sandra

Sandra Gonzales, Administrative Assistant

Community Relations | Marketing and Communications

College of DuPage | 425 Fawell Blvd., | IRC 1045-1 | Glen Ellyn, IL 60137

College of DuPage - Accounts Payable
Check Request Form
revised 4/14/2020

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Non-Purchase Order Procedure No. 10-65

Date: 5/22/2020
Vendor ID: 1594227

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
44951	01	40	00774	5305001	Other Contractual Services Exp	\$ 3,700.00
Grand Total						\$ 3,700.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

AP VERIFIED
05/26/20 - BETHANY CRUSE

Payee Name: Juiced Technologies, Inc.

Other instructions:

Payee Address: 3505 Veterans Highway Suite O
Bronckona, NY 11779

Description on Check:

Payment for Quick Base contracted developmental support.

Approvals:

Prepared By: Sandra Gonzales

Approved By: Ami Chambers Date: 5/22/20

Signature: *Sandra Gonzales*

Signature: *Ami Chambers*

Payment Due:

Approved By: Jen Duda Date: 5.22.20

Board Approved Date:

Signature: *Jennifer Duda* Date: 5-22-20

Approved By Division: Wendy Parks

Signature: *Wendy E. Parks* Date: 5-22-20

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

College of DuPage - Accounts Payable
Check Request Form
Notes:

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's College ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



3505 Veterans Highway Suite O Ronkonkoma, NY 11779

631-617-5060

<http://www.juicedtech.com>

Invoice

DATE	INVOICE #
5/21/2020	44951

BILL TO

College of DuPage
Ami Chambers

PROJECT		P.O. NO.	TERMS
QUANTITY	DESCRIPTION	RATE	AMOUNT
1	QuickBase Extended Maintenance Plan - 20 hours ok to pay 5-22-20 <i>Wendy E. Parks</i>	3,700.00	3,700.00
		Amount	\$3,700.00
		Payments/Credits	\$0.00
		Balance Due	\$3,700.00

CONTRACT APPROVAL COVER SHEET

Contract Name: Quick Base Extended Maintenance/Support Plan
 Requesting Department: Community Relations Date Initiated: 5/19/20
 Contact Name: Sandra Gonzales Phone: 2802
 Email Address: gonzaless33929@cod.edu

Vendor Name: Juiced Technologies Phone: 631-617-5060
 Vendor Contact: Todd Jusas Email: info@juicedtech.com

Total Contract: \$ 3700.00 Contract Dates: Start: 6/01/20 ^{upon receipt of funds}
 FY Budget \$ _____ End: When designated hours used

Vendor 1: Name _____ Quote: \$ _____

Vendor 2: Name _____ Quote: \$ _____

Vendor 3: Name _____ Quote: \$ _____

Contract Purpose: Quick Base 20 hr. block for developmental support

Contract Type: ☐ Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print	Sign & Date
Requester: <u>Sandra Gonzales</u>	<u>Sandra Gonzales</u> 5/19/20
Budget Mgr.: <u>Ami Chambers</u>	<u>Ami Chambers</u> 5/19/20
Dept. Adm.: <u>Wendy Parks</u>	<u>Wendy C. Parks</u> 5-20-20

Submit to Procurement at purchasing@cod.edu.

Comments: _____
 Approval Initials: _____

REVIEWED

By Lisa Erl at 2:47 pm, May 21, 2020

CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature at least three (3) weeks prior to the contract start date.

Submit the contract, along with this form and all required support documents as outlined below, to Procurement. Procurement will review all documents, and, if appropriate, will forward to the Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation: (Select only one)

- ☐ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
- ☐ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes must be attached.
- ☐ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
- ☐ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.

- *If vendor will be providing a service on campus, a Certificate of Insurance listing the College as an additional insured, accompanied by an endorsement page is required. For additional information contact Risk Manager.*
- *If computer equipment and/or software is being procured, a completed Computer Equipment/Software form (IT Review) must be included.*

Upon signature by the Vice President, Administration, the original contract will be returned to the requester and a copy will be sent to the Procurement Department at purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s) and forward a copy of the fully executed contract to Procurement at purchasingforms@cod.edu for inclusion in the College's contract database.

This approval cover sheet, and supporting documents, must be submitted at least three (3) weeks prior to the contract start date.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.



3505 Veterans Highway
Suite O
Ronkonkoma, NY 11779
Ph. 631-617-5060
Fx. 631-617-5062

Quote

Quote Date: 05/12/2020

Proposal #: 2288

Client:

College of DuPage

Extended Maintenance/Support Plan: Plan#: QEMP-2288

Plan Details: For new Quick Base clients or for clients with existing Quick Base application(s) that are looking for minor modifications and/or support, we offer an "Extended Maintenance/Support Plan". We charge an upfront fee based on a predetermined # of hours, we charge against the hourly block for time spent on development activities as well as conference calls, discovery meetings, demos, training, troubleshooting issues, screen shares etc.

This Proposal includes a block of **20** hours for a total of **\$3,700**.

Terms: Payment can be made via credit card or check. Once payment is received your work will be scheduled for completion. A detailed report will be provided upon request. That report will list the work completed and applied against your plan and it will also show the remaining balance. Our hourly billing rate is discounted for this plan based on the agreement that payment is being made prior to any work being started. The block of hours expires **1** year from the purchase date, unused hours are no longer available upon expiration. Hourly time intervals are measure down to the quarter hour. (Note: Typically fielding an email and/or question doesn't register any time at all.)

Please indicate how you would like to pay:

To pay via credit card, enter your cc info using the following link. (Your credit card is NOT charged right away, we manually charge your card for the amount of this Quote and email you a receipt after you enter your payment info.)

<https://www.qbutilities.com/Juiced/Payments/default.aspx>

Client Approval:

Edson M. Roberts

Date: 5.21.2020

Project Total:

\$3,700

By signing this page you agree to the terms of this Quote and you confirm that you have the authority to enter into this agreement on behalf of **College of DuPage**.
after the Quote Date.

*Quote Valid for 30 days

COMPUTER EQUIPMENT/SOFTWARE

Request for
Review

Use this form to request an IT review for computer equipment and/or software. Complete steps 1-3.

1.) USER INFORMATION *(To be completed by user.)*

Name: Ami Chambers

Title: Coordinator

Department: Community Relations

Phone: 3823

Supervisor Approval: Wendy E. Parks Digitally signed by Wendy E. Parks
Date: 2020.05.17 08:52:27 -0500

Date: 5/13/20

2.) REQUEST INFORMATION *(To be completed by user.)*

Provide justification for the item(s) and quantity requested. Describe the item(s) as completely as possible.

Quick Base maintenance support plan

Initial purchase to be funded by GL account: 01 40 00774 5406002

Recurring costs to be funded by GL account: 01 40 00774 5406002

3.) SUBMIT FORM

After completing steps 1 and 2, click the Submit button and email the form to zeitzk@cod.edu.

Step 4 will be completed and returned by IT.

4.) PURCHASE INFORMATION *(To be completed by IT.)*

In response to your request, Information Technology Services has completed the following review:

Quantity	Item Number	Item Description	Unit Price	Total
1	QEMP 2288	Quick Base 20 hour block	\$ 3,700.00	\$ 3,700.00
			Total	\$ 3,700.00

Company Name:

Juiced Technologies

Under \$5,000

No Additional Steps Required

IT Reviewer's Comments: *(To be completed by IT.)*

Your department needs to submit a requisition with the appropriate GL account numbers. Please make sure this form is attached to your entry before submission to Purchasing.

It is your responsibility to follow proper procurement guidelines for this acquisition. If there are any questions regarding guidelines, contact the Purchasing department at ext. 2217.

IT Reviewer: **Ken Wong** Digitally signed by Ken Wong
Date: 2020.05.14 08:29:21
+05'00'

IT Manager Approval:

Digitally signed by Keith Zeitz
Date: 2020.05.15 14:47:52
-05'00'