

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1619936
Vendor Name: Applied Ecological Services In
Invoice Number: 005631
Invoice Date: 01/31/21
PO Number: P0371996
Check Number: 0277229
Check Amount: \$ 4,000.00
Check Date: 03/09/2021
Department ID: 00262
Reviewer Name: Belinda Tijerina
Voucher Number: V0660761
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Ensweiler, Remic <ensweilerr@cod.edu>
Sent: Tue Feb 02 15:39:21 CST 2021
To: invoicing@cod.edu
CC: tijerinab@cod.edu
Subject: FW: Applied Ecological Services: INVOICE #005631 - #20-0777

Hello,

Forwarded is an invoice for contracted services performed by Applied Ecological Services Inc (AES). This \$4,000 invoice is for Purchase Order 0371996.

This work has been completed.

Please reach out with any questions.

Thank you,

Remic

Remic Ensweiler
Outdoor Lab/Prairie Manager
College of DuPage
Biology – STEM Division
BIC 0545 630.942.3919

From: AES.AR@appliedeco.com <AES.AR@appliedeco.com>
Sent: Tuesday, February 2, 2021 3:30 PM
To: Ensweiler, Remic <ensweilerr@cod.edu>
Cc: Sharon Bekielewski <sharon.bekielewski@appliedeco.com>; William Overbeck Brotz <will.overbeck@appliedeco.com>
Subject: Applied Ecological Services: INVOICE #005631 - #20-0777

Dear Client:

You will find a copy of INVOICE #005631 attached to this email. Please remit payment by the date indicated on your invoice.

Payments can be sent to:

Applied Ecological Services, Inc
PO Box 256
Brodhead, WI 53520

If you offer ACH Remittance , contact us for our bank information

If you have any questions, please don't hesitate to contact us at accounting@appliedeco.com or 608-897-8641

Thank you for choosing Applied Ecological Services.

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

[attachment: ARInvoice INV.pdf]

[attachment: 20 12 23 aes tree survey purchase order 3041818.pdf]

[attachment: 20 12 16 AES-signed_Service Contract Under 5000.pdf]



Applied Ecological Services
17921 Smith Road
PO Box 256
Brodhead, WI, 53520
Phone: 608-897-8641

INVOICE

Reference Nbr.:	005631
Date:	31-Jan-2021
Due Date:	02-Mar-2021
Customer ID:	C01275
Currency:	USD
Pro Forma Ref Nbr:	PF103606

BILL TO:		SHIP TO:	
College of Dupage College of DuPage Accounts Payable 425 Fawell BLVD Glen Ellyn IL 60137 United States of America Attn: Remic Ensweiler		College of Dupage College of Dupage Tree Survey Attn: Remic Ensweiler	
CUSTOMER REF. NBR.	TERMS	CONTACT	
PF103606	Net 30 Days		
Project ID:	20-0777	Customer ID:	C01275
Project Manager:	William Overbeck Brotz	Customer PO Number:	371996
Project Name:	College of Dupage Tree Survey		
Service Dates:	12/28/2020 - 1/31/2021		
PROJECT TASK			AMOUNT
01 / Tree Survey			4,000.00

APPROVED

Total:

4,000.00

02/09/21 - JENNIFER CUMPSTON

INVOICE REVIEWED

OKAY TO PAY

BELINDA TIJERINA 02/09/21

NOTE: 100% Complete

Sales Total:	4,000.00
Tax Total:	0.00
Discount Total:	0.00
Total (USD):	4,000.00

AES Federal ID# 39-1611274

Page: 1 of 1

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1619936
Applied Ecological Services Inc
17921 Smith Rd
Brodhead, WI 53520

Attn: Will Overbeck

Phone: 859-396-2319
Fax:

PURCHASE ORDER

371996

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 12/22/2020

Ship To:

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: (630) 942-2217

Fax: (630) 942-3750

Deliver To: Remic Ensweiler

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Contract expires 6/30/21

Requisition Number(s): 683034

Requisitioner Name(s): Remic Ensweiler

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Tree Survey	\$4,000.00	\$4,000.00
Deliver To: Remic Ensweiler						

Sub Total: \$ 4,000.00

Total: \$ 4,000.00

Account Code Summary

Account Code	Account Description	Amount
01-20-00262-5304001		\$4,000.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.



**SERVICE AGREEMENT ~ UNDER \$5000
BETWEEN COLLEGE OF DUPAGE AND
Applied Ecological Services, Inc.**

This AGREEMENT ("Agreement") is entered into on 12/2/2020 by and between **College of DuPage, Community College District No. 502, Counties of DuPage, Cook and Will, and State of Illinois ("College")** having its main address at 425 Fawell Blvd., Glen Ellyn IL 60137 and **Applied Ecological Services (AES) ("Contractor")** having an address at P.O. Box 256, 17921 Smith Rd., Brodhead, WI 53520

The College and Contractor desire to enter into this Agreement, by which Contractor shall perform certain services in connection with the project, as described below. In consideration of the performance of services by Contractor and the payment for those services by the College, the parties agree as follows:

1. Scope of Services and Performance

As directed by the College, Contractor will provide Tree Survey for the College in connection with this Agreement. Contractor will perform the services with the highest professional standards as practiced in a timely manner and in accordance with any project schedule described in the scope of services. The parties agree that time is of the essence with respect to Contractor's performance.

Contractor must promptly notify the College immediately in writing: (i) of any information required from the College so Contractor can complete their services in a timely manner and (ii) of any work requested by the College that is not included in the scope of services provided in this section.

Contractor will perform the services in accordance with all applicable laws, rules, regulations and applicable grants or contracts, including equal employment opportunity and import and export control laws and regulations. All documents, drawings, surveys, and reports (including those in electronic form) prepared by Contractor pursuant to this Agreement are the property of the College. The College will have the right to utilize such documents, drawings, surveys, and reports in the event the College expands the services, corrects any deficiencies, or makes any repairs or renovations to the services.

2. Payment

The College will pay Contractor for services properly performed under this Agreement the amounts set forth as the fees. The fees specified in the costs or itemized time and material rates along with any expenses represent the College's total financial commitment to Contractor for all services and deliverables, applicable taxes, and other obligations under this Agreement. The College is not subject to any sales or use taxes and such taxes will not be included in the fees charged by Contractor. The amount due to Contractor under this Agreement may not exceed \$4000 without the College's prior written approval.

Contractor will provide invoices in a format acceptable to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act. In the event of termination by the College as hereinafter provided, Contractor will be paid for services properly rendered prior to termination as provided below. Reimbursement by the College of expenses and expendables incurred by Contractor will be limited to the fees defined in this section.

3. Term

The term of this Agreement is from December 2, 2020 to January 31 unless otherwise terminated in accordance with this Agreement. Services may not begin nor payment authorized prior to execution of this Agreement by an authorized signatory of the College of DuPage.

4. Indemnification

To the fullest extent allowed by law, Contractor will indemnify and hold the College, its trustees, officers, agents, employees and any other parties designated by the College (hereinafter collectively called the "Indemnitees") harmless from all losses, claims, liabilities, injuries, damages and expenses, including but not limited to, all attorneys' fees, defense and court costs and expenses, that the Indemnitees may incur arising out of, or occurring in connection with, the acts or omissions by Contractor of its duties and obligations under or pursuant to this Agreement.

5. Insurance

The Contractor shall not commence work under this contract until all insurance required herein is obtained and approved by the Owner. Nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

The Contractor shall furnish the College of DuPage with a Certificate of Insurance, with College of DuPage, its trustees, officers, agents, employees, and any other parties designated by COD named as an additional insured for Commercial General and Automobile Liability, showing the minimum coverage indicated below. Insurance companies must have a Best Rating of at least A VI and otherwise be acceptable to the College. Workers' Compensation insurance shall include a waiver of subrogation in favor of the College of DuPage. The College will also be shown as the certificate holder. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to College of DuPage. An endorsement page showing coverage must accompany the certificate of insurance. The foregoing certificate shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to College of DuPage.

TYPE OF INSURANCE

MINIMUM INSURANCE COVERAGE

Combined Single Limit Per Occurrence/Aggregate

Commercial General Liability including:

1. Premises – Operations
2. Explosion, Underground and Collapse Hazard
3. Products/Completed Operations
4. Contractual Insurance
5. Broad Form Property Damage
6. Independent Contractors
7. Bodily Injury

\$1,000,000 / \$2,000,000

Automobile Liability

Owned, Non-owned, or Rented

\$1,000,000 / \$2,000,000

Workers' Compensation and Employers' Liability

As Required by Applicable Laws.

Professional Liability

If Performance Specifications are
Required by the Contract

6. Termination

The College may terminate this Agreement at any time, in whole or in part, with or without cause, upon written notice to Contractor. In the event this Agreement is terminated pursuant to this paragraph, Contractor will be compensated for services properly rendered through the date of termination, as can be documented to the reasonable satisfaction of the College. The College will have no liability to the Contractor beyond the date of termination. Further, if the Agreement is terminated for cause, the College will be entitled to all direct, indirect, and consequential damages arising from the breach of Agreement prompting the termination.

7. Compliance with Laws

Contractor shall observe and comply with all State of Illinois, local, and federal laws, and the rules of any governing body having jurisdiction over the premises and/or its use, including but not limited to the College of DuPage.

- a. Human Rights Act: To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*
- b. Drug Free Workplace: To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act, 30 ILCS 580.1 *et seq.*
- c. Sexual Harassment Policy: Contractor represents by the signing of this Agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105.
- d. Equal Employment Opportunity: Contractor agrees to comply fully with the Federal Equal Employment Opportunities Act, including 29 C.F.R./Part 1609 "Guidelines on Harassment," the Illinois Human Rights Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder and all amendments made thereto, Title VII of the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments, and Contractor represents certifies and agrees that it has implemented a sexual harassment policy pursuant to 775 ILCS 5/2-105 and that no person shall be denied or refused service or other full or equal use of Contractor services, or denied employment opportunities by Contractor on the basis of race, creed, color, religion, sex, national origin or ancestry, age disability unrelated to ability, marital status, or unfavorable discharge from military service.
- e. Fair Employment Practice: Contractor represents it is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
- f. Prevailing Wage Act: To the extent required by law, Contractor may not pay less than the prevailing wage as established pursuant to an Act regulating the wages of laborers, mechanics, and other workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.*
- g. Non-debarment: Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.*

8. Entire Agreement

This Agreement represents the entire agreement between Contractor and the College and supersedes all prior negotiations or agreements, written or oral. This Agreement may only be amended by written instrument executed by the College and Contractor. In the event of a conflict between this Agreement and a proposal from Contractor or any exhibits hereto, this Agreement shall control.

9. Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to conflict of law provisions. Venue for any disputes arising under or in connection with this Agreement shall be in the Circuit Court of the Eighteenth Judicial Circuit of the State of Illinois, or in the United States District Court for the Northern District of Illinois, Eastern Division.

10. No Assignment by Contractor

Contractor may not, by operation of law, merger, or otherwise, assign any of its rights, agreements, or obligations under this Agreement without the prior written consent of the College. Any purported assignment by Contractor without the prior written consent of the College shall be null and void and shall not bind the College. Subject to the preceding sentence, all of the terms, agreements, covenants, representations, warranties, and conditions of this Agreement shall be binding upon, and inure to the benefit of and are enforceable by, the parties and their respective successors and assigns.

11. Severability and Non-Waiver

If any provision of this Agreement is found to be unenforceable, the other provisions of this Agreement shall not be affected but shall remain in full force and effect. No waiver by either party of any breach or default by the other party shall be construed to be a waiver of any other breach or default by such other party.

12. Conflicts of Interest

Contractor represents that it, to the best of its knowledge, has no relationship or ownership interest and will not acquire any interest, direct or indirect, in any enterprise, which would conflict in any manner or degree with the performance of the services under this Agreement. Contractor further represents that it has no known and undisclosed familial relationship (as currently defined under applicable College policies) with any College of DuPage Administrator, Employee, Trustee, Committee member, or College of DuPage Foundation Board Member.

Signature Page Follows


Signature Page

This Agreement has been executed the day and year provided below.

CONTRACTOR:

Vendor Name Applied Ecological Services

Cecily Cunz/Illinois Consulting Manager
Print Name/Title:

Signature: 

39-1611274

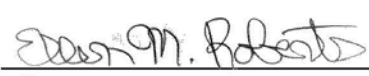
Tax ID or FEIN
12/2/2020

Date:

COLLEGE OF DUPAGE

Ellen M. Roberts

Interim Vice President, Administration

Signature: 

12.16.2020

Date: