

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082257
Vendor Name: ARS Viva Orchestra
Invoice Number: CM22-DUPAGEC2
Invoice Date: 3/14/2022
PO Number:
Check Number: E0088871
Check Amount: \$ 14,210.77
Check Date: 03/30/2022
Voucher Number: V0733956
Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 03/14/22 Vendor ID: 1082257 Vendor Name: Ars Viva Orchestra

Payee Address: C/O Gayle Heatherington, 1560 Rudd Ct, Green Oaks, IL 60048 Payment Due Date: 04/15/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
CM22-DUPAGEC2	01-30-12181-5309004	College Choral: Performing Arts Services	14,210.77
Total			\$ 14,210.77

Check the appropriate box below:

- ☐ 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.

Description on Check:

05/01/22 Artist Fee, Ars Viva Orchestra DuPage Chorale

Other Instructions:

ACH Payment needed for 05/01/22 DuPage Chorale concert.

Note for MAC: 460 Artist Fee CM22_DUPAGEC2

All requests will require the following approvals:

Requester: Molly Junokas Digitally signed by Molly Junokas
Date: 2022.03.14 16:50:30 -05'00' Print Name: Molly Junokas

Budget Officer: Ellen McGowan Digitally signed by Ellen McGowan
Date: 2022.03.14 17:00:48 -05'00' Print Name: Ellen McGowan

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): Diana Martinez Digitally signed by Diana Martinez
Date: 2022.03.14 17:00:48 -05'00' Print Name: Diana Martinez

Area Cabinet Officer (only required if request is \$10,000 and over): Mark Curtis-Chavez Digitally signed by Mark Curtis-Chavez
Date: 2022.03.14 17:00:48 -05'00' Print Name: Dr. Mark Curtis Chávez

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (cont.)

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 Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague 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 Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

GENERAL SERVICE AGREEMENT

THIS GENERAL SERVICE AGREEMENT (the "Agreement") dated this 5th day of November, 2021

BETWEEN College of DuPage of 425 Fawell Blvd, Glen Ellyn, Illinois (the "Customer") and Ars Viva Symphony Orchestra of 1560 Rudd Court, Libertyville, Illinois 60048 (the "Service Provider").

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer.
- B. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Service Provider agree as follows:

Services Provided

The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of:

The Service Provider will hire professional musicians to perform with Lee Kesselman and the DuPage Chorale on Sunday, May 1, 2022, at 7:30 p.m. with rehearsals on Saturday, April 30, 2022, from 10:00 a.m. to 1:00 p.m. and a sound check on Sunday, May 1, 2022, 6:00-7:00 p.m. The performance will take place in Belushi Performance Hall at the McAninch Arts Center, College of DuPage. The number of musicians is 29 players and type of instruments required is understood to be 19 string players, 2 clarinets (or basset horns), 2 bassoons, 2 trumpets, 3 trombones, and 1 timpani.

The Service Provider hereby agrees to provide such Services to the Customer.

Term of Agreement

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement.

In the event that either Party wishes to terminate this Agreement, that Party will be required to provide thirty (30) days notice to the other Party.

Performance

The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Compensation

For the services rendered by the Service Provider as required by this Agreement, the Customer will provide compensation to the Service Provider of a fixed amount of \$14,210.77 (Musicians: \$13,485.77, Cartage \$0, Contracting Fee: \$725). If needed, the Customer will also additionally pay for instrument cartage according to the musician's union scale for percussion instruments used. Any overtime required shall be paid according to the musician's union published rates. The lump sum payment will be made to the Service Provider as soon as possible after the completion of the concert but not later than 30 days. Service Provider will pay the musicians and file the necessary Federal and State tax documents. Neither the Service Provider nor the individual musicians will in any way be construed as employees of the Customer.

Additional requirements:

The Customer will provide an adequate working environment for the musicians, including adequate space and lighting. The Customer will provide chairs and music stands as needed by the musicians as well as a secure place to leave valuables and instruments. The Customer will provide music that is in such condition as to be readable. The Customer will start and end promptly according to the schedule and give rehearsal breaks according to the musician's union guidelines.

The Service Provider will insure that the musicians are adequately equipped with the proper instruments.

Liability:

The Service Provider is not liable for and does not have to pay for any harm, loss, or damage that results from the services provided.

The Service Provider agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorney's fees, which may arise during performance of this agreement.

The Artist (musician) provided by ARS Viva understands that he/she is self-employed and must carry at his/her own cost any insurance coverage such as worker's compensation, medical, property & liability including auto related to the above mentioned services.

Date: 11/15/2021

Date: 11/13/21

College of DuPage:

Ellen Roberts

49066CF0BC3F425

Ellen Roberts
VP Administrative Affairs

Ars Viva Symphony Orchestra:

Gayle Heathington

Executive Director
Title

"Junokas, Molly" <junokasm@cod.edu>

Check Request - Ars Viva Orchestra for 05/01/22

"Junokas, Molly" <junokasm@cod.edu>

Mon, Mar 28, 2022 at 02:23 PM GMT

CC:

BCC:

Good morning,

Please see attached for a check request for Ars Viva Orchestra. This is the fee for the orchestra who will accompany DuPage Chorale at their concert on 05/01/22.

Thank you,

Molly Junokas

McAninch Arts Center, College of DuPage

630-942-3042 | junokasm@cod.edu

1 attachment

Signed Check Request Form Ars Viva 05-01-22.pdf