

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1647102  
Vendor Name: CHHAMH 6453 Inc  
Invoice Number: 001  
Invoice Date: 3/23/2023  
PO Number: P0006617  
Check Number: 0310975  
Check Amount: \$ 4,000.00  
Check Date: 04/11/2023  
Voucher Number: V0782011  
Document Type: AP Invoice

Document Below

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## COFFEE, HIP-HOP & MENTAL HEALTH

### INVOICE

312-206-7879  
nia.anderson@chhamh.org

1051 W. Belmont  
Chicago, IL 60657

Attn: David Swope  
College of DuPage  
425 Fawell Blvd, Glen Ellyn, IL 60137  
Date: 03/23/23

Project Title: College of DuPage Cafe Visit + Speaking Engagement  
Invoice Number: 001

Description	Quantity	Unit Price	Cost
04/22/2023 College of DuPage Cafe Visit + Speaking Engagement	1	\$ 4,000.00	\$ 4,000.00
		Total	\$ 4,000.00

Thank you!

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

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**[External] Information Only - Order Notification - 3359648 - 04/06/2023 09:42-Cooke-CHHAMH 6453 Inc**

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"noreply@esmsolutions.com" <noreply@esmsolutions.com>

Fri, Apr 7, 2023 at 02:40 PM UTC

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Check,

The following transaction has been sent to CHHAMH 6453 Inc on behalf of Eric Frick.

If you wish to contact the requester, please do so at [fricke@cod.edu](mailto:fricke@cod.edu)

Thank you,  
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



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**2 attachments**

990c3b41-9101-46f5-b027-b8399366a6c7\_4\_22 COD Service Agreement.pdf

549a3ac1-4e0b-4621-8298-91fa34e6a840\_April 2023 CHHAMH Invoice .pdf

# INVOICE

Invoice ID: 0500-1427-3428

<b>Vendor</b>	CHHAMH 6453 Inc
<b>Requester</b>	Adeline Cooke [   1511092   cookea19]
<b>Created By</b>	Eric Frick [   0665114   fricke]
<b>Create Date</b>	04/07/2023

## Invoice Information

<b>Vendor</b>	CHHAMH 6453 Inc [1647102]
<b>Invoice Number</b>	630-942
<b>Invoice Date</b>	04/07/2023
<b>Invoice Amount</b>	4,000.00 USD
<b>Check Memo</b>	Ship To - Attn: David Swope Transaction Name: 04/06/2023 09:42-Cooke-CHHAMH 6453 Inc 04/06/2023 09:44 CT Adeline Cooke - David Swope and another COD Employee will be meeting students at Coffee Hip Ho
<b>PO Number</b>	0700-0195-9959

## Invoice Notes

**E Frick** 04/07/2023 09:36 AM  
Email address of sender: fricke@cod.edu.  
Email received timestamp: 04/07/2023 14:36 GMT

## Allocation Details

Amount [USD]

<b>PO Item</b>	4,000.00
<b>Amount To Be Expensed</b>	4,000.00
<b>01_30_00446_5309001</b>	DEPT: Ctr. for Diversity & Inclusion
<b>Line</b>	0001
<b>Description</b>	Visit to Coffee Hip Hop and Mental Health for Students and Staff, coffee service and engagement of speaker Christopher LeMark
<b>Invoice Quantity</b>	1
<b>U/M</b>	EA
<b>Unit Price</b>	4,000.00

**Allocation Summary**

Amount (USD)

01_30_00446_5309001	DEPT: Ctr. for Diversity & Inclusion OBJECT CODE: Other Contractual Services Exp	4,000.00
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**Expense Summary**

Amount (USD)

PO Item	4,000.00
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## Purchase Order



Purchase Order #: P0006617

CHHAMH 6453 Inc

**Check Enclosed Request -  
Needs Payment to Send  
to CHHAMH 6453 Inc.  
4.7.23 EF**

Order Total: 4,000.00 USD

Date: 04/07/2023  
Transaction #: 3359648  
Authorized By: Eric Frick

Requested By: Adeline Cooke  
Requester Email: cookea19@cod.edu  
Phone: 630-942-2485

## CONFIRMING REQUEST

**Supplier Address:**  
CHHAMH 6453 Inc  
1051 West Belmont Storefront  
Chicago, IL 60657  
United States  
Attn:  
Phone:

**Ship To:**  
College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: David Swope  
Phone: 630-942-2238

**Bill To:**  
College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: invoicing@cod.edu  
Phone: 630-942-2228

## Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Visit to Coffee Hip Hop and Mental Health for Students and Staff, coffee service and engagement of speaker Christopher LeMark	Each	1	4,000.00 USD	4,000.00 USD
Ship To Attn: David Swope						

Subtotal: 4,000.00 USD

Tax: 0.00 USD

S &amp; H: 0.00 USD

Order Total: 4,000.00 USD

## General Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu) with **only one PDF document per email**. For questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.

3. All payments are processed via ACH transfer weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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](mailto: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, 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 E9997-3391-05.

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.

Page 1

9. All shipments are accepted subject to inspection and approval by the 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, and 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.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

"Frick, Eric" <fricke@cod.edu>

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**Check Enclosed P0006617 Addie Cooke 4.7.23 EF**

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"Frick, Eric" <fricke@cod.edu>

Fri, Apr 7, 2023 at 02:35 PM UTC

CC: Cooke, Addie <cookea19@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Addie Cooke. Kindly work directly with her as needed.

Thank you.

Best,

Eric Frick

*Purchasing Expeditor*

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599 | USA

T: ( 630) 942.2576 | [fricke@cod.edu](mailto:fricke@cod.edu)

**[Click Here](#) for current bids/Rfps!**

**COD: Check out our [Team Site](#)!**



**2 attachments**

P0006617.pdf

image001.jpg



**SERVICE AGREEMENT  
BETWEEN COLLEGE OF DUPAGE AND CHHAMH 6453**

This AGREEMENT ("Agreement") is entered into on April 22, 2023 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 **CHHAMH 6453 ("Contractor")** having an address at 1051 West Belmont Storefront, Chicago, IL 60657.

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 one hour event at Christopher LeMark's Coffee Hip Hop and Mental Health Cafe, complimentary drinks for attendees and a speaker to speak at the event for a to-be-determined amount of time, not to exceed the hour long event 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 \$4,000.00 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

THIS AGREEMENT IS NOT LEGALLY BINDING UPON THE COLLEGE OF DUPAGE UNLESS AND UNTIL IT IS EXECUTED BY AN AUTHORIZED SIGNATORY OF THE COLLEGE OF DUPAGE. THE COLLEGE OF DUPAGE WILL HONOR NO OTHER APPROVAL OR AUTHORIZATION FOR PERFORMANCE OF OR PAYMENT FOR SERVICES BY THE SERVICE PROVIDER.

Page 1 of 5

to the fees defined in this section.

### 3. Term

The term of this Agreement is from April 22, 2023 to April 22, 2023 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.

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Page 2 of 5

**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.

THIS AGREEMENT IS NOT LEGALLY BINDING UPON THE COLLEGE OF DUPAGE UNLESS AND UNTIL IT IS EXECUTED BY AN AUTHORIZED SIGNATORY OF THE COLLEGE OF DUPAGE. THE COLLEGE OF DUPAGE WILL HONOR NO OTHER APPROVAL OR AUTHORIZATION FOR PERFORMANCE OF OR PAYMENT FOR SERVICES BY THE SERVICE PROVIDER.

Page 3 of 5

**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**

THIS AGREEMENT IS NOT LEGALLY BINDING UPON THE COLLEGE OF DUPAGE UNLESS AND UNTIL IT IS EXECUTED BY AN AUTHORIZED SIGNATORY OF THE COLLEGE OF DUPAGE. THE COLLEGE OF DUPAGE WILL HONOR NO OTHER APPROVAL OR AUTHORIZATION FOR PERFORMANCE OF OR PAYMENT FOR SERVICES BY THE SERVICE PROVIDER.

Page 4 of 5

**Signature Page**

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

**CONTRACTOR:**

**COLLEGE OF DUPAGE**

CHHAMH 6453

Christopher LeMark

Ellen M. Roberts

Vice President, Administrative Affairs

*Christopher LeMark*

Signature

85-228-8091

Tax ID or FEIN

04/4/23

Date:

DocuSigned by:

*Ellen Roberts*

49D66CF0BC3E425

Signature

4/6/2023

Date:

THIS AGREEMENT IS NOT LEGALLY BINDING UPON THE COLLEGE OF DUPAGE UNLESS AND UNTIL IT IS EXECUTED BY AN AUTHORIZED SIGNATORY OF THE COLLEGE OF DUPAGE. THE COLLEGE OF DUPAGE WILL HONOR NO OTHER APPROVAL OR AUTHORIZATION FOR PERFORMANCE OF OR PAYMENT FOR SERVICES BY THE SERVICE PROVIDER.

Page 5 of 5

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

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"noreply@esmsolutions.com" <noreply@esmsolutions.com>

Fri, Apr 7, 2023 at 02:40 PM UTC

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Thank you,  
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



College of DuPage

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990c3b41-9101-46f5-b027-b8399366a6c7\_4\_22 COD Service Agreement.pdf

549a3ac1-4e0b-4621-8298-91fa34e6a840\_April 2023 CHHAMH Invoice .pdf