

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1605390
Vendor Name: IRON LIGHT
Invoice Number: WARHLOBBY2
Invoice Date: 5/25/2023
PO Number:
Check Number: 0312460
Check Amount: \$ 14,748.50
Check Date: 06/06/2023
Voucher Number: V0787892
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: 05/25/2023 Vendor ID: 1605390 Vendor Name: Iron Light
 Payee Address: 300 S. Riverside Plaza, Ste 1625 Chicago, IL, 60606 Payment Due Date: 06/01/2023

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
CCMAVID-WARHLOBBY2	05-60-11998-5309004	Summer Exhibition Performing Arts Services	7,250.00
Total			\$ 7,250.00

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:

Balance for Warhol Lobby Area Video

Other Instructions:

486 Videographer CCMA_WARHLOBBY

All requests will require the following approvals:

Requester: [Signature] Print Name: Kari Schoettle
 Budget Officer: [Signature] 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): [Signature] Print Name: Diana Martinez
 Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____
 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

Iron Light Inc.
 300 S Riverside Plaza, Suite 1625
 Chicago, Illinois 60606
 United States
 404.369.3969



Diana Martinez
 College of Dupage
 425 Fawell Blvd
 Glen Ellyn 60137 US

Proposal Number 0000046
 Proposal Date 02/22/2023
 Reference COD_2023_01_Warhol
 _Hype

College of Dupage: Andy Warhol Hype Video

Create video to be played at exhibit focused on the continued importance of Andy Warhol featuring a group of interviews with contemporary artists, curators and designers talking about him and his work interspersed with archival images and photos of Warhol. Client will provide the list of interviewees.

Scope of Work

- Creative Development & Storyboarding
- Production: (TBD depending on location of interviewees)
- Edit
- VO Record
- Stock music selection & final mix
- Final delivery for exhibit & web

Deliverables:

- 1 x 6-8min for exhibit event & web

Pricing

Description	Rate	Qty	Line Total
Creative Development & Scripting	\$2,500.00	1	\$2,500.00
Production (in kind)	\$0.00	1	\$0.00
Edit	\$10,000.00	1	\$10,000.00
VO Record	\$500.00	1	\$500.00
Stock Music & Final Audio Mix	\$1,500.00	1	\$1,500.00

Subtotal	14,500.00
Tax	0.00
Proposal Total (USD)	\$14,500.00

Payment Terms

First 50% of total amount due upon signing; final 50% due upon final delivery.

Terms

This Agreement, together with the MSA document attached, constitutes the entire Agreement between Consultant and the Client regarding this Project. Any changes or modifications thereto must be in writing and signed by both parties. This Agreement will commence upon signing and will remain effective upon signing and through 12/31/2023

DocuSigned by:

Ellen Roberts

49068CF08C3F425..

~~Diana Martinez~~, College of Dupage

Ellen Roberts

3/22/2023

"Schoettle, Kari" <schoettlek@cod.edu>

Iron Light check request \$7250

"Schoettle, Kari" <schoettlek@cod.edu>

Sat, May 27, 2023 at 06:45 PM UTC

CC:

BCC:

Please process. Thank you.

Kari Schoettle

Project Manager

McAninch Arts Center, College of DuPage

630-942-2914 | schoettlek@cod.edu

1 attachment

Check Request Iron Light \$7250 final.pdf

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Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
CCMAVID-WARHKID2	05-60-11998-5309004	Summer Exhibition Performing Arts Services	7,498.50
Total			\$ 7,498.50

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:

Balance for Warhol Kid's Area Animated Video

Other Instructions:

486 Videographer CCMA_WARHLKID

All requests will require the following approvals:

Requester: [Signature] Print Name: Kari Schoettle
 Budget Officer: [Signature] Print Name: Ellen McGowan

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

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

AGREEMENT
Between
COLLEGE OF DuPAGE
And
IRON LIGHT

This Agreement is entered into this

9

 day of

June

2022

 between College of DuPage and Iron Light (Consultant).

SERVICES: Consultant shall perform the following services for the College of DuPage:

Create an animated video based on the illustrations and story of Mike Venezia about the life and art of Andy Warhol.

- Based on script by client
- Art will be replicated based on illustrations from artists
- Animation will be mix of cell and motion graphics
- Narrator will be shot on green screen and composited into the scenes

Scope of work includes: Creative Development & Storyboarding, Production (1 day shoot on greenscreen), Design & Animation, Edit, Stock Music & Final Mix, and File delivery for exhibit & social media promotions.

SCHEDULE:

- June 2022 – Creative Development
- July-December 2022 – Client Review and approve creative direction
- January-May 2023 – Animation & Post Production
- June 2023 – Final Delivery

DELIVERABLES:

- One (1) 7-10 minute animated video for Children's Exhibit
- Three (3) to Five (5) promo clips for social media

WORK PRODUCT: All documents, including reports and all other work products produced by Consultant under this Agreement shall become and remain the property of College of DuPage. The Consultant shall submit any document, publication, brochure, electronic media, etc., which was developed for College of DuPage under this Agreement to the College for copyright or trademark by the College.

TERM: The term of this agreement shall be 06/01/22 to 06/30/23.

REMUNERATION: A fee of \$14,998.50 for services shall be paid to Consultant.

Deposit 1 of \$7,500.00 shall be paid prior to 06/30/22.

Balance of \$7,498.50 shall be paid prior to 06/30/23.

INDEPENDENT CONTRACTOR: It is understood, acknowledged and agreed by the Parties that the relationship of Consultant to the College arising out of this Agreement shall be that of an independent contractor. Neither Consultant nor any employee or agent of Consultant is an employee or agent of the College and therefore, is not entitled to any benefits provided employees of the College. Consultant has no authority to employ/retain any person as an employee or agent for or on behalf of the College for any purpose. Consultant shall not represent to anyone that he is an employee of the College.

PAYMENT: Consultant must agree to receive all payments from the College via an Automated Clearing House (ACH) transfer (CCD file format only). Instructions for registering for ACH payments are available on the College's Purchasing Department website: <http://www.cod.edu/about/purchasing/index.aspx>.

TAXES: Consultant shall be responsible for any and all state, local and federal taxes due related to income from the above services. Consultant shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment. Consultant is required to provide a completed IRS W-9 document in order to do business with the College.

LIAISON: While performing these services, it is understood that Consultant will coordinate with Diana Martinez, Director – McAninch Arts Center, College of DuPage.

LIABILITY: Consultant also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. Consultant shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grants rights, against all damages suffered and expenses incurred based on any breach or alleged breach of Consultant's warranty.

RESTRICTIVE COVENANTS: The Consultant will not, during the period of this Agreement, use any Information for his own benefit or for the benefit of any person or entity other than College of DuPage; disclose to any person or entity any Information learned as part of this consult; or remove or make copies of any Information, in any form; except, in each case, as may be required within the scope of Consultant's duties during the term of this Agreement.

CERTIFICATION: All independent consultants must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988. (Must check one)

☒ Yes


I certify that I am not in default of an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ No

I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

TERMINATION: The College may terminate this Agreement and the services at any time upon five (5) days written notice to Consultant. The College shall not be responsible for any services or expenses incurred after the date of termination.


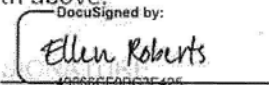
In consideration thereof, both parties agree to the conditions set forth above.


2022-06-09 13:01:47 (MDT)

Iron Light

June 9, 2022

Date

 DocuSigned by:

Ellen Roberts

Ellen Roberts
VP Administrative Affairs
College of DuPage

6/13/2022

Date

"Schoettle, Kari" <schoettlek@cod.edu>

Iron Light check request \$7498.50

"Schoettle, Kari" <schoettlek@cod.edu>

Sat, May 27, 2023 at 06:46 PM UTC

CC:

BCC:

Please process. Thank you.

Kari Schoettle

Project Manager

McAninch Arts Center, College of DuPage

630-942-2914 | schoettlek@cod.edu

1 attachment

Check Request Iron Light \$7498.50 final.pdf