

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1605390
Vendor Name: IRON LIGHT
Invoice Number: CCMAVID-STU542
Invoice Date: 5/25/2023
PO Number:
Check Number: 0312948
Check Amount: \$ 2,500.00
Check Date: 06/20/2023
Voucher Number: V0787896
Document Type: AP Invoice

Document Below

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

Check the appropriate box below:

- 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 Studio 54 Looping Video

Other Instructions:
486 Videographer CCMA_WARHL54

All requests will require the following approvals:

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Requester: _____ Print Name: Kari Schoettle

Budget Officer: _____ Print Name: Ellen McGowan

APPROVED
By Ellen McGowan at 4:20 pm, May 28, 2023

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): _____ Print Name: _____

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

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 looping videos to be projected in the Studio 54 exhibit using existing archival imagery and footage approved and licensed by College of DuPage for educational purposes.

- All archival imagery and footage search to be done by Iron Light
- All licensing to be owned and paid for by College of DuPage
- Edit and post production of looping videos

*Creative development & production of sound design to be priced out separately if needed. In this instance, an Addendum shall be made to Contract.

Scope of work includes: Stock imagery & footage search, License pricing & negotiation, Edit, Final Delivery of three (3) looping videos at TBD resolution

SCHEDULE:

- June 2022 – Creative Development
- July-December 2022 – Stock Footage & imagery search & pricing
- January-May 2023 – Post Production
- June 2023 – Final Delivery

DELIVERABLE:

- Three (3) 3-5 minute looping videos for the Studio 54 exhibit

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 \$5000.00 for services shall be paid to Consultant.

Deposit 1 of \$2,500.00 shall be paid prior to 06/30/22.

Balance of \$2,500.00 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.


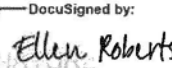


2022-06-09 11:01:47 (MDT)

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 \$2500

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

Sat, May 27, 2023 at 06:47 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 \$2500 final.pdf