

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1645347

**Vendor Name:** Ostrander Construction Inc

**Check Details:**

**Check Number:** E0106475

**Check Amount:** \$ 131,438.70

**Check Date:** 3/18/2025

**Invoice Details:**

**Invoice Number:** G702-1-31-25

**Invoice Date:** 3/11/2025

**PO Number:** B0002647

**Voucher Number:** V0878411

**Document Type:** AP Invoice

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**Document Below**

## APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO: Community College District 502  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

PROJECT: SSC Coffee Shop  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137

APPLICATION NO: 2

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR:

VIA ARCHITECT: JP Architects

Ostrander Construction, Inc

2001 Butterfield Rd. suite 1120

Downers Grove, IL 60515

PERIOD TO: 1/31/24

CONTRACT FOR: General Contracting

BO NO. B0002647

CONTRACT DATE 10/25/2024

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	389,367.00
2. Net change by Change Orders	\$	49,018.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	438,385.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	197,043.00
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	19,704.30
b. 0 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	19,704.30
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	177,338.70
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	45,900.00
8. CURRENT PAYMENT DUE	\$	131,438.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	261,046.30

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$49,018.00	\$0.00
TOTALS	\$49,018.00	\$0.00
NET CHANGES by Change Order	\$49,018.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of:

County of:

Subscribed and sworn to before me this

day of

Notary Public:

My Commission expires:

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

## CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 2

APPLICATION DATE: 3/11/2025

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 2/31/25

Use Column I on Contracts where variable retainage for line items may apply.

BO NO B 0002647

[illegible]

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

Dennis Tynan <dennis@ostrander.biz>

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[External] College of DuPage BO# B0002647

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Dennis Tynan <dennis@ostrander.biz>

Tue, Mar 11, 2025 at 07:24 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.

Invoice #2 attached for BO# B0002647 SSC Coffee Shop

Thanks

Dennis Tynan

Ostrander Construction

2001 Butterfield Road, Suite 1120  
Downers Grove, IL 60515

(630) 981-7290 cell  
(630) 971-2211x116 direct  
(630) 971-2261 fax

Please visit us on our [Website](#) | [LinkedIn](#) | [Facebook](#)

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**From:** Dennis Tynan  
**Sent:** Tuesday, February 11, 2025 9:37 AM  
**To:** 'invoicing@cod.edu' <invoicing@cod.edu>  
**Subject:** RE: College of DuPage BO# B0002647

Invoice #1 attached for BO# B0002647 SSC Coffee Shop

Thanks

Dennis Tynan

Ostrander Construction

2001 Butterfield Road, Suite 1120  
Downers Grove, IL 60515

(630) 981-7290 cell  
(630) 971-2211x116 direct  
(630) 971-2261 fax

Please visit us on our [Website](#) | [LinkedIn](#) | [Facebook](#)

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**From:** Kalish, Amber <[kalisha@cod.edu](mailto:kalisha@cod.edu)>  
**Sent:** Thursday, November 21, 2024 2:19 PM  
**To:** Dennis Tynan <[dennis@ostrander.biz](mailto:dennis@ostrander.biz)>  
**Cc:** Gorgone, Jay <[gorgonej@cod.edu](mailto:gorgonej@cod.edu)>  
**Subject:** College of DuPage BO# B0002647

Dear Vendor,

Please confirm receipt of Blanket Order (BO) No. B0002647 and process accordingly.

To avoid any confusion, COD requests all packages and invoices include the Blanket Order Number for each shipment or payment.

Warehouse Hours Monday through Friday: 7:30am to 4:00pm  
Shipping questions? Contact the COD Warehouse at: 630-942-2550

### **Instructions for Submission of Invoices**

**Procurement Services does not process payments.**

Please submit all invoices directly to our Accounts Payable Department. Invoices must be sent in PDF format to [invoicing@cod.edu](mailto:invoicing@cod.edu) to ensure proper approval routing and expedited payments.

- Blanket Order Numbers must be clearly indicated on the invoice
- Electronic invoices must be sent in **PDF format Only** to [invoicing@cod.edu](mailto:invoicing@cod.edu)
- **One invoice per e-mail is required**
- Non-BO invoices must contain department number for proper routing of approvals

**Invoice questions? Contact Accounts Payable at [acctpay@cod.edu](mailto:acctpay@cod.edu) or 630-942-2228**

## **ACH Payments**

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to be set up for ACH payments to [purchasing@cod.edu](mailto:purchasing@cod.edu)

## **Blanket Order General Terms**

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

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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 E9997-3391-06.

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 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.
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.

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## **2 attachments**

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BO B0002647 Invoice #2.pdf