

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082065

Vendor Name: A.F.M. & E.P. Fund

Invoice Number: B0357350

Invoice Date:

PO Number: B0357350

Check Number: 0235240

Check Amount: \$ 633.12

Check Date: 04/26/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0510423

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

1082065

04/26/2018

0235240

B0357350

V0510423

Orchestra Musician

0560117015309001

633.12

[Three large, parallel, curved handwritten lines]

Melby Quinones 04/27/18

633.12

0235240

PAY ONLY SIX HUNDRED THIRTY THREE AND 12/100 DOLLARS

04/26/2018

\$*****633.12

A.F.M. & E.P. Fund
C/O Chicago Fed of Musicians
656 West Randolph, Ste. 2W
Chicago IL 60661-2121

V510423

Bill To:

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137



**Check
Enclosed**

PURCHASE ORDER
357350

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Page: 1
Release Method: Hard Copy
Release Date: 04/18/2018
Created Date: 04/18/2018

Vendor:

1082065
A.F.M. & E.P. Fund
C/O Chicago Fed of Musicians
656 West Randolph, Ste. 2W
Chicago, IL 60661-2121
Attn: TOM BERANEK

Phone: 312-782-0063
Fax:

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378
Fax:

Deliver To: McGowan, Ellen

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 665826

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		24	Each	Pension Contribution, Orchestra Musicians New Phil Beethoven 04/07/18 & 04/08/18 per att'd	\$26.38	\$633.12
Deliver To: McGowan, Ellen						

Sub Total: \$ 633.12

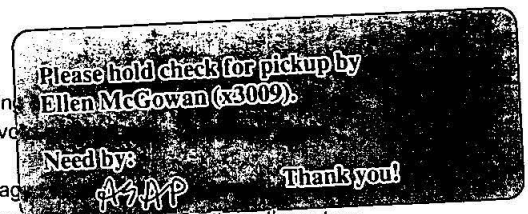
Total: \$ 633.12

Account Code Summary

Account Code	Account Description	Amount
05-60-11701-5309001		\$633.12

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including PDF. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to inv@cod.edu for payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to provide a receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and 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. 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 to the Contractor, 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 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, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.



CONTRACT APPROVAL COVER SHEET

Contract Name: Community Symphony Orchestra Agreement/Chicago Federation of Musicians Contract 2018-19
 Requesting Department: The MAC Date Initiated: 01/11/18
 Contact Name: Diana Martinez/Ellen McGowan Phone: 3007/3009
 Email Address: martinezd59@cod.edu/mcgowan@cod.edu

Vendor Name: Chicago Federation of Musicians Phone: 312-782-0063
 Vendor Contact: Leo Murphy Email: lmurphy@cfm10208.org

Total Contract: \$ VARIABLE. 3% (musician paid), 2 per musician Contract Dates: Start: 01/01/2018
11.99 pension (MAC paid) per concert End: 12/31/2019
 FY Budget \$ _____

Vendor 1: Name Sole Source Quote: \$ _____

Vendor 2: Name _____ Quote: \$ _____

Vendor 3: Name _____ Quote: \$ _____

Contract Purpose: Union Contract for New Philharmonic Orchestra Members (Chicago Federation of Musicians, Local 10-208) to cover period: 01/01/18-12/31/19.

Contract Type: ☒ Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☒ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☐ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print

Sign

Requester: Ellen McGowan
 Budget Mgr.: Ellen McGowan
 Dept. Adm.: Diana Martinez

Ellen McGowan
Ellen McGowan
Diana Martinez

Submit to Purchasing in Berg Instructional Center (BIC), Room 1540 or email to purchasing@cod.edu.

Purchasing Dept. Use Only	
Comments	<u>OK</u>
Approval Initials	<u>DM 1-23-18</u>

CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature.

Submit the contract, along with this form and all required support documents as outlined below, to Purchasing in the Berg Instructional Center (BIC), Room 1540 or via email at purchasing@cod.edu. Purchasing will review all documents, and, if appropriate, will forward to the Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation:

- ☐ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price. .
- ☐ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes.
- ☐ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
- ☒ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service. *ONLY UNION IN REGION, see CONTRACT*
- ☐ 6. If vendor will be providing a service on campus a Certificate of Insurance is required. For additional information contact Risk Manager.

Upon signature, the original contract will be returned to the requester. It is the responsibility of the requester to forward all fully executed contracts/agreements, no matter the dollar amount, to the Purchasing Department by emailing to purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to purchasingforms@cod.edu.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

COMMUNITY SYMPHONY ORCHESTRA AGREEMENT

This agreement between the Chicago Federation of Musicians, Local 10-208 ("Union"), and **NEW PHILHARMONIC ORCHESTRA** ("Employer"), relates to musicians engaged by Employer on a concert-by-concert basis to complement and enhance the regular members of the orchestra ("Supplemental Musicians").

1. Each Supplement Musician will be compensated according to the applicable Union Wage Scale of eighty dollars (\$80.) for each performance and sixty dollars (\$60.) for each rehearsal for the performance. Payment for the concert and preceding rehearsal will be made within 8 days after the concert.
2. The Employer will adhere to all applicable Bylaws and work rules of the Chicago Federation of Musicians and the American Federation of Musicians of the United States and Canada.
3. The Employer's failure to comply with the terms of this Agreement will result in its termination effective upon written notice from the Union.
4. The Employer will deduct 3% work dues from the wages payable under paragraph (1) above and remit them to the Chicago Federation of Musicians, by check made payable to the Chicago Federation of Musicians within 8 days of the performance.
5. The Employer will contribute to the American Federation of Musicians' and Employers' Pension Fund (the "Fund") in accordance with the contribution schedule of the Rehabilitation Plan adopted by the Board of Trustees of the Fund on April 15, 2010 (the "2010 Rehabilitation Plan"), which is incorporated herein. The EMPLOYER shall pay the Fund an amount equal to Eleven and ninety-nine hundredths percent (11.99%) on behalf of each Supplemental Musician of wages paid under paragraph (1) above. The Employer agrees to comply with the terms and conditions of the Agreement and Declaration of Trust Establishing the American Federation of Musicians and Employers' Pension Fund (as it may be amended from time to time), which is incorporated by reference into this Agreement. All contributions shall be paid by check payable to the Fund and sent to the Chicago Federation of Musicians no later than five days following the date of the performance for which contributions are made, along with a remittance form showing the Employer's name and address; the type of engagement; the engagement start and end date(s); and, for each musician for whom pension is paid, the musician's last name, first name and middle initial, social security number, wages paid, and pension contribution amount.
6. Recordings may be made only for archival or study purposes and only if the Employer executes a separate archival agreement provided by the Union. Any other recording or use of recorded material may be done only if it is in accordance with the terms and conditions of the applicable American Federation of Musicians agreement, which is expressly incorporated herein.

Revised 12/08/17

7. This Agreement shall commence on **JANUARY 1, 2018** and, is subject to the provisions of paragraph (3) above.
8. This agreement shall terminate on **DECEMBER 31, 2019**.

Community Symphony Name: **NEW PHILHARMONIC ORCHESTRA**

Address: **MC ANINCH ARTS CENTER 425 FAWELL BLVD. # 201**

City: **GLEN ELLYN** State: **IL** Zip **60137**

By:  Date: **1/25/18**
~~PAULA CEBULA, MANAGER~~
BRIAN CAPUTO, VP ADMINISTRATION & CFO

Federal Not for Profit I.D. # _____

Chicago Federation of Musicians

By:  Date: **12-7-17**
LEO MURPHY
Vice-President

P.S. Please be aware that a Standard Musical Services Contract and Pension/Work Dues report must be filed with Local 10-208 for all engagements using our members. Failure to do so, may result in the termination of your Community Symphony Orchestra Agreement.

Revised 12/082017

COMMUNITY SYMPHONY ORCHESTRA AGREEMENT

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Community Symphony Name: NEW PHILHARMONIC ORCHESTRA

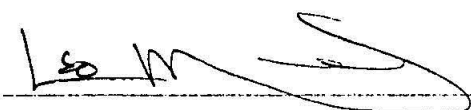
Address: MC ANINCH ARTS CENTER 425 FAWELL BLVD. # 201

City: GLEN ELLYN State: IL Zip 60137

By:  Date: 1/25/18
~~PAULA CEBULA, MANAGER~~
BRIAN CAPUTO, VP ADMINISTRATION & CFO

Federal Not for Profit I.D. # _____

Chicago Federation of Musicians

By:  Date: 12-7-17
LEO MURPHY
Vice-President

P.S. Please be aware that a Standard Musical Services Contract and Pension/Work Dues report must be filed with Local 10-208 for all engagements using our members. Failure to do so, may result in the termination of your Community Symphony Orchestra Agreement.

Revised 12/082017

December 8, 2017

Paula Cebula, Orchestra Manager
New Philharmonic Orchestra
Mc Aninch Arts Center
425 Fawell Boulevard, #201
Glen Ellyn, IL 60137

Dear Paula,

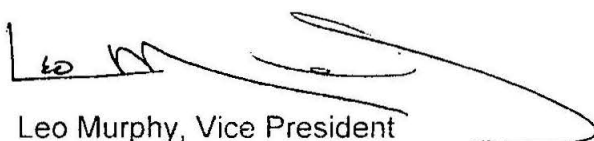
It's time to renew your Community Orchestra Agreement for January 1, 2018 through December 31, 2019. The rates will remain the same as the last contract.

Rehearsal \$50.00
Performance \$80.00

The pension rate is now **11.99%**. Please make a note of this when preparing your work reports.

It is a pleasure to have your organization on board with the Chicago Federation of Musicians. Please feel free in giving me a call if there is anything I can do for you. Enclosed are two agreements. Sign one copy and return it to me keeping the second one for your files.

With best regards,



Leo Murphy, Vice President
Enc.

NEW PHILHARMONIC - UNION LIST - BEETHOVEN PIANO CONCERTOS - APRIL 2018

NAME	UNION #	TAX ID
Carol Dylan	51908	1
Debra Ponko	55221	2
Mara Gallagher	51555	3
Kristen LeJuene	53454	4
Karen Nelson	46550	5
Chikako Miyata	54894	6
Dorothy Deen	54949	7
Claire Langenberg	56091	8
Nancy Moore	55490	9
Judith Hanna	51762	10
Michael Meehan	56350	11
Karen Dickelman	48575	12
Kristen Wiersum	56280	13
Lynette Pralle	50084	14
Dianne Ryan	52435	15
Phil Stanley	54709	16
Elizabeth Deitemyer	56703	17
Nina Saito	54154	18
Melissa Bach	56422	19
Wesley Skidgel	55978	20
Jennifer Silk	54128	21
William Kronenberg	53974	22
Andrew Nogal	56652	23
Emanuel Ban	56026	24

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: April 20, 2018
SUBJECT: Request for Manual Checks 2

Brian,

Please approve the manual check requests for payment to:

A.F.M. & E.P. Fund (Pension New Phil 04/07/18)	633.12
Chicago Federation of Musicians (Dues Dickelman New Phil 04/07/18)	6.60

We cannot wait until the next check run on May 11.

Thank you for your help and understanding.

Ellen McGowan

X Brian W. Caputo

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

Attachments

