

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1492403

Vendor Name: Benjamin Nadel

Invoice Number: IC- APRIL 2018

Invoice Date: 04/01/18

PO Number: B0353003

Check Number: E0066276

Check Amount: \$ 1,155.00

Check Date: 04/04/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0507566

Redaction Type: None

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

Document Below

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From: junokasm@cod.edu  
Sent: Mon Apr 02 14:47:07 CDT 2018  
To: junokasm@cod.edu, invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
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Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.  
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: AR201WC7835 Device Name:  
PRN303

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

**NADEL, BENJAMIN**

**Benjamin Nadel**  
Librarian/Assistant Conductor, New Philharmonic Orchestra

**FY2017-2018**  
**Payment Schedule**

**Contract Attached**

**BO# 353003**

**LINE 1 = \$1155.00**

**05-60-11701-5309001**

DATE

AMOUNT

**AP VERIFIED**

July 31, 2017

\$ 1,155.00

**04/02/18 - BETHANY CRUSE**

August 31, 2017

\$ 1,155.00

September 30, 2017

\$ 1,155.00

October 31, 2017

\$ 1,155.00

November 30, 2017

\$ 1,155.00

December 31, 2017

\$ 1,155.00

January 31, 2018

\$ 1,155.00

February 28, 2018

\$ 1,155.00

March 31, 2018

\$ 1,155.00

April 30, 2018

\$ 1,155.00

May 31, 2018

\$ 1,150.00

June 30, 2018

\$ 1,150.00

**TOTAL**

**\$ 13,850.00**

*Elen M. Gowan*

*04/02/18*

*05-60-11701-5309001*

*95 LIBRARIAN = \$1005.00 NP18-TRAVIAT*

*83 ASST. CONDUCTOR = \$150.00 NP18-TRAVIAT*

1977-78

1977-78

1977-78

1977-78

1977-78

**CONTRACT APPROVAL COVER SHEET**

Contract Name: Independent Contractor Agreement between College of DuPage and Benjamin Nadel

Requesting Department: The MAC Date Initiated: July 12, 2017

Contact Name: Ellen McGowan/Diana Martinez Phone: 3009/3007

Email Address: mcgowan@cod.edu, martinez59@cod.edu

Vendor Name: Benjamin Nadel Phone: 847-224-1509

Vendor Contact: Benjamin Nadel Email: ben.nadel9@gmail.com

Total Contract: \$ \$13,850 Contract Dates: Start: 07/01/17

FY Budget \$ \$13,850 End: 06/30/18

Contract Purpose: Payments for Benjamin Nadel, Independent Contractor, New Philharmonic Librarian and Assistant Conductor for 2017/18 Season.

Contract Type: ☒ XXXX 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 Ellen McGowan

Budget Mgr.: Ellen McGowan Ellen McGowan

Dept. Adm.: Diana Martinez Diana Martinez

Purchasing Dept. Use Only

Comments OK

Approval Initials EMG 7-13-17

## 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 Senior Vice President, Administration. This form must be completed in full and submitted with all contracts that require signature.

Submit the contract, along with this form and all required support documents as outlined below, to the Purchasing Manager in BIC 1540. The Purchasing Manager will review all documents, and, if appropriate, will forward to the Senior 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.
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](mailto:purchasingforms@cod.edu) for inclusion in the College's contract database. If a vendor/ contractor signature is still required after signature by SVP, it is the responsibility of the requester to obtain remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to [purchasingforms@cod.edu](mailto:purchasingforms@cod.edu).

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

**AGREEMENT**  
**Between**  
**COLLEGE OF DuPAGE**  
**and**  
**Benjamin Nadel**

**Agreement # NAD201718**

This agreement is entered into this 1st day of July, 2017, by and between College of DuPage and Benjamin Nadel.

**SERVICES:**            **Benjamin Nadel** shall perform the following services for the College of DuPage:

**Librarian and Assistant Conductor for New Philharmonic Orchestra**

1. Music procurement – to include arranging for the purchase and/or rental of orchestral materials, checking parts upon arrival, ensuring prompt return and payment to supplier.
2. Music preparation – Work with conductor and soloists to prepare music according to their specific requirements. Review music to determine if orchestra parts meet acceptable performance standards. Provide music in advance to concertmaster and other string principals to create bowing masters. Copy master parts and mail to all orchestra personnel. Assemble music in folders in concert order.
3. Rehearsal and concert duties. - Arrive early to rehearsals and concerts to distribute music and execute any changes as needed. Execute plan of orchestra set-up for tech. Assist tech crew with information as needed for performance.
4. Administrative Duties – provide program listing, instrumentation requirements, and other information to staff as needed. Prepare timing sheet for concert. Maintain accurate performance records. Prepare annual library budget. Request quotes for rentals as needed. Maintain up-to-date files of publisher catalogues and websites. Prepare music for all audition books. Assist artistic staff with obtaining scores and other materials.
5. Serve as Assistant Conductor for select concerts.

**WORK PRODUCT:**

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

All documents, including reports and all other work products, produced by Contractor under this Agreement shall become and remain the property of College of DuPage. The Contractor 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 **July 1, 2017, to June 30, 2018.**

**REMUNERATION:**

A rate of \$1,600.00 per concert for Librarian services (amount not to exceed \$12,800.00) plus Assistant Conductor services per concert at a rate of \$150 per concert (amount not to exceed \$1050.00) shall be paid monthly according to the attached schedule. The total annual amount of this contract **shall not exceed \$13,850.00.**

**TAXES:**

**Benjamin Nadel** shall be responsible for any and all state, local and federal taxes due related to income from the above services.

**LIAISON:**

While performing these services, it is understood that **Benjamin Nadel** shall coordinate with **Kirk Muspratt**.

**INSURANCE:**

It is understood that **Benjamin Nadel** is self-employed and must carry, at his/her own expense any insurance coverage; such as, worker's compensation, medical, property, liability, and auto, related to the above mentioned services. Proof of insurance is required.

**LIABILITY:**

**Benjamin Nadel** agrees to hold College of DuPage, its trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims, demands, and expenses, including attorneys' fees, which may arise during the performance of this agreement.

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



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

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

☐ 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.

I agree with the terms stated above and certify that I have received a copy of the contract agreement.

Benjamin Nadel  
Contractor

7/21/17  
Date

**TERMINATION:** This agreement may be terminated by College of DuPage, at any time based upon any unsatisfactory performance by **Benjamin Nadel**.

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

Independent Contractor:

College of DuPage:

Benjamin Nadel  
Benjamin Nadel

Brian W. Caputo  
Brian W. Caputo  
VP, Administration & Treasurer

\_\_\_\_\_  
SS# OR FEIN

7/21/17  
Date

7/18/17  
Date

**INSTRUCTIONS/CHECKLIST FOR INDEPENDENT CONTRACTOR  
AGREEMENT EXCEEDING THE CRITERIA FOR COLLEGE OF DuPAGE'S  
INDEPENDENT CONTRACTOR REQUISITION FORM**

**SERVICES:** Describe in detail the services to be provided by contractor.

**WORK PRODUCT:** This paragraph should be included in all agreements.

**TERM:** Enter the term required for performance of services. Specify expected completion date.

**REMUNERATION:** Be specific on dollar amount to complete services and if there is a specified schedule of payments. Insure that you request invoices be received prior to any payment.

**TAXES:** Fill in contractor's name

**LIAISON:** Fill in contractor's name and person with whom he/she will be accountable.

**INSURANCE:** Fill in contractor's name

**LIABILITY:** Fill in contractor's name

**CERTIFICATION:** One statement must be checked and signed by contractor to ensure that the college is in compliance with state law.

**TERMINATION:** Fill in contractor's name.

Note: Contractor must provide executed copy of the IRS Tax Form W9.

**NOTE: CONTRACT SHOULD BE COMPLETED AND SIGNED BY BOTH  
PARTIES PRIOR TO THE START OF ANY PROJECT.**