

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087624

Vendor Name: Marquee Event Group, Inc.

Invoice Number: 116224-6

Invoice Date: 04/17/18

PO Number:

Check Number: E0066686

Check Amount: \$ 145.63

Check Date: 04/25/2018

Department ID: 00797

Reviewer Name:

Voucher Number: V0509544

Redaction Type: None

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

Document Below

Duval, DeAnna

From: acctpay@cod.edu
Sent: Tuesday, April 17, 2018 4:32 PM
To: Duval, DeAnna
Subject: Voucher Confirmation: V0509544

AP VERIFIED
04/19/18 - BETHANY CRUSE

Voucher Number V0509544
Voucher Status In Progress (Unfinished)

Requestor Name Ms DeAnna Duval

Voucher Date 04/17/18
Due Date 04/17/18
Vendor ID and/or Name 1087624 Marquee Event Group, Inc.
F/M/A: M&M Rental Center & M&M Even
AP Type IM Invoices < \$15,000
Voucher Total \$145.63

ITEM 1
Item Description Retiree Reception 2018 Linens
Quantity 1.000
Price \$145.6300
Extended Price \$145.63
GL Distribution 01-80-00797-5509001

COMMENTS

APPROVAL DATE

NEXT APPROVALS




04/19/18

Vendor ID# 1087624



Marquee - Chicago
9480 W. 55TH Street
McCook, IL 60525
(708)485-8010 Fax(708)352-0909

Rented To:	Delivery Location:	Loc 200	Ticket#
COLLEGE OF DUPAGE-CONF&EVENTS[AR-78820] 425 FAWELL BLVD GLEN ELLYN IL 60137-6599 PO/Job # RETIREE RECEPTION	COLLEGE OF DUPAGE 425 FAWELL BLVD SRC BUILDING GLEN ELLYN IL 60137-6599 SANDRA CARBON-SHELDO/(630) 942-3952		Res # 116224-6 Con# 123588-6 M&M SLSP: DAVID 
Ordered by: SANDRA CARBON-SHELDON Phone: W (630) 942-3952	Delivery/Out: 04/10/18 Tue 9:00AM - 3:00PM Event: 04/11/18 Wed 9:00AM - 9:00PM Pick-up/In: 04/13/18 Fri 9:00AM - 3:00PM		JR2 JR2

FINAL INVOICE

Qty	Item	Description	Day Rate	Discount	Total
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*****Cancellation Policy*****

- * All equipment canceled the day before delivery before 5pm will be charged a 50% fee.
- * All equipment canceled the day before delivery after 5pm and the day of delivery will be charged at 100%.
- * All tenting canceled less than 1 week prior to delivery will be charged a 50% fee.
- * All tenting canceled the day before delivery or the day of delivery will be charged at 100%.

----- Payments -----

OK to pay

mg

V0509544

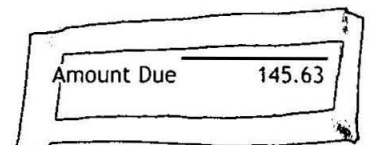
MC___GC___BC___SK___DK___
Blue Strap___4WH Dolly___
Del. By___White Tubs___
P-U By___Date___Ct by___

*** Total Reflects a \$14.23 Discount ***

Rentals	80.63
Sales	65.00
Delivery/Other	0.00
Damage Protection	0.00
Env. Charges	0.00
Sales Tax	0.00
Total	145.63


Customer Signature:_____

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FINAL INVOICE

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!!!!!!!!!!!!!!!!!!!!!!!!!!!!

DELIVER/PICKUP AT HUMAN RESOURCES DEPARTMENT IN SRC (STUDENT RESOURCE CENTER) BUILDING.
ROOM 2134 - SRC2134.

!!!!!!!!!!!!!!!!!!!!!!!!!!!!

ON-SITE CONTACT: DE ANNA DUVAL 630-942-2639

!!!!!!!!!!!!!!!!!!!!!!!!!!!!

The Marquee Team Members Ready To Help You Are:

David Yargus 708-243-1068

Jeannette Roberts 708-485-8581

After Hours Contact: 708-570-1701

1	NOTE	** LINENS **			0.00
8	L198	LINEN, POLY WHITE 90" RND	9.99	-11.99	67.93
6	XXCL	LINEN, EMERALD LAMOUR CHAIR TIE	2.49	-2.24	12.70
1	NOTE	.			0.00
1	NOTE	** MISCELLANEOUS ITEMS **			0.00
1	LINEN DEL	LINEN ONLY DELIVERY			65.00

MC___GC___BC___SK___DK___

Blue Strap___4WH Dolly___

Del. By___White Tubs___

P-U By___Date___Ct by___

CONTRACT APPROVAL COVER SHEET

Contract Name: Marquee Event Rentals

Requesting Department: Human Resources Date Initiated: 03/02/2018

Contact Name: DeAnna Duval Phone: (630) 942-2460

Email Address: duvald@cod.edu

Vendor Name: Marquee Event Rentals Phone: 708-243-1068/ 708-485-8581

Vendor Contact: David Yargus/ Jeannette Roberts Email: n/a

Total Contract: \$ \$145.63 Contract Dates: Start: 04/10/2018

FY Budget \$ 13,260.00 End: 04/12/2018

Vendor 1: Name Marquee Event Rentals Quote: \$ 145.63

Vendor 2: Name n/a Quote: \$ n/a

Vendor 3: Name n/a Quote: \$ n/a

Contract Purpose: Retiree reception 2018 Linens

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

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

Requester: DeAnna Duval

Budget Mgr.: Michelle Olson - Rzeminski

Dept. Adm.: Mia Igyarto
Sign



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

Purchasing Dept. Use Only

Comments

Approval Initials

REVIEWED

By E. Roberts at 1:12 pm, Mar 05, 2018

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.
- ☐ 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.



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Phone: W (630) 942-3952	Event: 04/11/18 Wed 9:00AM - 9:00PM		
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RESERVATION - NOT FINAL INVOICE

Qty	Item	Description	Day Rate	Discount	Total
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MC___GC___BC___SK___DK___
Blue Strap___4WH Dolly___
Del. By___White Tubs___
P-U By___Date___Ct by___

*** Total Reflects a \$14.23 Discount ***

Rentals	80.63
Sales	65.00
Delivery/Other	0.00
Damage Protection	0.00
Env. Charges	0.00
Sales Tax	0.00
Total	145.63

Customer Signature: 

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

Total Paid	0.00
Amount Due	145.63



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1	NOTE	.			0.00
1	NOTE	** MISCELLANEOUS ITEMS **			0.00
1	LINEN DEL	LINEN ONLY DELIVERY			65.00

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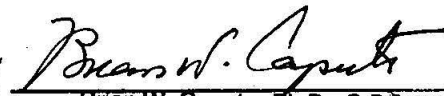
MC___GC___BC___SK___DK___
Blue Strap___4WH Dolly___
Del. By___White Tubs___
P-U By___Date___Ct by___

02/28/18 09:09:35 W. nchA
04/10/18 14:00:14
04/10/18 14:00:14

TERMS AND CONDITIONS OF RENTAL

In consideration of the hiring of the Equipment described, without operator, by the undersigned (hereinafter referred to as the "Renter") from the company named on reverse side (hereinafter referred to as the "Dealer"), upon the terms and conditions, and for the price herein specified, it is agreed as follows:

1. **RENTAL AND TERM.** Begin on the date & time specified as "TAKEN OUT" and terminates on the date and time specified as "DUE IN" unless amended in writing on the reverse of this contract. Rental charges commence on delivery of Equipment to renter and end upon return of equipment of Dealer's premises. Dealer may terminate rental at any time and take possession of the equipment. Renter agrees to pay, on return of Equipment to Dealer's premises, all charges and costs for the use thereof. Renter's right to use the Equipment terminates on the expiration and due dates set forth above unless extended in writing by Dealer.
2. **CONDITIONS OF HIRING, INSPECTION PRIVILEGE AND WAIVER OF DEFECTS.** Renter accepts and hires the Equipment on an "as is" basis. Renter acknowledges receipt of all of the equipment in good working condition and repair and declares that Renter fully understands its proper operation and use. Renter acknowledges and declares that Renter has examined the Equipment and all hitches, bolts, safety chains, hauling tongues, together with all devices and materials used to connect the Equipment to Renter's towing motor vehicle, if any, and Renter declares that he has received all of such Equipment in a secure and operative condition. Renter agrees to return the Equipment to Dealer's premises upon the expiration and due date hereof in as good condition as when received by Renter, ordinary wear and tear excepted. "Ordinary wear and tear" shall mean only the normal deterioration of the Equipment caused by ordinary and reasonable use on a one shift (eight hours per day, five days per week) basis. Renter agrees to pay immediately all charges and costs incurred.
3. **EQUIPMENT BECOMES UNSAFE OR IN DISREPAIR.** Renter will immediately discontinue use of the personal property should it at anytime, following the execution of this agreement or any subsequent agreement, become unsafe or in a state of disrepair. Furthermore, the Renter will immediately notify Dealer that the Equipment is unsafe or in disrepair and until such times as Dealer has regained possession the Renter agrees to take all steps reasonably necessary to prevent injuries to any person and all property from the Rental Equipment or product.
4. **COMPLIANCE WITH LAWS.** Renter acknowledges that Dealer has no control over the use of the Equipment by Renter, and Renter agrees, at his sole expense, to comply with all municipal, county, state and federal laws, ordinances and regulations, including the Occupational Safety and Health Administration Act of 1970 (OSHA) which may affect the Equipment while it is in the possession of and use by the Renter. Renter shall not permit any person who is not legally qualified to use the Equipment.
5. **PERMITTED AREA OF USE OF EQUIPMENT.** Without Dealer's written consent, Renter shall not remove the Equipment from the county in which it is rented.
6. **RENTER'S LIABILITY FOR MISUSE OF EQUIPMENT.** Renter shall not abuse, harm or misuse the Equipment. Renter shall not permit any repairs to be made or lien to be placed upon the Equipment without Dealer's written consent. In the event of any accident or casualty resulting in bodily injury or property damages arising out of Renter's use and hiring of said Equipment, Renter agrees to accept all responsibility therefor and shall hold Dealer harmless from any claims or action arising therefrom. Renter shall furnish Dealer with a complete report of any accident involving said Equipment, including names and addresses of all persons involved and all witnesses. Unless otherwise specified herein, in case of the loss or destruction of any part of the Equipment, or of loss of possession thereof, or inability to return the same to Dealer, on the expiration and due date, for any reason whatsoever, Renter shall pay Dealer the actual replacement cost thereof, and in addition thereto Dealer's loss of use of said equipment.
7. **DISCLAIMER OF WARRANTIES.** DEALER MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE EQUIPMENTS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. Renter's sole remedy for any failure of or defect in the Equipment shall be the termination of the rental charges at the time of failure, provided the Equipment is returned to Dealer within 24 hours after such failure. Dealer shall not be responsible for any loss, damage or injury to Renter or Renter's property, including incidental, special or consequential damages, in any way connected with the operation, use, defect in or failure of Equipment.
8. **USE OF DEPOSIT, AND LIABILITY FOR LATE PAYMENT, UPON BREACH BY RENTER.** Renter acknowledges that the purpose and intent of the deposit paid by Renter hereunder is to secure the payment of rental charges hereunder and to guarantee the full and complete performance of each of all of the terms, covenants and agreements to be performed by Renter hereunder. Renter agrees to pay a late payment penalty at the rate of one and one half (1 1/2%) percent per month on all delinquent accounts.
9. **INDEMNIFICATION OF DEALER BY RENTER.** Renter expressly indemnifies and holds Dealer harmless of, from and against any and all claims, loss, costs, damages, attorney's fees and/or liability in connection with the hiring and use of the Equipment regardless of whether a lawsuit is filed in the event a suit is instituted by Dealer to recover possession of said Equipment, or to enforce any of the terms, conditions or provisions hereof. Renter agrees to pay all costs and reasonable attorney's fees of Dealer incurred in connection therewith.
10. **THEFT WARNING.** Failure to return Equipment on the expiration and due date in certain circumstances, will be considered a theft, resulting in a criminal prosecution.
11. **TAXES.** Renter agrees to pay any and all taxes, license fees, or permit fees arising out of the hiring and use of the Equipment. ~~Renter agrees to pay said taxes whether said taxes appear as part of the face of this contract or whether said taxes are later claimed by the governmental authority in the event of a claim by any governmental authority for taxes arising out of this transaction. Renter agrees to pay to Dealer said taxes upon demand.~~ Renter is tax exempt.
12. **TITLE.** Title to the Equipment is and shall remain in Dealer. If the Equipment is levied upon for any reason whatsoever, Dealer may retake the equipment without notice of legal process, and may take all action reasonably necessary to do so.
13. **CONSTRUCTION.** The paragraph headings used herein are for convenience only and are not to be used in construing the meaning or intent of any of the terms or provisions of this Rental Contract.
14. **DAMAGE WAIVER.** Unless previously accepted or rejected by a separate written agreement, by accepting the DAMAGE WAIVER, Renter agrees to pay an additional charge as specified on the reverse on specific items as may be posted in Dealer's office. In return therefore, Dealer agrees to waive certain claims for loss or damage to the Equipment rented as specified below.
DAMAGE WAIVER
If you pay the damage waiver charge (DWC) as specified, subject to the limitations and exclusions below, M & M Rental Center agrees to modify the terms of this contract and relieve you of liability for accidental damage to the rented item(s) on this contract, and for loss due to fire, collision, windstorm, upset, and riot. We exclude from the waiver, however, any loss or damage due to theft, burglary, misuse or abuse, theft by conversion, intentional damage, mysterious disappearance or any loss due to your failure to care for the rental item(s) as a prudent man would his own property, such as proper lubrication. In addition, if the item(s) rented is a truck, you are not relieved of liability of accidental damage for the truck container (box) caused by striking a stationary object. If any such loss tends to indicate a crime may have been committed, a further condition of this waiver is that you must file a report to the proper law enforcement authorities and furnish us a copy. In addition, if you have insurance for the loss or damage, you shall exercise, and shall empower us to exercise, all your rights to obtain recovery under insurance, shall cooperate with M & M Rental Center to obtain recovery and all insurance proceeds shall be given or assigned to M & M Rental Center.

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