

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087375
Vendor Name: Marberry Cleaners and Laundere
Invoice Number: 92441
Invoice Date: 05/31/17
PO Number:
Check Number: 0238025
Check Amount: \$ 196.20
Check Date: 08/15/2018
Department ID: 64005
Reviewer Name:
Voucher Number: V0519058
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

AP VERIFIED

CHANGE PASSWORD

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT US

07/11/18 - BETHANY CRUSE

EMPLOYEES

Welcome Yvonne!

Voucher**FYE18**

Voucher Number V0518269

Voucher Amount

\$3612

Vendor ID and/or Name

1087375 Marberry Cleaners and Launderers L

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000

Voucher Date 07/03/18 Voucher Maintenance Date 07/03/18 Due Date 07/03/18

Invoice Number 92441 Invoice Date 05/31/18

Check/Transaction Number Paid Date

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Massage Therapy Linen		1.000		36.1200	36.12	05-63-64005-5308001 Massage Therapy CE : Instructional Service Contr	92441		1099MI NEC IL	

Comments

WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.

Approval Date

Next Approval

JUL 05 2018

OK

CHANGE PASSWORD

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT US

MARBERRY
Cleaners and Launderers

ROUTE 15
DATE 5-23-18
C.O.D. CHG. FEE PAID

COD Massage
92556 \$1.16 16

LDY.
BAG
YES ☒ NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE

44

AISLE RUNNER

FLAT

TUMBLE

APPAREL

UNDERSHIRTS

UNDERSHORTS

PAIR SOCKS

HANDKERCHIEFS

PAJAMAS

TC

NAP

COAT S L

AISLE RUNNER

TOTAL 51.04

39606

X5,622

MARBERRY
Cleaners and Launderers

ROUTE 515
DATE 5/31/18
C.O.D. CHG. FEE PAID

COD MASSAGE
92441

LDY.
BAG
YES NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE

28 lbs

AISLE RUNNER

FLAT

TUMBLE

APPAREL

UNDERSHIRTS

UNDERSHORTS

PAIR SOCKS

HANDKERCHIEFS

PAJAMAS

TC

NAP

COAT S L

AISLE RUNNER

TOTAL 36.12

39606

X5,622

MARBERRY
Cleaners and Launderers

ROUTE 15
DATE 5-6-18
C.O.D. CHG. FEE PAID

COD Massage
93252 \$1.16 16

LDY.
BAG
YES ☒ NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE

42

AISLE RUNNER

FLAT

TUMBLE

APPAREL

UNDERSHIRTS

UNDERSHORTS

PAIR SOCKS

HANDKERCHIEFS

PAJAMAS

TC

NAP

COAT S L

AISLE RUNNER

TOTAL 48.72

39606

X5,622

MARBERRY
Cleaners and Launderers

ROUTE 15
DATE 6-13-18
C.O.D. CHG. FEE PAID

COD Massage
93286 1.16 16

LDY.
BAG
YES ☒ NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE

52

AISLE RUNNER

FLAT

TUMBLE

APPAREL

UNDERSHIRTS

UNDERSHORTS

PAIR SOCKS

HANDKERCHIEFS

PAJAMAS

TC

NAP

COAT S L

AISLE RUNNER

TOTAL 60.32

39606

X5,622

1087375
05-63-64005-5308001

FYE18

APPROVED

[Signature]

JUL 05 2018

CONTRACT APPROVAL COVER SHEET

Contract Name: Massage Therapy linens
 Requesting Department: Continuing Ed/Business Solutions Date Initiated: 4.9.18
 Contact Name: Pat O'Shaughnessy Phone: X 3818
 Email Address: oshaughnessyp@cod.edu

Vendor Name: Marberry Cleaners & Launderers Phone: 630-524-2093
 Vendor Contact: David Marberry Email: dmarberry@marberriecleaners.co
 Total Contract: \$ 13,000 Contract Dates: Start: May 15, 2018
 FY Budget \$ 6,500 — 05-63-64005-5308001 End: June 30, 2020
 Vendor 1: Name Marberry Cleaners & Launderers Quote: \$ \$1.16 per lb. no minimum
 Vendor 2: Name Aramark Quote: \$ \$1.77 per lb. fixed price
 Vendor 3: Name Premium Laundry Service Quote: \$ \$1.50 lb. 75 lb. minimum

Contract Purpose: Laundry services for professional and student massage clinics. Marberry will pick up used linens, launder and deliver cleans linens on a weekly basis. Estimated used 30 sheets and hand towels, and 15 large towels per week at \$1.16 per lb. based on projected program usage.

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: Patricia O'Shaughnessy

Budget Mgr.: Dan Deasy

Dept. Adm.: _____

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 4:10 pm, Apr 19, 2018

Contract Signature Page

SERVICE AGREEMENT

Department Name: COLLEGE OF DUPAGE - Continuing Education

Vendor Name: Marberry Cleaners & Launderers

Description of Services: Laundry Service

Board Approval Required: Yes ☒ NO ☐ Date: _____

In consideration thereof, both parties agree to the conditions set forth above.
The undersigned, on behalf of the College of DuPage, a Body Politic and Corporate of the State of Illinois,
this Agreement is hereby executed by:

Contractor: College of DuPage

Vendor Name Marberry Cleaners & Launderers

David Marberry/Managing Partner

Print Name /Title



Signature

36-2758058

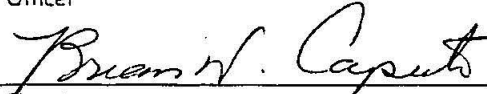
Tax ID or FEIN

4/2/13

Date

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

Vice President Administration / Chief Financial
Officer



Signature

4/19/18

Date

Contractor and the College agree with the terms stated above and certify that Contractor has received a copy of the contract agreement.

EXHIBIT 1

May use template below to provide details regarding the work and specifications to be performed, milestones and deliverables for this Contract or attach Quote clearly detailing the services to be performed:

1. SCOPE OF WORK

1. Description of Services:

- 1.1. Provide a detailed explanation of the services to be performed (describe need and how the service provider will meet those needs):

Continuing Education dept. offers 2 massage therapy clinics, professional and student clinic, both of which utilize sheets and towels for massage treatments. These items need to be laundered after use. Marberry Cleaners & Launderers will pick up the used linens, launder them and then deliver clean linens to COD, Continuing Ed. Dept. on a weekly basis. Linens are the property of COD.

- 1.2. Who will be responsible for performing the services? Please provide names of individuals who will be completing the services in connection with this Scope of Work.

Marberry Cleaners & Launderers will launder the used sheets and towels at their facility in North Aurora and deliver the clean linens to COD, CE dept. Estimated usage will be 30 sets of sheets and hand towels, and 15 large towels per week at the rate of \$1.16 per pound. David Marberry is the Managing Partner.

- 1.3. Provide the name and contact information for the College project or program user.

Patricia O'Shaughnessy; oshaughnessyp@cod.edu; 630-942-3818, Massage Therapy Mgr.
Debra Hasse; hassed@cod.edu; 630-942-2679, Business Solutions Mgr.

- 1.4. What are the milestones and deliverables required during the project? Include a project schedule.

Beginning, the week of May 14, 2018 (M-F, between the hours of 8-5) Marberry Cleaners & Launderers will pickup used bagged linens from CE Dept., then launder and deliver clean linens to supply cabinets in CE Dept.

- 1.5. Where will the services be performed? What, if anything does the College have to provide for the services to be performed?

Services are provided at Marberry Laundry Plant, 220 W. John St., North Aurora, IL 60542. COD provides the linens, specifically sheets and towels.

2. Payment (Itemized):

Contractor will perform and provide all the services and deliverables in accordance with this Agreement for a fixed amount or time and materials not to exceed \$200.00 weekly cost (the "fees"). The total fee includes all other expenses, including transportation and subsistence expenses.

Itemize all costs, time and material rates along with any expenses in connection with the fee or attached quote. Expenses and expendables shall be paid only with the prior written consent of the College.

Cost will be \$1.16 per pound of laundry, quantity will vary each week depending on usage in the clinics. Estimated cost will be \$109 per week.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087375

Vendor Name: Marberry Cleaners and Laundere

Invoice Number: 92556

Invoice Date: 05/23/18

PO Number:

Check Number: 0238025

Check Amount: \$ 196.20

Check Date: 08/15/2018

Department ID: 64005

Reviewer Name:

Voucher Number: V0519153

Redaction Type: None

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

Document Below

AP VERIFIED

CHANGE PASSWORD

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT US

07/12/18 - BETHANY CRUSE

EMPLOYEES

Welcome Yvonne!

Voucher

FYE18

Voucher Number V0518268

Voucher Amount \$51.04

Vendor ID and/or Name 1087375 Marberry Cleaners and Launderer's L

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000

Voucher Date 07/03/18 Voucher Maintenance Date 07/03/18 Due Date 07/03/18

Invoice Number 92556 Invoice Date 05/23/18

Check/Transaction Number Paid Date

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Massage Therapy Linen		1.000		51.0400	51.04	05-63-64005-5308001 Massage Therapy CE : Instructional Service Contr	92556		1099MI NEC IL	

Comments

WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.

Approval Date

Next Approval

OK

JUL 05 2018

CHANGE PASSWORD

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT US

MARBERRY
Cleaners and Launderers

ROUTE 12
DATE 5-23-18
C.O.D. CHG. FEE PAID

COD Massage
92556 \$1.16 16.

LDRY. BAG
YES NO

SHIRTS				POUNDAGE
FOLD	HANG			44
L M H NO				
AISLE RUNNER				
FLAT 05-6				
TUMBLE				
APPAREL				

UNDERSHIRTS	
UNDERSHORTS	
PAIR SOCKS	
HANDKERCHIEFS	
PAJAMAS	
TC	
NAP	
COAT S L	
AISLE RUNNER	

TOTAL 51.04

39606

X5,622

MARBERRY
Cleaners and Launderers

ROUTE 5/15
DATE 5/31
C.O.D. CHG. FEE PAID

COD MESSAGE
92441

LDRY. BAG
YES NO

SHIRTS				POUNDAGE
FOLD	HANG			28 lbs
L M H NO				
AISLE RUNNER				
FLAT 03-4				
TUMBLE				
APPAREL				

UNDERSHIRTS	
UNDERSHORTS	
PAIR SOCKS	
HANDKERCHIEFS	
PAJAMAS	
TC	
NAP	
COAT S L	
AISLE RUNNER	

TOTAL 36.12

39606

X5,622

MARBERRY
Cleaners and Launderers

ROUTE 15
DATE 6-6-18
C.O.D. CHG. FEE PAID

COD Massage
93252 \$1.16 16

LDRY. BAG
YES NO

SHIRTS				POUNDAGE
FOLD	HANG			42
L M H NO				
AISLE RUNNER				
FLAT				
TUMBLE				
APPAREL				

UNDERSHIRTS	
UNDERSHORTS	
PAIR SOCKS	
HANDKERCHIEFS	
PAJAMAS	
TC	
NAP	
COAT S L	
AISLE RUNNER	

TOTAL 48.72

39606

X5,622

MARBERRY
Cleaners and Launderers

ROUTE 15
DATE 6-13-18
C.O.D. CHG. FEE PAID

COD Massage
93286 1.16 16

LDRY. BAG
YES NO

SHIRTS				POUNDAGE
FOLD	HANG			52
L M H NO				
AISLE RUNNER				
FLAT				
TUMBLE				
APPAREL				

UNDERSHIRTS	
UNDERSHORTS	
PAIR SOCKS	
HANDKERCHIEFS	
PAJAMAS	
TC	
NAP	
COAT S L	
AISLE RUNNER	

TOTAL 60.32

39606

X5,622

#1087375
05-63-64005-5308001

APPROVED

FYE18
20

JUL 05 2018

CONTRACT APPROVAL COVER SHEET

Contract Name: Massage Therapy linens
 Requesting Department: Continuing Ed/Business Solutions Date Initiated: 4.9.18
 Contact Name: Pat O'Shaughnessy Phone: X 3818
 Email Address: oshaughnessyp@cod.edu

Vendor Name: Marberry Cleaners & Launderers Phone: 630-524-2093
 Vendor Contact: David Marberry Email: dmarberry@marberrycleaners.co
 Total Contract: \$ 13,000 Contract Dates: Start: May 15, 2018
 FY Budget \$ 6,500 — 05-63-64005-5308001 End: June 30, 2020
 Vendor 1: Name Marberry Cleaners & Launderers Quote: \$ \$1.16 per lb. no minimum
 Vendor 2: Name Aramark Quote: \$ \$1.77 per lb. fixed price
 Vendor 3: Name Premium Laundry Service Quote: \$ \$1.50 lb. 75 lb. minimum

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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.

Requester: Patricia O'Shaughnessy Pat O'Shaughnessy
 Budget Mgr.: Dan Deasy
 Dept. Adm.: _____

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 4:10 pm, Apr 19, 2018

Contract Signature Page

SERVICE AGREEMENT

Department Name: COLLEGE OF DUPAGE - Continuing Education

Vendor Name: Marberry Cleaners & Launderers

Description of Services: Laundry Service

Board Approval Required: Yes ☒ NO ☐ Date: _____

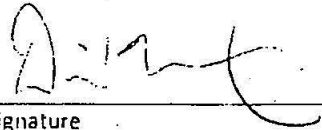
In consideration thereof, both parties agree to the conditions set forth above.
The undersigned, on behalf of the College of DuPage, a Body Politic and Corporate of the State of Illinois,
this Agreement is hereby executed by:

Contractor: College of DuPage

Vendor Name Marberry Cleaners & Launderers

David Marberry/Managing Partner

Print Name /Title



Signature

36-2758058

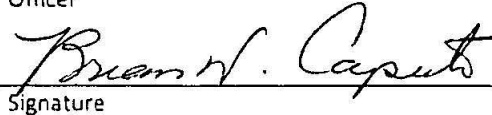
Tax ID or FEIN

4/2/13

Date

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

Vice President Administration / Chief Financial
Officer



Signature

4/19/18

Date

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- 1.2. Who will be responsible for performing the services? Please provide names of individuals who will be completing the services in connection with this Scope of Work.

Marberry Cleaners & Launderers will launder the used sheets and towels at their facility in North Aurora and deliver the clean linens to COD, CE dept. Estimated usage will be 30 sets of sheets and hand towels, and 15 large towels per week at the rate of \$1.16 per pound. ~~David Marberry is the Managing Partner~~

- 1.3. Provide the name and contact information for the College project or program user.

Patricia O'Shaughnessy; oshaughnessyp@cod.edu; 630-942-3818, Massage Therapy Mgr.
Debra Hasse; hassed@cod.edu; 630-942-2679, Business Solutions Mgr.

- 1.4. What are the milestones and deliverables required during the project? Include a project schedule.

Beginning, the week of May 14, 2018 (M-F, between the hours of 8-5) Marberry Cleaners & Launderers will pickup used bagged linens from CE Dept., then launder and deliver clean linens to supply cabinets in CE Dept.

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2. Payment (Itemized):

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Cost will be \$1.16 per pound of laundry, quantity will vary each week depending on usage in the clinics. Estimated cost will be \$109 per week.

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087375

Vendor Name: Marberry Cleaners and Laundere

Invoice Number: 93286

Invoice Date: 06/13/18

PO Number:

Check Number: 0238025

Check Amount: \$ 196.20

Check Date: 08/15/2018

Department ID: 64005

Reviewer Name:

Voucher Number: V0519155

Redaction Type: None

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

Document Below

AP VERIFIED

CHANGE PASSWORD | LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT US

EMPLOYEES

Welcome Yvonne!

07/12/18 - BETHANY CRUSE

Voucher

Voucher Number V0518271

Voucher Amount \$60.32

Vendor ID and/or Name 1087375 Marberry Cleaners and Launderers L

FYE 18

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000

Voucher Date 07/03/18 Voucher Maintenance Date 07/03/18 Due Date 07/03/18

Invoice Number 93286 Invoice Date 06/13/18

Check/Transaction Number Paid Date

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Massage Therapy Linen		1.000		60.3200	60.32	05-63-64005-5308001 Massage Therapy CE : Instructional Service Contr	93286		1099MI NEC IL	

Comments

WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.

Approval Date

Next Approval

JUL 05 2018

OK

CHANGE PASSWORD

LOG OUT

MAIN MENU

EMPLOYEES MENU

CONTACT US

MARBERRY
Cleaners and Launderers

ROUTE 15
DATE 5-23-18
C.O.D. CHG. FEE PAID

COD Massage
92556 \$1.16 16

LDY.
BAG
YES NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE
44

aisle runner

FLAT

TUMBLE

APPAREL

undershirts

undershorts

pair socks

handkerchiefs

PAJAMAS

TC

NAP

COAT S L

aisle runner

TOTAL 51.04

39606

X5,622

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Cleaners and Launderers

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SHIRTS
FOLD HANG
L M H NO

POUNDAGE
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aisle runner

FLAT

TUMBLE

APPAREL

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undershorts

pair socks

handkerchiefs

PAJAMAS

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COAT S L

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MARBERRY
Cleaners and Launderers

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COD Massage
93286 1.16 16

LDY.
BAG
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SHIRTS
FOLD HANG
L M H NO

POUNDAGE
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aisle runner

FLAT

TUMBLE

APPAREL

undershirts

undershorts

pair socks

handkerchiefs

PAJAMAS

TC

NAP

COAT S L

aisle runner

TOTAL 60.32

39606

X5,622

1087315
05-63-64005-5308001

FYE18
APPROVED
JUL 05 2018

CONTRACT APPROVAL COVER SHEET

Contract Name: Massage Therapy linens
 Requesting Department: Continuing Ed/Business Solutions Date Initiated: 4.9.18
 Contact Name: Pat O'Shaughnessy Phone: X 3818
 Email Address: oshaughnessyp@cod.edu

Vendor Name: Marberry Cleaners & Launderers Phone: 630-524-2093
 Vendor Contact: David Marberry Email: dmarberry@marberriycleners.co
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Requester: Patricia O'Shaughnessy Pat O'Shaughnessy
 Budget Mgr.: Dan Deasy
 Dept. Adm.: _____

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 4:10 pm, Apr 19, 2018

Contract Signature Page

SERVICE AGREEMENT

Department Name: COLLEGE OF DUPAGE - Continuing Education

Vendor Name: Marberry Cleaners & Launderers

Description of Services: Laundry Service

Board Approval Required: Yes ☒ NO ☐ Date: _____

In consideration thereof, both parties agree to the conditions set forth above.
The undersigned, on behalf of the College of DuPage, a Body Politic and Corporate of the State of Illinois,
this Agreement is hereby executed by:

Contractor: College of DuPage

Vendor Name Marberry Cleaners & Launderers

David Marberry/Managing Partner

Print Name /Title


Signature

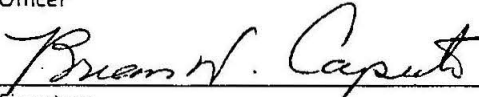
36-2758058

Tax ID or FEIN

4/2/13
Date

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

Vice President Administration / Chief Financial
Officer


Signature

4/19/18
Date

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- 1.2. Who will be responsible for performing the services? Please provide names of individuals who will be completing the services in connection with this Scope of Work.

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- 1.3. Provide the name and contact information for the College project or program user.

Patricia O'Shaughnessy; oshaughnessyp@cod.edu; 630-942-3818, Massage Therapy Mgr.
Debra Hasse; hassed@cod.edu; 630-942-2679, Business Solutions Mgr.

- 1.4. What are the milestones and deliverables required during the project? Include a project schedule.

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Services are provided at Marberry Laundry Plant, 220 W. John St., North Aurora, IL 60542. COD provides the linens, specifically sheets and towels.

2. Payment (Itemized):

Contractor will perform and provide all the services and deliverables in accordance with this Agreement for a fixed amount or time and materials not to exceed \$200.00 weekly cost (the "fees"). The total fee includes all other expenses, including transportation and subsistence expenses.

Itemize all costs, time and material rates along with any expenses in connection with the fee or attached quote. Expenses and expendables shall be paid only with the prior written consent of the College.

Cost will be \$1.16 per pound of laundry, quantity will vary each week depending on usage in the clinics. Estimated cost will be \$109 per week.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087375
Vendor Name: Marberry Cleaners and Laundere
Invoice Number: 93252
Invoice Date: 06/06/18
PO Number:
Check Number: 0238025
Check Amount: \$ 196.20
Check Date: 08/15/2018
Department ID: 64005
Reviewer Name:
Voucher Number: V0519158
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

AP VERIFIED

EMPLOYEES

Welcome Yvonne!

07/12/18 - BETHANY CRUSE

Voucher

Voucher Number V0518270

Voucher Amount

\$48.72

Vendor ID and/or Name 1087375 Marberry Cleaners and Launderers L

FYE18

Voucher Status In Progress (Unfinished) AP Type IM Invoices < \$15,000

Voucher Date 07/03/18 Voucher Maintenance Date 07/03/18 Due Date 07/03/18

Invoice Number 83252 Invoice Date 06/06/18

Check/Transaction Number Paid Date

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Massage Therapy Linen		1.000		48.7200	48.72	05-63-64005-5308001 Massage Therapy CE : Instructional Service Contr	93252		1099MI NEC IL	

Comments

WARNING: All line items on this document have been populated with default tax form information from the chosen vendor.

Approval Date

Next Approval

JUL 05 2018

OK

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

MARBERRY
Cleaners and Launderers

ROUTE 10
DATE 5-23-18
C.O.D. CHG. FEE PAID

COD Massage
92556 \$1.16 lb.

LDY.
BAG
YES ☒ NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE
44

AISLE RUNNER
FLAT 05-6
TUMBLE
APPAREL

UNDERSHIRTS
UNDERSHORTS
PAIR SOCKS
HANDKERCHIEFS
PAJAMAS
TC
NAP
COAT S L
AISLE RUNNER

TOTAL 51.04

39606

X5.622

MARBERRY
Cleaners and Launderers

ROUTE 5/15
DATE 5/31
C.O.D. CHG. FEE PAID

COD MASSAGE
92441

LDY.
BAG
YES NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE
28 lbs

AISLE RUNNER
FLAT 03-4
TUMBLE
APPAREL

UNDERSHIRTS
UNDERSHORTS
PAIR SOCKS
HANDKERCHIEFS
PAJAMAS
TC
NAP
COAT S L
AISLE RUNNER

TOTAL 36.12

39606

X5.622

MARBERRY
Cleaners and Launderers

ROUTE 15
DATE 6-13-18
C.O.D. CHG. FEE PAID

COD Massage
93252 \$1.16 lb.

LDY.
BAG
YES ☒ NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE
42

AISLE RUNNER
FLAT
TUMBLE
APPAREL

UNDERSHIRTS
UNDERSHORTS
PAIR SOCKS
HANDKERCHIEFS
PAJAMAS
TC
NAP
COAT S L
AISLE RUNNER

TOTAL 48.12

39606

X5.622

MARBERRY
Cleaners and Launderers

ROUTE 15
DATE 6-13-18
C.O.D. CHG. FEE PAID

COD Massage
93286 1.16 lb.

LDY.
BAG
YES ☒ NO

SHIRTS
FOLD HANG
L M H NO

POUNDAGE
52

AISLE RUNNER
FLAT
TUMBLE
APPAREL

UNDERSHIRTS
UNDERSHORTS
PAIR SOCKS
HANDKERCHIEFS
PAJAMAS
TC
NAP
COAT S L
AISLE RUNNER

TOTAL 60.32

39606

X5.622

1087375
05-63-64005-5308001

FYE18

APPROVED

20 JUL 05 2018

CONTRACT APPROVAL COVER SHEET

Contract Name: Massage Therapy linens

Requesting Department: Continuing Ed/Business Solutions Date Initiated: 4.9.18

Contact Name: Pat O'Shaughnessy Phone: X 3818

Email Address: oshaughnessyp@cod.edu

Vendor Name: Marberry Cleaners & Launderers Phone: 630-524-2093

Vendor Contact: David Marberry Email: dmarberry@marberrycleaners.co

Total Contract: \$ 13,000 Contract Dates: Start: May 15, 2018

FY Budget \$ 6,500 — 05-63-64005-5308001 End: June 30, 2020

Vendor 1: Name Marberry Cleaners & Launderers Quote: \$ \$1.16 per lb. no minimum

Vendor 2: Name Aramark Quote: \$ \$1.77 per lb. fixed price

Vendor 3: Name Premium Laundry Service Quote: \$ \$1.50 lb. 75 lb. minimum

Contract Purpose: Laundry services for professional and student massage clinics. Marberry will pick up used linens, launder and deliver cleans linens on a weekly basis. Estimated used 30 sheets and hand towels, and 15 large towels per week at \$1.16 per lb. based on projected program usage.

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: Patricia O'Shaughnessy

Budget Mgr.: Dan Deasy

Dept. Adm.: _____

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 4:10 pm, Apr 18, 2018

Contract Signature Page

SERVICE AGREEMENT

Department Name: COLLEGE OF DUPAGE - Continuing Education

Vendor Name: Marberry Cleaners & Launderers

Description of Services: Laundry Service

Board Approval Required: Yes ☒ NO ☐ Date: _____

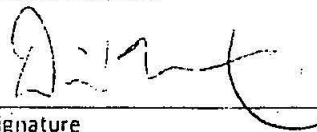
In consideration thereof, both parties agree to the conditions set forth above.
The undersigned, on behalf of the College of DuPage, a Body Politic and Corporate of the State of Illinois,
this Agreement is hereby executed by:

Contractor: College of DuPage

Vendor Name Marberry Cleaners & Launderers

David Marberry/Managing Partner

Print Name /Title



Signature

36-2758058

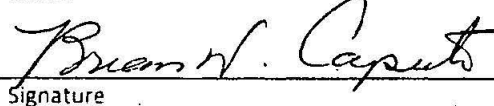
Tax ID or FEIN

4/2/13

Date

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

Vice President Administration / Chief Financial
Officer



Signature

4/19/18

Date

Contractor and the College agree with the terms stated above and certify that Contractor has received a copy of the contract agreement.

THIS AGREEMENT IS NOT LEGALLY BINDING UPON THE COLLEGE OF DUPAGE UNLESS AND UNTIL IT IS EXECUTED BY AN AUTHORIZED SIGNATORY OF THE COLLEGE OF DUPAGE. THE COLLEGE OF DUPAGE WILL HONOR NO OTHER APPROVAL OR AUTHORIZATION FOR PERFORMANCE OF OR PAYMENT FOR SERVICES BY THE SERVICE PROVIDER.

PAGE 8 OF 12

EXHIBIT 1

May use template below to provide details regarding the work and specifications to be performed, milestones and deliverables for this Contract or attach Quote clearly detailing the services to be performed:

1. SCOPE OF WORK

1. Description of Services:

- 1.1. Provide a detailed explanation of the services to be performed (describe need and how the service provider will meet those needs):

Continuing Education dept. offers 2 massage therapy clinics, professional and student clinic, both of which utilize sheets and towels for massage treatments. These items need to be laundered after use. Marberry Cleaners & Launderers will pick up the used linens, launder them and then deliver clean linens to COD, Continuing Ed. Dept. on a weekly basis. Linens are the property of COD

- 1.2. Who will be responsible for performing the services? Please provide names of individuals who will be completing the services in connection with this Scope of Work.

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