

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1263537

Vendor Name: Ace Delivery Service, Inc

Invoice Number: 59790

Invoice Date: 07/30/18

PO Number:

Check Number: E0068617

Check Amount: \$ 78.00

Check Date: 08/08/2018

Department ID: 62008

Reviewer Name:

Voucher Number: V0522566

Redaction Type: None

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

Document Below

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#) | [CONTACT US](#)

EMPLOYEES

Welcome Yvonne!

Voucher

Voucher Number V0522566
Voucher Amount \$78.00
Vendor ID and/or Name 1263537 Ace Delivery Service, Inc

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

Voucher Date 08/07/18 Voucher Maintenance Date 08/07/18 Due Date 08/07/18

Invoice Number 59790 Invoice Date 07/30/18

Check/Transaction Number Paid Date

AP VERIFIED
08/08/18 - MARIA ZERRUDO
create from document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
<u>Delivery Service- Yellow</u>		1.000		22.4000	22.40	05-62-62008-5309001 Youth Camps CE : Other Contractual Services Exp	59790			
<u>Delivery Services- Metea &</u>		1.000		55.6000	55.60	05-62-62004-5309001 High School CE : Other Contractual Services Exp	59790			

Comments Approval Date Next Approval

OK

AUG 07 2018

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [EMPLOYEES MENU](#) | [CONTACT US](#)

INVOICE

ACE DELIVERY SERVICE

ACCOUNT	INVOICE NO.	CURRENT CHARGES	INVOICE DATE	AMOUNT DUE	QUESTIONS
COD	59790	78.00	07/30/18	78.00	PLACE ORDER 630-942-8500

COLLEGE OF DuPAGE
425 FAWELL BLVD.
GLEN ELLYN, ILLINOIS 60137-6599
ATT YVONNE BEDFORD

MAIL PAYMENT TO:
ACE DELIVERY SERVICE, INC
799 ROOSEVELT ROAD
BUILDING 2 - SUITE 110
GLEN ELLYN, IL 60137-5929

SUMMARY OF CHARGES

BILLING PERIOD

07/23/18-07/29/18

Current Charges 78.00

KEY TO SYMBOLS:

XW = Extra Weight

WT = Waiting Time

PAYMENT TERMS: NET 10 DAYS

APPROVED

AUG 07 2018

ACE DELIVERY SERVICE

ACCOUNT	INVOICE NO.	CURRENT CHARGES	INVOICE DATE	AMOUNT DUE	AMOUNT ENCLOSED
COD	59790	78.00	07/30/18	78.00	\$ _____

Please make check payable to:

ACE DELIVERY SERVICE, INC
799 ROOSEVELT ROAD
BUILDING 2 - SUITE 110
GLEN ELLYN, IL 60137-5929

COLLEGE OF DuPAGE
425 FAWELL BLVD.
GLEN ELLYN, ILLINOIS 60137-6599
ATT YVONNE BEDFORD

ACE DELIVERY SERVICE, INC

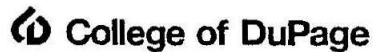
DETAIL OF DELIVERIES 07/23/18 - 07/29/18

Account: COD / COLLEGE OF DUPAGE

Ticket	Date	Caller	Reference	From	To	X	WT	Extra	Total
66694	07/26/18	YVONNE		COLLEGE OF	COMMUNITY				22.40
66695	07/26/18	YVONNE		METEA VALLEY	COLLEGE OF				33.20
66696	07/26/18	YVONNE		NEUQUA VALLEY	COLLEGE OF				22.40
Total									78.00

\$ 22.40 # 05-62-62008-5309001

\$ 55.60 # 05-62-62004-5309001



**SERVICE AGREEMENT ~ UNDER \$5000
BETWEEN COLLEGE OF DUPAGE AND ACE DELIVERY SERVICE, INC.**

This AGREEMENT ("Agreement") is entered into on April 24, 2018 by and between College of DuPage, Community College District No. 502, Counties of DuPage, Cook and Will, and State of Illinois ("College") having its main address at 425 Fawell Blvd., Glen Ellyn IL 60137 and ACE Delivery Service, Inc. ("Contractor") having an address at 799 Roosevelt Rd, Building 2, Suite 110, Glen Ellyn, IL 60137.

The College and Contractor desire to enter into this Agreement, by which Contractor shall perform certain services in connection with the project, as described below. In consideration of the performance of services by Contractor and the payment for those services by the College, the parties agree as follows:

1. Scope of Services and Performance

As directed by the College, Contractor will provide pick-up and delivery of instructional supplies to/from College of DuPage to/from various off-campus locations (see attached Quotation from ACE Delivery Service) for the College in connection with this Agreement. Contractor will perform the services with the highest professional standards as practiced in a timely manner and in accordance with any project schedule described in the scope of services. The parties agree that time is of the essence with respect to Contractor's performance.

Contractor must promptly notify the College immediately in writing: (i) of any information required from the College so Contractor can complete their services in a timely manner and (ii) of any work requested by the College that is not included in the scope of services provided in this section.

Contractor will perform the services in accordance with all applicable laws, rules, regulations and applicable grants or contracts, including equal employment opportunity and import and export control laws and regulations. All documents, drawings, surveys, and reports (including those in electronic form) prepared by Contractor pursuant to this Agreement are the property of the College. The College will have the right to utilize such documents, drawings, surveys, and reports in the event the College expands the services, corrects any deficiencies, or makes any repairs or renovations to the services.

2. Payment

The College will pay Contractor for services properly performed under this Agreement the amounts set forth as the fees. The fees specified in the costs or itemized time and material rates along with any expenses represent the College's total financial commitment to Contractor for all services and deliverables, applicable taxes, and other obligations under this Agreement. The College is not subject to any sales or use taxes and such taxes will not be included in the fees charged by Contractor. The amount due to Contractor under this Agreement may not exceed \$4,999.00 without the College's prior written approval.

Contractor will provide Invoices in a format acceptable 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. In the event of termination by the College as hereinafter provided, Contractor will be paid for services properly rendered prior to termination as provided below. Reimbursement by the College of expenses and expendables Incurred by Contractor will be limited to the fees defined in this section.

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 1 of 5

3. Term

The term of this Agreement is from July 1, 2018 to June 30, 2019 unless otherwise terminated in accordance with this Agreement. Services may not begin nor payment authorized prior to execution of this Agreement by an authorized signatory of the College of DuPage.

4. Indemnification

To the fullest extent allowed by law, Contractor will indemnify and hold the College, its trustees, officers, agents, employees and any other parties designated by the College (hereinafter collectively called the "Indemnitees") harmless from all losses, claims, liabilities, injuries, damages and expenses, including but not limited to, all attorneys' fees, defense and court costs and expenses, that the Indemnitees may incur arising out of, or occurring in connection with, the acts or omissions by Contractor of its duties and obligations under or pursuant to this Agreement.

5. Insurance

The Contractor shall not commence work under this contract until all insurance required herein is obtained and approved by the Owner. Nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

The Contractor shall furnish the College of DuPage with a Certificate of Insurance, with College of DuPage, its trustees, officers, agents, employees, and any other parties designated by COD named as an additional insured for Commercial General and Automobile Liability, showing the minimum coverage indicated below. Insurance companies must have a Best Rating of at least A VI and otherwise be acceptable to the College. Workers' Compensation insurance shall include a waiver of subrogation in favor of the College of DuPage. The College will also be shown as the certificate holder. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to College of DuPage. An endorsement page showing coverage must accompany the certificate of insurance. The foregoing certificate shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to College of DuPage.

TYPE OF INSURANCE

MINIMUM INSURANCE COVERAGE

Combined Single Limit Per Occurrence/Aggregate

Commercial General Liability including:

1. Premises – Operations
2. Explosion, Underground and Collapse Hazard
3. Products/Completed Operations
4. Contractual Insurance
5. Broad Form Property Damage
6. Independent Contractors
7. Bodily Injury

\$1,000,000 / \$2,000,000

Automobile Liability

Owned, Non-owned, or Rented

~~\$1,000,000 / \$2,000,000~~

100000 300000 50000
100000 300000 50000 LY

Workers' Compensation and Employers' Liability

As Required by Applicable Laws.

Professional Liability

If Performance Specifications are

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 2 of 5

Required by the Contract

6. Termination

The College may terminate this Agreement at any time, in whole or in part, with or without cause, upon written notice to Contractor. In the event this Agreement is terminated pursuant to this paragraph, Contractor will be compensated for services properly rendered through the date of termination, as can be documented to the reasonable satisfaction of the College. The College will have no liability to the Contractor beyond the date of termination. Further, if the Agreement is terminated for cause, the College will be entitled to all direct, indirect, and consequential damages arising from the breach of Agreement prompting the termination.

7. Compliance with Laws

Contractor shall observe and comply with all State of Illinois, local, and federal laws, and the rules of any governing body having jurisdiction over the premises and/or its use, including but not limited to the College of DuPage.

- a. Human Rights Act: To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*
- b. Drug Free Workplace: To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act, 30 ILCS 580.1 *et seq.*
- c. Sexual Harassment Policy: Contractor represents by the signing of this Agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105.
- d. Equal Employment Opportunity: Contractor agrees to comply fully with the Federal Equal Employment Opportunities Act, including 29 C.F.R./Part 1609 "Guidelines on Harassment," the Illinois Human Rights Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder and all amendments made thereto, Title VII of the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments, and Contractor represents certifies and agrees that it has implemented a sexual harassment policy pursuant to 775 ILCS 5/2-105 and that no person shall be denied or refused service or other full or equal use of Contractor services, or denied employment opportunities by Contractor on the basis of race, creed, color, religion, sex, national origin or ancestry, age disability unrelated to ability, marital status, or unfavorable discharge from military service.
- e. Fair Employment Practice: Contractor represents it is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
- f. Prevailing Wage Act: To the extent required by law, Contractor may not pay less than the prevailing wage as established pursuant to an Act regulating the wages of laborers, mechanics, and other workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.*
- g. Non-debarment: Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.*

8. Entire Agreement

This Agreement represents the entire agreement between Contractor and the College and supersedes all prior negotiations or agreements, written or oral. This Agreement may only be amended by written instrument executed by the College and Contractor. In the event of a conflict between this Agreement and a proposal from Contractor or any exhibits hereto, this Agreement shall control.

9. Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to conflict of law provisions. Venue for any disputes arising under or in connection with this

Agreement shall be in the Circuit Court of the Eighteenth Judicial Circuit of the State of Illinois, or in the United States District Court for the Northern District of Illinois, Eastern Division.

10. No Assignment by Contractor

Contractor may not, by operation of law, merger, or otherwise, assign any of its rights, agreements, or obligations under this Agreement without the prior written consent of the College. Any purported assignment by Contractor without the prior written consent of the College shall be null and void and shall not bind the College. Subject to the preceding sentence, all of the terms, agreements, covenants, representations, warranties, and conditions of this Agreement shall be binding upon, and inure to the benefit of and are enforceable by, the parties and their respective successors and assigns.

11. Severability and Non-Waiver

If any provision of this Agreement is found to be unenforceable, the other provisions of this Agreement shall not be affected but shall remain in full force and effect. No waiver by either party of any breach or default by the other party shall be construed to be a waiver of any other breach or default by such other party.

12. Conflicts of Interest

Contractor represents that it, to the best of its knowledge, has no relationship or ownership interest and will not acquire any interest, direct or indirect, in any enterprise, which would conflict in any manner or degree with the performance of the services under this Agreement. Contractor further represents that it has no known and undisclosed familial relationship (as currently defined under applicable College policies) with any College of DuPage Administrator, Employee, Trustee, Committee member, or College of DuPage Foundation Board Member.

Signature Page Follows

Signature Page

This Agreement has been executed the day and year provided below.

CONTRACTOR:

ACE Delivery Service, Inc.

Lee Yutakis

Print Name/Title:



Signature:

36-4027961

Tax ID or FEIN

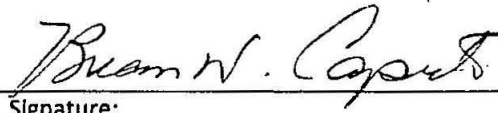
5-2-18

Date:

COLLEGE OF DUPAGE

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

Vice President, Administration & Treasurer



Signature:

5/9/18

Date:

Date: 4/18/2018
Expiration Date: 6/30/2019

FROM: Lee Yutakis
ACE Delivery Service, Inc.
799 Roosevelt Rd, Building 2,
Suite 110
Glen Ellyn, IL 60137
(630) 942-8500

2.4.10, 1.0.17, 1.0.18, 1.0.19, 1.0.20, 1.0.21, 1.0.22, 1.0.23, 1.0.24, 1.0.25, 1.0.26, 1.0.27, 1.0.28, 1.0.29, 1.0.30, 1.0.31, 1.0.32, 1.0.33, 1.0.34, 1.0.35, 1.0.36, 1.0.37, 1.0.38, 1.0.39, 1.0.40, 1.0.41, 1.0.42, 1.0.43, 1.0.44, 1.0.45, 1.0.46, 1.0.47, 1.0.48, 1.0.49, 1.0.50, 1.0.51, 1.0.52, 1.0.53, 1.0.54, 1.0.55, 1.0.56, 1.0.57, 1.0.58, 1.0.59, 1.0.60, 1.0.61, 1.0.62, 1.0.63, 1.0.64, 1.0.65, 1.0.66, 1.0.67, 1.0.68, 1.0.69, 1.0.70, 1.0.71, 1.0.72, 1.0.73, 1.0.74, 1.0.75, 1.0.76, 1.0.77, 1.0.78, 1.0.79, 1.0.80, 1.0.81, 1.0.82, 1.0.83, 1.0.84, 1.0.85, 1.0.86, 1.0.87, 1.0.88, 1.0.89, 1.0.90, 1.0.91, 1.0.92, 1.0.93, 1.0.94, 1.0.95, 1.0.96, 1.0.97, 1.0.98, 1.0.99, 1.0.100, 1.0.101, 1.0.102, 1.0.103, 1.0.104, 1.0.105, 1.0.106, 1.0.107, 1.0.108, 1.0.109, 1.0.110, 1.0.111, 1.0.112, 1.0.113, 1.0.114, 1.0.115, 1.0.116, 1.0.117, 1.0.118, 1.0.119, 1.0.120, 1.0.121, 1.0.122, 1.0.123, 1.0.124, 1.0.125, 1.0.126, 1.0.127, 1.0.128, 1.0.129, 1.0.130, 1.0.131, 1.0.132, 1.0.133, 1.0.134, 1.0.135, 1.0.136, 1.0.137, 1.0.138, 1.0.139, 1.0.140, 1.0.141, 1.0.142, 1.0.143, 1.0.144, 1.0.145, 1.0.146, 1.0.147, 1.0.148, 1.0.149, 1.0.150, 1.0.151, 1.0.152, 1.0.153, 1.0.154, 1.0.155, 1.0.156, 1.0.157, 1.0.158, 1.0.159, 1.0.160, 1.0.161, 1.0.162, 1.0.163, 1.0.164, 1.0.165, 1.0.166, 1.0.167, 1.0.168, 1.0.169, 1.0.170, 1.0.171, 1.0.172, 1.0.173, 1.0.174, 1.0.175, 1.0.176, 1.0.177, 1.0.178, 1.0.179, 1.0.180, 1.0.181, 1.0.182, 1.0.183, 1.0.184, 1.0.185, 1.0.186, 1.0.187, 1.0.188, 1.0.189, 1.0.190, 1.0.191, 1.0.192, 1.0.193, 1.0.194, 1.0.195, 1.0.196, 1.0.197, 1.0.198, 1.0.199, 1.0.200, 1.0.201, 1.0.202, 1.0.203, 1.0.204, 1.0.205, 1.0.206, 1.0.207, 1.0.208, 1.0.209, 1.0.210, 1.0.211, 1.0.212, 1.0.213, 1.0.214, 1.0.215, 1.0.216, 1.0.217, 1.0.218, 1.0.219, 1.0.220, 1.0.221, 1.0.222, 1.0.223, 1.0.224, 1.0.225, 1.0.226, 1.0.227, 1.0.228, 1.0.229, 1.0.230, 1.0.231, 1.0.232, 1.0.233, 1.0.234, 1.0.235, 1.0.236, 1.0.237, 1.0.238, 1.0.239, 1.0.240, 1.0.241, 1.0.242, 1.0.243, 1.0.244, 1.0.245, 1.0.246, 1.0.247, 1.0.248, 1.0.249, 1.0.250, 1.0.251, 1.0.252, 1.0.253, 1.0.254, 1.0.255, 1.0.256, 1.0.257, 1.0.258, 1.0.259, 1.0.260, 1.0.261, 1.0.262, 1.0.263, 1.0.264, 1.0.265, 1.0.266, 1.0.267, 1.0.268, 1.0.269, 1.0.270, 1.0.271, 1.0.272, 1.0.273, 1.0.274, 1.0.275, 1.0.276, 1.0.277, 1.0.278, 1.0.279, 1.0.280, 1.0.281, 1.0.282, 1.0.283, 1.0.284, 1.0.285, 1.0.286, 1.0.287, 1.0.288, 1.0.289, 1.0.290, 1.0.291, 1.0.292, 1.0.293, 1.0.294, 1.0.295, 1.0.296, 1.0.297, 1.0.298, 1.0.299, 1.0.300, 1.0.301, 1.0.302, 1.0.303, 1.0.304, 1.0.305, 1.0.306, 1.0.307, 1.0.308, 1.0.309, 1.0.310, 1.0.311, 1.0.312, 1.0.313, 1.0.314, 1.0.315, 1.0.316, 1.0.317, 1.0.318, 1.0.319, 1.0.320, 1.0.321, 1.0.322, 1.0.323, 1.0.324, 1.0.325, 1.0.326, 1.0.327, 1.0.328, 1.0.329, 1.0.330, 1.0.331, 1.0.332, 1.0.333, 1.0.334, 1.0.335, 1.0.336, 1.0.337, 1.0.338, 1.0.339, 1.0.340, 1.0.341, 1.0.342, 1.0.343, 1.0.344, 1.0.345, 1.0.346, 1.0.347, 1.0.348, 1.0.349, 1.0.350, 1.0.351, 1.0.352, 1.0.353, 1.0.354, 1.0.355, 1.0.356, 1.0.357, 1.0.358, 1.0.359, 1.0.360, 1.0.361, 1.0.362, 1.0.363, 1.0.364, 1.0.365, 1.0.366, 1.0.367, 1.0.368, 1.0.369, 1.0.370, 1.0.371, 1.0.372, 1.0.373, 1.0.374, 1.0.375, 1.0.376, 1.0.377, 1.0.378, 1.0.379, 1.0.380, 1.0.381, 1.0.382, 1.0.383, 1.0.384, 1.0.385, 1.0.386, 1.0.387, 1.0.388, 1.0.389, 1.0.390, 1.0.391, 1.0.392, 1.0.393, 1.0.394, 1.0.395, 1.0.396, 1.0.397, 1.0.398, 1.0.399, 1.0.400, 1.0.401, 1.0.402, 1.0.403, 1.0.404, 1.0.405, 1.0.406, 1.0.407, 1.0.408, 1.0.409, 1.0.410, 1.0.411, 1.0.412, 1.0.413, 1.0.414, 1.0.415, 1.0.416, 1.0.417, 1.0.418, 1.0.419, 1.0.420, 1.0.421, 1.0.422, 1.0.423, 1.0.424, 1.0.425, 1.0.426, 1.0.427, 1.0.428, 1.0.429, 1.0.430, 1.0.431, 1.0.432, 1.0.433, 1.0.434, 1.0.435, 1.0.436, 1.0.437, 1.0.438, 1.0.439, 1.0.440, 1.0.441, 1.0.442, 1.0.443, 1.0.444, 1.0.445, 1.0.446, 1.0.447, 1.0.448, 1.0.449, 1.0.450, 1.0.451, 1.0.452, 1.0.453, 1.0.454, 1.0.455, 1.0.456, 1.0.457, 1.0.458, 1.0.459, 1.0.460, 1.0.461, 1.0.462, 1.0.463, 1.0.464, 1.0.465, 1.0.466, 1.0.467, 1.0.468, 1.0.469, 1.0.470, 1.0.471, 1.0.472, 1.0.473, 1.0.474, 1.0.475, 1.0.476, 1.0.477, 1.0.478, 1.0.479, 1.0.480, 1.0.481, 1.0.482, 1.0.483, 1.0.484, 1.0.485, 1.0.486, 1.0.487, 1.0.488, 1.0.489, 1.0.490, 1.0.491, 1.0.492, 1.0.493, 1.0.494, 1.0.495, 1.0.496, 1.0.497, 1.0.498, 1.0.499, 1.0.500, 1.0.501, 1.0.502, 1.0.503, 1.0.504, 1.0.505, 1.0.506, 1.0.507, 1.0.508, 1.0.509, 1.0.510, 1.0.511, 1.0.512, 1.0.513, 1.0.514, 1.0.515, 1.0.516, 1.0.517, 1.0.518, 1.0.519, 1.0.520, 1.0.521, 1.0.522, 1.0.523, 1.0.524, 1.0.525, 1.0.526, 1.0.527, 1.0.528, 1.0.529, 1.0.530, 1.0.531, 1.0.532, 1.0.533, 1.0.534, 1.0.535, 1.0.536, 1.0.537, 1.0.538, 1.0.539, 1.0.540, 1.0.541, 1.0.542, 1.0.543, 1.0.544, 1.0.545, 1.0.546, 1.0.547, 1.0.548, 1.0.549, 1.0.550, 1.0.551, 1.0.552, 1.0.553, 1.0.554, 1.0.555, 1.0.556, 1.0.557, 1.0.558, 1.0.559, 1.0.560, 1.0.561, 1.0.562, 1.0.563, 1.0.564, 1.0.565, 1.0.566, 1.0.567, 1.0.568, 1.0.569, 1.0.570, 1.0.571, 1.0.572, 1.0.573, 1.0.574, 1.0.575, 1.0.576, 1.0.577, 1.0.578, 1.0.579, 1.0.580, 1.0.581, 1.0.582, 1.0.583, 1.0.584, 1.0.585, 1.0.586, 1.0.587, 1.0.588, 1.0.589, 1.0.590, 1.0.591, 1.0.592, 1.0.593, 1.0.594, 1.0.595, 1.0.596, 1.0.597, 1.0.598, 1.0.599, 1.0.600, 1.0.601, 1.0.602, 1.0.603, 1.0.604, 1.0.605, 1.0.606, 1.0.607, 1.0.608, 1.0.609, 1.0.610, 1.0.611, 1.0.612, 1.0.613, 1.0.614, 1.0.615, 1.0.616, 1.0.617, 1.0.618, 1.0.619, 1.0.620, 1.0.621, 1.0.622, 1.0.623, 1.0.624, 1.0.625, 1.0.626, 1.0.627, 1.0.628, 1.0.629, 1.0.630, 1.0.631, 1.0.632, 1.0.633, 1.0.634, 1.0.635, 1.0.636, 1.0.637, 1.0.638, 1.0.639, 1.0.640, 1.0.641, 1.0.642, 1.0.643, 1.0.644, 1.0.645, 1.0.646, 1.0.647, 1.0.648, 1.0.649, 1.0.650, 1.0.651, 1.0.652, 1.0.653, 1.0.654, 1.0.655, 1.0.656, 1.0.657, 1.0.658, 1.0.659, 1.0.660, 1.0.661, 1.0.662, 1.0.663, 1.0.664, 1.0.665, 1.0.666, 1.0.667, 1.0.668, 1.0.669, 1.0.670, 1.0.671, 1.0.672, 1.0.673, 1.0.674, 1.0.675, 1.0.676, 1.0.677, 1.0.678, 1.0.679, 1.0.680, 1.0.681, 1.0.682, 1.0.683, 1.0.684, 1.0.685, 1.0.686, 1.0.687, 1.0.688, 1.0.689, 1.0.690, 1.0.691, 1.0.692, 1.0.693, 1.0.694, 1.0.695, 1.0.696, 1.0.697, 1.0.698, 1.0.699, 1.0.700, 1.0.701, 1.0.702, 1.0.703, 1.0.704, 1.0.705, 1.0.706, 1.0.707, 1.0.708, 1.0.709, 1.0.710, 1.0.711, 1.0.712, 1.0.713, 1.0.714, 1.0.715, 1.0.716, 1.0.717, 1.0.718, 1.0.719, 1.0.720, 1.0.721, 1.0.722, 1.0.723, 1.0.724, 1.0.725, 1.0.726, 1.0.727, 1.0.728, 1.0.729, 1.0.730, 1.0.731, 1.0.732, 1.0.733, 1.0.734, 1.0.735, 1.0.736, 1.0.737, 1.0.738, 1.0.739, 1.0.740, 1.0.741, 1.0.742, 1.0.743, 1.0.744, 1.0.745, 1.0.746, 1.0.747, 1.0.748, 1.0.749, 1.0.750, 1.0.751, 1.0.752, 1.0.753, 1.0.754, 1.0.755, 1.0.756, 1.0.757, 1.0.758, 1.0.759, 1.0.760, 1.0.761, 1.0.762, 1.0.763, 1.0.764, 1.0.765, 1.0.766, 1.0.767, 1.0.768, 1.0.769, 1.0.770, 1.0.771, 1.0.772, 1.0.773, 1.0.774, 1.0.775, 1.0.776, 1.0.777, 1.0.778, 1.0.779, 1.0.780, 1.0.781, 1.0.782, 1.0.783, 1.0.784, 1.0.785, 1.0.786, 1.0.787, 1.0.788, 1.0.789, 1.0.790, 1.0.791, 1.0.792, 1.0.793, 1.0.794, 1.0.795, 1.0.796, 1.0.797, 1.0.798, 1.0.799, 1.0.800, 1.0.801, 1.0.802, 1.0.803, 1.0.804, 1.0.805, 1.0.806, 1.0.807, 1.0.808, 1.0.809, 1.0.810, 1.0.811, 1.0.812, 1.0.813, 1.0.814, 1.0.815, 1.0.816, 1.0.817, 1.0.818, 1.0.819, 1.0.820, 1.0.821, 1.0.822, 1.0.823, 1.0.824, 1.0.825, 1.0.826, 1.0.827, 1.0.828, 1.0.829, 1.0.830, 1.0.831, 1.0.832, 1.0.833, 1.0.834, 1.0.835, 1.0.836, 1.0.837, 1.0.838, 1.0.839, 1.0.840, 1.0.841, 1.0.842, 1.0.843, 1.0.844, 1.0.845, 1.0.846, 1.0.847, 1.0.848, 1.0.849, 1.0.850, 1.0.851, 1.0.852, 1.0.853, 1.0.854, 1.0.855, 1.0.856, 1.0.857, 1.0.858, 1.0.859, 1.0.860, 1.0.861, 1.0.862, 1.0.863, 1.0.864, 1.0.865, 1.0.866, 1.0.867, 1.0.868, 1.0.869, 1.0.870, 1.0.871, 1.0.872, 1.0.873, 1.0.874, 1.0.875, 1.0.876, 1.0.877, 1.0.878, 1.0.879, 1.0.880, 1.0.881, 1.0.882, 1.0.883, 1.0.884, 1.0.885, 1.0.886, 1.0.887, 1.0.888, 1.0.889, 1.0.890, 1.0.891, 1.0.892, 1.0.893, 1.0.894, 1.0.895, 1.0.896, 1.0.897, 1.0.898, 1.0.899, 1.0.900, 1.0.901, 1.0.902, 1.0.903, 1.0.904, 1.0.905, 1.0.906, 1.0.907, 1.0.908, 1.0.909, 1.0.910, 1.0.911, 1.0.912, 1.0.913, 1.0.914, 1.0.915, 1.0.916, 1.0.917, 1.0.918, 1.0.919, 1.0.920, 1.0.921, 1.0.922, 1.0.923, 1.0.924, 1.0.925, 1.0.926, 1.0.927, 1.0.928, 1.0.929, 1.0.930, 1.0.931, 1.0.932, 1.0.933, 1.0.934, 1.0.935, 1.0.936, 1.0.937, 1.0.938, 1.0.939, 1.0.940, 1.0.941, 1.0.942, 1.0.943, 1.0.944, 1.0.945, 1.0.946, 1.0.947, 1.0.948, 1.0.949, 1.0.950, 1.0.951, 1.0.952, 1.0.953, 1.0.954, 1.0.955, 1.0.956, 1.0.957, 1.0.958, 1.0.959, 1.0.960, 1.0.961, 1.0.962, 1.0.963, 1.0.964, 1.0.965, 1.0.966, 1.0.967, 1.0.968, 1.0.969, 1.0.970, 1.0.971, 1.0.972, 1.0.973, 1.0.974, 1.0.975, 1.0.976, 1.0.977, 1.0.978, 1.0.979, 1.0.980, 1.0.981, 1.0.982, 1.0.983, 1.0.984, 1.0.985, 1.0.986, 1.0.987, 1.0.988, 1.0.989, 1.0.990, 1.0.991, 1.0.992, 1.0.993, 1.0.994, 1.0.995, 1.0.996, 1.0.997, 1.0.998, 1.0.999, 1.0.1000

Qty	Description	Unit Price	Line Total
1	July 2018 Pick-Up 2 supply bins at Neuqua Valley H.S., 2360 95 th St, Naperville, IL and Deliver to Main Campus Glen Ellyn	24.40	24.40
1	July 2018 Pick-Up 2 supply bins at Metea Valley H.S., 1801 N. Eola Rd, Aurora, IL and Deliver to Main Campus Glen Ellyn	24.40	24.40
1	July 2018 Pick-Up 2 supply bins at Waubonsie Valley H.S., 2590 Ogden Ave, Aurora, IL and Deliver to Main Campus Glen Ellyn	35.20	35.20
1	August 2018 Pick-Up 4 cases of computers at 88 lbs per case, 1 computer printer, and other supply bins at Naperville Yellow Box (Community Christian Church), 1635 Emerson Ln, Naperville, IL and Deliver to Main Campus Glen Ellyn	76.14	76.14
1	April-May 2019 Pick-Up 12,625 H.S. Summer School Catalogs and Youth Education Catalogs and Deliver to High Schools and Libraries as per attached Excel spreadsheet.	1350.00	1350.00
1	June 2019 Pick-Up 2 supply bins at Main Campus Glen Ellyn and Deliver to Neuqua Valley H.S., 2360 95 th Street, Naperville, IL	24.40	24.40
1	June 2019 Pick-Up 2 supply bins at Main Campus Glen Ellyn and Deliver to Metea Valley H.S., 1801 N. Eola Rd., Aurora, IL	24.40	24.40
1	June 2019 Pick-Up 2 supply bins at Main Campus Glen Ellyn and Deliver to Waubonsie Valley H.S., 2590 Ogden Ave., Aurora, IL	35.20	35.20
1	June 2019 Pick-Up 4 cases of computers at 88 lbs per case, 1 computer printer, and other supply bins at Main Campus Glen Ellyn and Deliver to Naperville Yellow Box (Community Christian Church), 1635 Emerson Ln, Naperville, IL	76.14	76.14
3	July 2018-June 2019 Pick-Up 3 supply bins at Main Campus Glen Ellyn and Deliver to Naperville Yellow Box (Community Christian Church), 1635 Emerson Ln, Naperville, IL [STANDARD DELIVERY]	30.90	92.70
Subtotal			1762.98
Sales Tax			
Total			1762.98

High School	Address	City	State	Zip	Contact	Bundles	Brochures
Addison Trail High School	213 N. Lombard Rd.	Addison	IL	60101	Guidanc	3.5	175
Fenton High School	1000 W. Green St.	Bensenville	IL	60106		1	50
Immaculate Conception Catholic Pre	217 S. Cottage Hill Ave.	Elmhurst	IL	60126		1	50
Timothy Christian	188 W. Butterfield	Elmhurst	IL	60126	Guidanc	2	100
York High School	355 W. St. Charles Road	Elmhurst	IL	60126		1	50
Geneva High School	416 McKinley Ave.	Geneva	IL	60134		1	50
Glenbard South High School	22W750 Butterfield Rd.	Glen Ellyn	IL	60137		1	50
Glenbard West High School	670 Crescent Blvd.	Glen Ellyn	IL	60137		1	50
College Prep School of America	331 W. Madison	Lombard	IL	60148		3.5	175
Glenbard East High School	1014 S. Main St.	Lombard	IL	60148		1	50
Montini High School	19 W 070 16th Street	Lombard	IL	60148	Guidanc	3.5	175
St. Joseph High School	10900 West Cermak Road	Westchester	IL	60154	Guidanc	1	50
Lake Park West High School	500 West Bryn Mawr Ave.	Roselle	IL	60172		1	50
Lake Park East High School	600 S. Medinah Rd.	Roselle	IL	60172	Coordin	7	350
St. Charles East High School	1020 Dunham Rd.	St. Charles	IL	60174		1	50
St. Charles North High School	255 Red Gate Rd.	St. Charles	IL	60175		1	50
Willowbrook High School	1250 S. Ardmore Ave.	Villa Park	IL	60181	Guidanc	7	350
Community High School District 94	326 Joliet Street	West Chicago	IL	60185	Director	3.5	175
Wheaton Academy	900 Prince Crossing Road	West Chicago	IL	60185	Atten: B	2	100
St. Francis	2130 W. Roosevelt Rd.	Wheaton	IL	60187	Guidanc	1	50
Wheaton North High School	701 W. Thomas	Wheaton	IL	60187	Director	7	350
Wheaton Warrenville South High Sc	1993 Tiger Trail	Wheaton	IL	60187	Departm	7	350
Glenbard North High School	990 N. Kuhn Rd.	Carol Stream	IL	60188		1	50
Lemont High School	800 Porter St.	Lemont	IL	60439		1	50
Bolingbrook High School	365 Raider Way	Bolingbrook	IL	60440		3.5	175
Romeoville High School	100 N. Independence Blvd.	Romeoville	IL	60446		1	50
Metea Valley High School	1801 N. Eola Rd.	Aurora	IL	60502	Gudianc	28	1400
Marmion Academy	1000 Butterfield Rd.	Aurora	IL	60502		1	50
Indian Plains	1322 N. Eola Rd.	Aurora	IL	60502		1	50
Waubonsie Valley High School: Gre	2590 Ogden Ave.	Aurora	IL	60504	Director	28	1400
Batavia High School	1201 Main Street	Batavia	IL	60510		1	50
Downers Grove North High School	4436 Main St.	Downers Grove	IL	60516		3.5	175
Downers Grove South High School	1436 Norfolk St.	Downers Grove	IL	60516		1	50
Marquette Manor	333 75th St.	Downers Grove	IL	60516		1	50
Hinsdale Central High School	55 S. Grant St.	Hinsdale	IL	60525	Guidanc	3.5	175
Lyon Township	100 S. Brainard Ave.	LaGrange	IL	60525	Kathleer	2	100
Nazareth Academy	1209 West Ogden Avenue	LaGrange Park	IL	60526	Attn: Ka	1	50

Benet Academy	2200 Maple Ave	Lisle	IL	60532	Call Pat	1	50
Lisle High School	1800 Short St	Lisle	IL	60532	Guidanc	7	350
Naperville Central High School	440 W. Aurora Ave.	Naperville	IL	60540		3.5	175
Oswego High School	4250 IL-71	Oswego	IL	60543		1	50
Oswego East High School	2510 Harvey Rd.	Oswego	IL	60543		1	50
Westmont High School	909 Oakwood Dr.	Westmont	IL	60555		3.5	175
Hinsdale South High School	7401 S. Clarendon Hills Road	Darien	IL	60561	Counsel	3.5	175
Naperville North High School	899 N. Mill St.	Naperville	IL	60563	Guidanc	3.5	175
Neuqua Valley High School	2360 95th Street	Naperville	IL	60564	Director	35	1750
						Total Bundles	194.5
						Total Pieces to High Schools	9725

Library	Street	City	State	Zip	Bundles	HS Brochures	Youth Brochures
95th Street Library	3015 CEDAR GLADE DRIVE	Naperville	Illinois	60564	1	50	50
Addison Public Library	2 FRIENDSHIP PLAZA	Addison	Illinois	60101	1	50	50
Bartlett Public Library District	800 SOUTH BARTLETT ROAD	Bartlett	Illinois	60103	1	50	50
Bensenville Community Public Libra	200 SOUTH CHURCH ROAD	Bensenville	Illinois	60106	1	50	50
Bloomington Public Library	101 FAIRFIELD WAY	Bloomington	Illinois	60108	1	50	50
Carol Stream Public Library	616 HIAWATHA DRIVE	Carol Stream	Illinois	60188	1	50	50
Clarendon Hills Public Library	7 NORTH PROSPECT AVENUE	Clarendon Hills	Illinois	60514	1	50	50
Downers Grove Public Library	1050 CURTISS STREET	Downers Grove	Illinois	60515	1	50	50
Elmhurst Public Library	125 SOUTH PROSPECT AVENUE	Elmhurst	Illinois	60126	1	50	50
Eola Road Branch Library	555 S. EOLA ROAD	Aurora	Illinois	60504	1	50	50
Glen Ellyn Public Library	400 DUANE STREET	Glen Ellyn	Illinois	60137	1	50	50
Glenside Public Library District	25 EAST FULLERTON AVENUE	Glendale Heights	Illinois	60139	1	50	50
Helen M. Plum Memorial Library	110 WEST MAPLE STREET	Lombard	Illinois	60148	1	50	50
Hinsdale Public Library	20 EAST MAPLE STREET	Hinsdale	Illinois	60521	1	50	50
Indian Prairie Public Library District	401 PLAINFIELD ROAD	Darien	Illinois	60561	1	50	50
Itasca Community Library	500 WEST IRVING PARK ROAD	Itasca	Illinois	60143	1	50	50
Lisle Library District	777 FRONT STREET	Lisle	Illinois	60532	1	50	50
Naper Blvd. Library	2035 S. NAPER BLVD.	Naperville	Illinois	60565	1	50	50
Naperville Public Library	200 WEST JEFFERSON AVENUE	Naperville	Illinois	60540	1	50	50
Oak Brook Public Library	600 OAK BROOK ROAD	Oak Brook	Illinois	60523	1	50	50
Roselle Public Library District	40 SOUTH PARK STREET	Roselle	Illinois	60172	1	50	50
Villa Park Public Library	305 SOUTH ARDMORE AVENUE	Villa Park	Illinois	60181	1	50	50

Village Of Westmont Public Library	428 NORTH CASS AVENUE	Westmont	Illinois	60559	1	50	50
Warrenville Public Library District	28W751 STAFFORD PLACE	Warrenville	Illinois	60555	1	50	50
West Chicago Public Library District	118 WEST WASHINGTON STREET	West Chicago	Illinois	60185	1	50	50
Wheaton Public Library	225 NORTH CROSS STREET	Wheaton	Illinois	60187	1	50	50
Winfield Public Library	05291 WINFIELD ROAD	Winfield	Illinois	60190	1	50	50
Wood Dale Public Library District	520 NORTH WOOD DALE ROAD	Wood Dale	Illinois	60191	1	50	50
Woodridge Public Library	3 PLAZA DRIVE	Woodridge	Illinois	60517	1	50	50

1450 1450

Youth Bundles to Libraries 29

HS Bundles to Libraries 29

Total Pieces to Libraries 2900

Total Pieces (Youth and HS)	12625
Total Bundles	252.5

Bedford, Yvonne

From: Gieschen, Philip
Sent: Friday, April 27, 2018 10:28 AM
To: Bedford, Yvonne
Cc: Roberts, Ellen
Subject: RE: Question - Service Agreement

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: URGENT, Business

Yes, they are fine.

Phil Gieschen
Coordinator of Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630/942-2993
giesche@cod.edu

~~CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic~~
mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

From: Bedford, Yvonne
Sent: Friday, April 27, 2018 9:54 AM
To: Gieschen, Philip <giesche@cod.edu>
Cc: Roberts, Ellen <roberts@cod.edu>
Subject: RE: Question - Service Agreement

Hi Phil,

Do you approve of the amounts on the Certificate?

Yvonne

From: Gieschen, Philip
Sent: Friday, April 27, 2018 9:48 AM
To: Bedford, Yvonne <bedford@cod.edu>
Cc: Roberts, Ellen <roberts@cod.edu>
Subject: RE: Question - Service Agreement

Hi Yvonne,

Some easy requests to be made of your vendor's insurance provider. Please add the College of DuPage as "additional insured" under Description of Operations towards the bottom of the certificate. Very standard. Also, please provide an endorsement page. Insurance provider should be able to present one. Also, very standard. Endorsement page sample is attached. Let me know if they have questions.

Phil Gieschen
Coordinator of Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630/942-2993
giesche@cod.edu

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

From: Bedford, Yvonne
Sent: Friday, April 27, 2018 9:35 AM
To: Gieschen, Philip <giesche@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: RE: Question - Service Agreement
Importance: High

Hi Phil,

Attached is the Certificate of Liability Insurance from ACE Delivery Service for your review.

I will be anxiously awaiting your response.

Thanks.
Yvonne Bedford
Continuing Education
X 4194

From: Gieschen, Philip
Sent: Wednesday, April 25, 2018 9:02 AM
To: Roberts, Ellen <roberts@cod.edu>; Bedford, Yvonne <bedford@cod.edu>
Subject: RE: Question - Service Agreement

Hi Yvonne,

Can you send me a sample of their cert so I can give consideration to the document that will be presented?

Phil Gieschen
Coordinator of Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

630/942-2993
giesche@cod.edu

CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

From: Roberts, Ellen
Sent: Tuesday, April 24, 2018 2:25 PM
To: Bedford, Yvonne <bedford@cod.edu>
Cc: Gieschen, Philip <giesche@cod.edu>
Subject: RE: Question - Service Agreement

Good afternoon, Yvonne —

Phil Gieschen is the insurance expert for the College. This would be a question for him. I've copied Phil so he can answer back to both of us, so we know for the future.

Thanks,

Ellen

Ellen M. Roberts
Director, Business Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2233
roberts@cod.edu

From: Bedford, Yvonne
Sent: Tuesday, April 24, 2018 12:52 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: Question - Service Agreement

Hi Ellen,

We have, in the past, hired and contracted with ACE Delivery Service, Inc. for delivery of our instructional supplies to off-campus locations for our summer programs.

I submitted the new Service Agreement under \$5,000.00 to them but they had a problem with the Auto Liability coverage required by the College.

ACE stated that they have 1 mil. Cargo insurance coverage. But only Auto liability as: \$100,000 per person, \$300,000 per accident, and \$50,000.00 property damage.

They said that a \$1,000,000/\$2,000,000 coverage min. is something FEDEX or UPS would have....

My question to you is, can we amend the min. requirement for ACE?

Thanks for your consideration to this inquiry.

Sincerely yours,
Yvonne Bedford
College of DuPage
Continuing Education
(630) 942-4194



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/25/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brightstone Ins. Services, LLC 145 Huguenot Street #501 New Rochelle NY 10801		CONTACT NAME: Georgia Anderson PHONE (A/C, No, Ext): 914-512-9318 FAX (A/C, No): 914-636-0802 E-MAIL ADDRESS: ganderson@brightstoneins.com		
INSURED ACEDELI-01 Ace Delivery Service, Inc. 799-2 Roosevelt Road #2, Suite 110 Glen Ellyn IL 60137		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Old Republic Union Insurance Co.		31143
		INSURER B: Underwriters at Lloyds		85202
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES

CERTIFICATE NUMBER: 1437925763

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		ORABCP00019100	8/18/2017	8/18/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		3FA3CA000087101	8/18/2017	8/18/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
B	Cargo		FINFR10017071496001	8/21/2017	8/18/2018	Limit \$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance Only

CERTIFICATE HOLDER

CANCELLATION

COLLEGE OF DUPAGE
425 FAWELL BLVD.
GLEN ELLYN IL 60137-6599

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.


POLICY CHANGES

Policy Change
Number 1

POLICY NUMBER ORABCP000191-00	POLICY CHANGES EFFECTIVE 05/01/2018	COMPANY Old Republic Union Insurance Company
NAMED INSURED Ace Delivery Service, Inc.		AUTHORIZED REPRESENTATIVE International Excess Program Managers Agency, Inc.
COVERAGE PARTS AFFECTED Commercial General Liability Coverage Part		
CHANGES In consideration of the premium charged, it is hereby agreed and understood that: 1. Form CG2026 0413 Additional Insured - Designated Person or Organization is added to the policy in favor of: College of Dupage 425 Fawell Blvd. Glen Ellyn, IL 60137-6599		

TAX TYPE

TAX AMOUNT


Authorized Representative Signature

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

College of Dupage

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.