

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1191904  
Vendor Name: Fort Dearborn Enterprises  
Invoice Number: 112985  
Invoice Date: 04/14/20  
PO Number: B0369327  
Check Number: E0079968  
Check Amount: \$ 4,925.63  
Check Date: 04/29/2020  
Department ID: 00713  
Reviewer Name: Kathy Striplin  
Voucher Number: V0618220  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: heidd@cod.edu  
Sent: Fri Apr 17 15:44:11 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: Fwd: COD- Invoice  
-----

Dirk B. Heid  
Buildings and Grounds Manager  
Facilities Management  
College of DuPage  
630-942-2574  
Begin forwarded message:

**From:** Allison Pileggi <allisonp@fdb-inc.com>  
**Date:** April 17, 2020 at 2:09:26 PM CDT  
**To:** <heidd@cod.edu>  
**Cc:** Art Mortensen <art@fdb-inc.com>, 'Lauren Holloway' <laurenh@fdb-inc.com>  
**Subject: COD- Invoice**

Hi Dirk,

You should have been emailed the invoice on 4/14. Attached is the invoice just in case.  
Thanks!



# Fort Dearborn Enterprises

4115 W. Saint Charles Road  
Bellwood, IL 60104  
Phone: (708) 544-9600  
Fax: (708) 544-9602

# INVOICE

DATE	INVOICE NO.	PAGE
04-14-20	112985	1 of 3
PLEASE SHOW THIS NUMBER WHEN REMITTING		

## BILL TO:

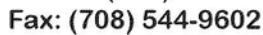
COLLEGE OF DUPAGE  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137  
USA

## SHIP TO:

COLLEGE OF DUPAGE  
ATTN: DIRK HEID  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137  
USA

CUSTOMER P.O. #		ORDER DATE	ORDER #	SALESPERSON	PAYMENT TERMS			
BO 369327		03-06-20	112985	ART MORTENSEN	NET 30 DAYS			
LINE	ORDERED	SHIPPED	QTY BO	PRODUCT	PRICE	PER	TOTAL	TAX
1	27	27	0	GILDAN ADULT ULTRA COTTON 6 OZ. T-SHIRT; ITEM# G200 Product Code: GILDAN/ G200 SCR <b>**GROUNDS** COLOR: SAPPHIRE (LG.21)(XLG.6)</b>	\$7.55000	EA	\$203.85	N
2	28	28	0	GILDAN ULTRA COTTON 100% COTTON LONG SLEEVE T-SHIRT, #G2400 WITH SCREEN PRINTING Product Code: GILDAN/G2400 SCR <b>**GROUNDS** COLOR: SAFETY YELLOW (LG.21)(XLG.7)</b>	\$12.95000	EA	\$362.60	N
3	7	7	0	GILDAN ULTRA COTTON 100% COTTON LONG SLEEVE T-SHIRT, #G2400 WITH SCREEN PRINTING Product Code: GILDAN/G2400 SCR <b>**GROUNDS** COLOR: SAFETY YELLOW (2XLG.7)</b>	\$15.80000	EA	\$110.60	N
4	38	38	0	CARHARTT WASHED-DUCK WORK DUNGAREE; ITEM# CTB11 Product Code: CARHARTT/ CTB11 <b>**GROUNDS** COLOR: MOSS (QTY.4-32X30)(QTY.2-32X32)(QTY.9-34X32)(QTY.3-34X34)(QTY.10-38X30)(QTY.7-40X32)(QTY.3-42X32)</b>	\$39.99000	EA	\$1,519.62	N
SHIPPED VIA		TRACKING #		# PKGS	WEIGHT			
DIRECT SHIPMENT				0	lbs			

Continued...



DATE	INVOICE NO.	PAGE
04-14-20	112985	2 of 3
PLEASE SHOW THIS NUMBER WHEN REMITTING		

COLLEGE OF DUPAGE  
ATTN: DIRK HEID  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137  
USA

CUSTOMER P.O. #		ORDER DATE		ORDER #		SALESPERSON		PAYMENT TERMS	
BO 369327		03-06-20		112985		ART MORTENSEN		NET 30 DAYS	
LINE	ORDERED	SHIPPED	QTY BO	PRODUCT		PRICE	PER	TOTAL	TAX
5	10	10	0	HI-VIS TWO-TONE ZIPPED HOOIE; ITEM# UB315 Product Code: PORTWEST/ UB315 <b>**GROUNDS** COLOR: YELLOW            (MED.2)(LG.3)(XLG.4)(2XLG.1)</b>		\$32.2900 0	EA	\$322.90	N
6	2	2	0	CARHARTT DUCK QUILT-LINED ZIP- TO-THIGH BIB OVERALLS; ITEM#CTR41 Product Code: CARHARTT/ CTR41 <b>**GROUNDS** COLOR: BLACK            (QTY.1-38X32)(QTY.1-44x32)</b>		\$92.9900 0	EA	\$185.98	N
7	26	26	0	GILDAN ADULT 6 OZ., 50/50 JERSEY POLO WITH POCKET; ITEM# G890 Product Code: GILDAN/ G890 EMB <b>**CARPENTERS** COLOR: SPORT            GREY (LG.21)(XLG.5)</b>		\$15.7300 0	EA	\$408.98	N
8	10	10	0	GILDAN ADULT 6 OZ., 50/50 JERSEY POLO WITH POCKET; ITEM# G890 Product Code: GILDAN/ G890 EMB <b>**CARPENTERS** COLOR: SPORT            GREY (2XLG.10)</b>		\$19.3800 0	EA	\$193.80	N
9	29	29	0	CARHARTT WASHED-DUCK WORK DUNGAREE; ITEM# CTB11 Product Code: CARHARTT/ CTB11 <b>**CARPENTERS** COLOR: MOSS            (QTY.9-34X32)(QTY.1-36X30)(QTY.7-34            X36)(QTY.6-40X32)(QTY.6-42X32)</b>		\$39.9900 0	EA	\$1,159.71	N
SHIPPED VIA			TRACKING #		# PKGS	WEIGHT			
DIRECT SHIPMENT					0	lbs			
Continued...									





# Fort Dearborn Enterprises

4115 W. Saint Charles Road  
Bellwood, IL 60104  
Phone: (708) 544-9600  
Fax: (708) 544-9602

## INVOICE

DATE	INVOICE NO.	PAGE
04-14-20	112985	3 of 3
PLEASE SHOW THIS NUMBER WHEN REMITTING		

### BILL TO:

COLLEGE OF DUPAGE  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137  
USA

### SHIP TO:

COLLEGE OF DUPAGE  
ATTN: DIRK HEID  
425 FAWELL BLVD.  
GLEN ELLYN, IL 60137  
USA

CUSTOMER P.O. #		ORDER DATE	ORDER #	SALESPERSON	PAYMENT TERMS				
BO 369327		03-06-20	112985	ART MORTENSEN	NET 30 DAYS				
LINE	ORDERED	SHIPPED	QTY BO	PRODUCT	PRICE	PER	TOTAL	TAX	
10	8	8	0	HI-VIS TWO-TONE ZIPPED HOODIE; ITEM# UB315 Product Code: PORTWEST/ UB315 **CARPENTERS** COLOR: YELLOW (MED.1)(LG.3)(XLG.2)(2XLG.2)	\$32.2900	EA	\$258.32	N	
11	1	1	0	CARHARTT DUCK QUILT-LINED ZIP- TO-THIGH BID OVERALLS, ITEM# GTR41 Product Code: CARHARTT GTR41 **CARPENTERS** COLOR: BLACK (QTY.1)(XXL)	\$92.9900	EA	\$92.99	N	
12	18	18	0	LABOR FEE FOR ASSEMBLY Product Code: LABOR	\$1.00000	EA	\$18.00	N	
				BAGGING AND LABELING APPAREL BY PERSON					
				ALL SAFETY YELLOW (GREY INK) & SAPPHIRE (WHITE INK) GARMENTS SCREEN PRINTED ON FRONT LEFT CHEST: "COLLEGE OF DUPAGE" (STACKED) "BUILDINGS AND GROUNDS" ----- ALL SPORT GREY POLO EMBROIDERED ON FRONT LEFT CHEST: "COLLEGE OF DUPAGE" (STACKED) "BUILDINGS AND GROUNDS" IN DARK GREEN ----- 60 DAY TERMS Please send all invoice related inquiries to accounts receivable.					
SHIPPED VIA		TRACKING #		# PKGS	WEIGHT	SUB TOTAL		\$4,837.35	
DIRECT SHIPMENT				0	lbs	SALES TAX		\$0.00	
						SHIPPING CHARGES		\$88.28	
						PLEASE PAY THIS AMOUNT		\$4,925.63	

APPROVED  
04/27/20 - BRUCE SCHMIEDL

INVOICE REVIEWED  
OKAY TO PAY  
KATHY S. RIPLIN 04/20/20



**FORT DEARBORN**

**Allison Pileggi, Creative Lead**

*PLEASE NOTE MY NEW EMAIL:* [allisonp@fdb-inc.com](mailto:allisonp@fdb-inc.com)

O:630-325-4708 F:630-325-5466

626 Executive Drive, Willowbrook, IL 60527

**Please Note I will have shortened hours for the rest of this week**

**Monday:** 9:00a-3:30p

**Tuesday:** 8:00a-3:30p

**Wednesday:** 9:00a-3:00p

**Thursday:** 8:00a-3:30p

**Friday:** 9:00a-3:30p

Thank you so much for your patience during this time.

**Please contact *Lauren Holloway* if I am out of the Office: [laurenh@fdb-inc.com](mailto:laurenh@fdb-inc.com)**

**From:** Heid, Dirk [mailto:[heidd@cod.edu](mailto:heidd@cod.edu)]

**Sent:** Friday, April 17, 2020 9:30 AM

**To:** Art Mortensen

**Subject:** Re: deliver items to you

Art

That would be fine. I would like to ask that we practice social distancing and that when you drop them off all paper work is done electronically via email.

Dirk B. Heid

Buildings and Grounds Manager

Facilities Management

College of DuPage

630-942-2574

On Apr 17, 2020, at 7:56 AM, Art Mortensen <[art@fdb-inc.com](mailto:art@fdb-inc.com)> wrote:

Good-Morning

I hope all is safe

I would like to deliver you items Monday around 1pm

Are you available ??

<image001.jpg>

**From:** Heid, Dirk [mailto:heidd@cod.edu]  
**Sent:** Wednesday, March 25, 2020 9:04 AM  
**To:** Art Mortensen  
**Subject:** Re: College of DuPage - Art Proofs

Art.

We do not want blue shirts. The short sleeve shirts should be safety green just like the long sleeve shirts with the same wording.

The Polos with green embroidery are good.

Dirk B. Heid

Buildings and Grounds Manager

Facilities Management

College of DuPage



630-942-2574

On Mar 25, 2020, at 8:54 AM, Art Mortensen <art@fdb-inc.com> wrote:

**From:** Allison Pileggi [mailto:allisonp@fdb-inc.com]  
**Sent:** Wednesday, March 25, 2020 8:20 AM  
**To:** Art Mortensen; 'Lauren Holloway'  
**Subject:** Re: College of DuPage - Art Proofs

Hi Art,

Thank you for the approval on the green shirt

The grey polos will have green embroidery

The blue shirt is for the grounds "short sleeve tee" that's the sample I was given, that's what was shown in the presentation and on the order acknowledgment. Attached is the presentation – we ordered everything in the correct sizes from the supplied excel document, the order acknowledgement reflected the garments from the presentation.

Please let me know how to proceed.

Thank you,

<image004.jpg>

**From:** Art Mortensen <art@fdb-inc.com>  
**Date:** Tuesday, March 24, 2020 at 3:24 PM  
**To:** 'Allison Pileggi' <allisonp@fdb-inc.com>, 'Lauren Holloway' <laurenh@fdb-inc.com>  
**Subject:** FW: College of DuPage - Art Proofs

**From:** Heid, Dirk [mailto:heidd@cod.edu]  
**Sent:** Tuesday, March 24, 2020 1:17 PM  
**To:** Art Mortensen  
**Subject:** Re: College of DuPage - Art Proofs

Art

The safety green shirts look good. The green letters are for the gray polo ? What is the blue shirt for?

Dirk B. Heid

Buildings and Grounds Manager

Facilities Management

College of DuPage

630-942-2574

On Mar 23, 2020, at 2:31 PM, Art Mortensen <art@fdb-inc.com> wrote:

**Dirk**

**Please see attachments**

**These are the proofs for your approval**

**Please advise**

<image001.jpg>

**From:** Art Mortensen <art@fdb-inc.com>  
**Date:** Thursday, March 5, 2020 at 2:25 PM  
**To:** 'Allison Pileggi' <allisonp@fdb-inc.com>, 'Lauren Holloway' <laurenh@fdb-inc.com>  
**Subject:** FW: College of DuPage - ( Dirk)

Please send me a FINAL acknowledgement

Also

No-Tax

Thanks

Art

**From:** Heid, Dirk [mailto:heidd@cod.edu]  
**Sent:** Thursday, March 05, 2020 2:20 PM  
**To:** Art Mortensen  
**Subject:** RE: College of DuPage - ( Dirk)

Art.

For the 36x 29 please get 36x30 in its place.

Dirk

**From:** Art Mortensen <art@fdb-inc.com>  
**Sent:** Thursday, March 5, 2020 11:36 AM  
**To:** Heid, Dirk <heidd@cod.edu>  
**Subject:** FW: College of DuPage - ( Dirk)

Dirk

See below

<image003.jpg>

**From:** Allison Pileggi [mailto:allisonp@fdb-inc.com]  
**Sent:** Monday, March 02, 2020 1:36 PM  
**To:** Art Mortensen  
**Cc:** 'Lauren Holloway'  
**Subject:** Re: College of DuPage - ( Dirk)

Hi Art,

Have you heard back yet? I haven't placed any orders for them yet and I want to make sure we confirm this last size.

Thanks,

<image004.jpg>

**From:** Allison Pileggi <allisonp@fdb-inc.com>  
**Date:** Friday, February 28, 2020 at 11:01 AM  
**To:** Art Mortensen <art@fdb-inc.com>  
**Cc:** 'Lauren Holloway' <laurenh@fdb-inc.com>  
**Subject:** Re: College of DuPage - ( Dirk)

Hi Art,

The only thing I still need an answer on – just so I'm not confused

- **Carpenters' Order**

- Item# CTB11 – Size: 33x32 (33 Not a fit option) & 36x29 (*Available Sizes* – 36x30, 36x32, 36x34, 36x36) 34 X 32

- Item# CTB11 Size: 33x32 is now going to be Size: 34x32
- But .... **Size:36x29?** What size are we doing as an alternate? Or is 34x32 for everything?

Thank you!

<image005.jpg>

**From:** Art Mortensen <art@fdb-inc.com>  
**Date:** Friday, February 28, 2020 at 9:09 AM  
**To:** 'Allison Pileggi' <allisonp@fdb-inc.com>  
**Cc:** 'Lauren Holloway' <laurenh@fdb-inc.com>  
**Subject:** FW: College of DuPage - ( Dirk)

SEE BELOW

ART

**From:** Heid, Dirk [mailto:heidd@cod.edu]  
**Sent:** Friday, February 28, 2020 8:44 AM  
**To:** Art Mortensen  
**Subject:** RE: College of DuPage - ( Dirk)

Art

See the highlighted items below as corrections to the sizes. Sorry for the confusion and delay . If you could please send me a full updated quote after the corrections have been made and I will have a PO made.

Thank you

Dirk

**From:** Art Mortensen <art@fdb-inc.com>  
**Sent:** Wednesday, February 26, 2020 9:32 AM  
**To:** Heid, Dirk <heidd@cod.edu>  
**Subject:** FW: College of DuPage - ( Dirk)  
**Importance:** High

Dirk

See below from my buyer

Art

**From:** Allison Pileggi [mailto:allisonp@fdb-inc.com]

Hi Art,

Here is the revised quote for Dirk.

I highlighted in yellow the sizes that are not an available fit option:

- **Grounds' Order**

- Item# CTR41 – Size: 44x46 (*Available Sizes* – 44x30, 44x32, 44x34)

- **Carpenters' Order**

- Item# CTB11 – Size: 33x32 (33 Not a fit option) & 36x29 (*Available Sizes* – 36x30, 36x32, 36x34, 36x36) 34 X 32



36x32, 36x34, 36x36) ~~34 X 32~~

- Item# UB315 – Size: XL Long (Highlighted in yellow to show I ordered an extra one in size XL) ~~XL is ok~~
- Jacket?? Qty.1 – XXL (Not highlighted in yellow - what item we are supposed to order?) ~~No Jackets needed.~~
- Item# CTR41 – Size: 42x29 (*Available Sizes* – ~~42x30~~, 42x32, 42x34)

**Is there an alternative size we can order to accommodate? Available Sizes Noted After the Bulleted Points.**

I'll update the quote along with the sizes once we have his response.

Thank you,

<image006.jpg>

**From:** Heid, Dirk [mailto:heidd@cod.edu]  
**Sent:** Tuesday, February 25, 2020 2:58 PM  
**To:** Art Mortensen  
**Subject:** RE: College of DuPage - ( Dirk)

You are correct. I really don't need the extra cost for that. Also the quote you sent does not have all the items listed on it.

**From:** Art Mortensen <art@fdb-inc.com>  
**Sent:** Tuesday, February 25, 2020 2:55 PM  
**To:** Heid, Dirk <heidd@cod.edu>  
**Subject:** RE: College of DuPage - ( Dirk)

I understand, you want all items in one bag with name on label

**From:** Heid, Dirk [mailto:heidd@cod.edu]  
**Sent:** Tuesday, February 25, 2020 2:01 PM

**To:** Art Mortensen  
**Subject:** RE: College of DuPage - ( Dirk)

That's not what I am looking for.

**From:** Art Mortensen <art@fdb-inc.com>  
**Sent:** Tuesday, February 25, 2020 1:50 PM  
**To:** Heid, Dirk <heidd@cod.edu>  
**Subject:** RE: College of DuPage - ( Dirk)

Each item in its own bag with label is what they do I'm told

**From:** Heid, Dirk [mailto:heidd@cod.edu]  
**Sent:** Tuesday, February 25, 2020 1:33 PM  
**To:** Art Mortensen  
**Subject:** RE: College of DuPage - ( Dirk)

Art

What I am looking for is for the items that each person ordered be bundled together. That would be all of their pants, shirts ect. In the order.

Dirk

**From:** Art Mortensen <art@fdb-inc.com>  
**Sent:** Tuesday, February 25, 2020 12:08 PM  
**To:** Heid, Dirk <heidd@cod.edu>  
**Subject:** College of DuPage - ( Dirk)

Dirk

Please see attachment

If you wanted each shirt in a single bag with name on label its \$1.00/each shirt

If you wanted each shirt in a single bag with name on label its \$1.00/each shirt

Please advise

Waiting for purchase order number

Thank-you

<image007.jpg>

NEW EMAIL: [art@fdb-inc.com](mailto:art@fdb-inc.com)

WEBSITE: [FORTDEARBORNSUPPLY.COM](http://FORTDEARBORNSUPPLY.COM)

**From:** Heid, Dirk [<mailto:heidd@cod.edu>]  
**Sent:** Wednesday, February 12, 2020 10:34 AM  
**To:** Art Mortensen  
**Subject:** RE: College of DuPage - Presentation

Art

Can you get that to me those prices quickly? I can place the order as soon as I get those numbers.

Dirk

**From:** Art Mortensen <[art@fdb-inc.com](mailto:art@fdb-inc.com)>  
**Sent:** Wednesday, February 12, 2020 10:12 AM  
**To:** Heid, Dirk <[heidd@cod.edu](mailto:heidd@cod.edu)>  
**Subject:** RE: College of DuPage - Presentation

Dirk

Yes these items below do come in 2XL

I will forward you the cost on the 2XL sizes



NEW EMAIL: [art@fdb-inc.com](mailto:art@fdb-inc.com)

WEBSITE:

[FORTDEARBORNSUPPLY.COM](http://FORTDEARBORNSUPPLY.COM)

**From:** Heid, Dirk [<mailto:heidd@cod.edu>]  
**Sent:** Tuesday, February 11, 2020 2:36 PM  
**To:** Art Mortensen  
**Subject:** RE: College of DuPage - Presentation

Art

Please let me know if you supply these items and if they have a cost change due to size.

#G200 – short sleeve shirt - xxl

#G240 – long sleeve shirt – xxl

#G890 - polo --xxl

Please let me know as I would like to make an order asap.

Thanks

Dirk B. Heid FMP  
Buildings and Grounds Manager  
Facilities Management  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, Illinois 60137  
630-942-2574

**From:** Art Mortensen <art@fdb-inc.com>  
**Sent:** Tuesday, February 4, 2020 8:52 AM  
**To:** Heid, Dirk <heidd@cod.edu>  
**Subject:** FW: College of DuPage - Presentation

Good-Morning Dirk

Anything on this ?



NEW EMAIL: [art@fdb-inc.com](mailto:art@fdb-inc.com)

WEBSITE:

[FORTDEARBORNSUPPLY.COM](http://FORTDEARBORNSUPPLY.COM)

**From:** Art Mortensen [mailto:art@fdb-inc.com ]  
**Sent:** Monday, January 20, 2020 3:11 PM  
**To:** 'Dirk Heid (heidd@cod.edu)'  
**Subject:** College of DuPage - Presentation

**Dirk**

Please open the attachment



NEW EMAIL: [art@fdb-inc.com](mailto:art@fdb-inc.com)

WEBSITE:

[FORTDEARBORNSUPPLY.COM](http://FORTDEARBORNSUPPLY.COM)

<College of DuPage PO 2362-64 safety green.jpg>

<College of DuPage PO 2362-64 sapphire.jpg>



<College of DuPage PO 2362-64 sapphire.jpg>

<E10249.pdf>

<E10249.PNG>

<2-13\_CollegeofDupage-Apparel.pdf >



**FORT DEARBORN**

**Allison Pileggi, Creative Lead**

*PLEASE NOTE MY NEW EMAIL:* [allisonp@fdb-inc.com](mailto:allisonp@fdb-inc.com)

O:630-325-4708 F:630-325-5466

626 Executive Drive, Willowbrook, IL 60527