

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1602856
Vendor Name: Misfits Construction Company
Invoice Number: B0370936
Invoice Date: 09/03/20
PO Number: B0370936
Check Number: 0272237
Check Amount: \$ 1,100.00
Check Date: 09/08/2020
Department ID: 39060
Reviewer Name:
Voucher Number: V0643328
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: dandoa@cod.edu
Sent: Thu Sep 03 12:15:31 CDT 2020
To: invoicing@cod.edu
CC: inmand1960@cod.edu,gonzalezyl35@cod.edu,schmiedlb@cod.edu
Subject: Check Enclosed PO#370936 - for Pick UP

Hello,

Kindly prepare this check and alert Don Inman directly to coordinate pick up of check. I have copied the Facilities Director in case you require authorization for pick up. Both Don and Bruce are working on campus daily.

Thank you.

Best,

Anne Marie Dando
Purchasing Assistant



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599 | USA

T: (630) 942.2813 | F: (630) 942.4201 | dandoa@cod.edu

[Click Here for current bids/Rfps!](#)

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137



Check
Enclosed

PURCHASE ORDER

370936

Page: 1

Release Method: Hard Copy

Release Date: 09/03/2020

Created Date: 09/03/2020

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Please arrange pick up of Check with Don
Inman - amd 9/3/20

Vendor:

1602856
Misfits Construction Company
233 S Wacker Dr Ste 8400
Chicago, IL 60606

Attn: John Thomas

Phone: 312-420-6041

Fax: 206-339-3613

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing Manager

Phone: 630-942-2378

Fax:

Delivery To: Don Inman, CMC

AP VERIFIED
09/04/20 - BETHANY CRUSE

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 681736

Requisitioner Name(s): Yari Gonzalez

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Manual Check Request for Cistern Downspout Revisions – CO 1	\$1,100.00	\$1,100.00
Deliver To: Don Inman, CMC						
Sub Total: \$						1,100.00
Total: \$						1,100.00

Account Code Summary

Account Code	Account Description	Amount
03-90-39060-5804001		\$1,100.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided 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 to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

370936

Page: 2

Release Method: Hard Copy

Release Date: 09/03/2020

Created Date: 09/03/2020

CONTRACT APPROVAL COVERSHEET

Contract Name: Cistern Downspout revisions - Misfits CO 1

Requesting Department: Facilities Planning and Development Date Initiated: 11 Aug 2020

Contact Name: Don Inman Phone: 4046

Email Address: Inmand1960@cod.edu

Vendor Name: Misfits Construction Company Phone: 312 420 5041

Vendor Contact: John Thomas Email: johnthomas@misfitsconstruction.com

Total Contract: \$ 1,100.00 Contract Dates: Start: Feb 15 2020

FY Budget \$ 02-90-20024-5304003 End: 1 April 2020

Vendor 1: Name Change Order Quote: \$

Vendor 2: Name Quote: \$

Vendor 3: Name Quote: \$

Contract Purpose: implement design revision at downspout termination to alleviate back pressure during large downpours , prevent damage to downspout system

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 & Date

Requester: Donald E Inman

Budget Mgr.: Bruce Schmiedl

Dept. Adm.: Bruce Schmiedl

Bruce H. Schmiedl Digitally signed by Bruce H. Schmiedl
Date: 2020.08.10 07:54:37 -05'00'

Submit to Procurement at purchasing@cod.edu.

Purchasing Dept. Use Only

Comments _____

Approval Initials _____

REVIEWED

By Lisa Erl at 1:42 pm, Aug 11, 2020

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 at least three (3) weeks prior to the contract start date.

Submit the contract, along with this form and all required support documents as outlined below, to Procurement. Procurement 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: (Select only one)

- ☒ 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 must be attached.
- ☐ 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.

* Change Order to existing contract, cumulative total less than 10% of base contract

- *If vendor will be providing a service on campus, a Certificate of Insurance listing the College as an additional insured, accompanied by an endorsement page is required. For additional information contact Risk Manager.*
- *If computer equipment and/or software is being procured, a completed Computer Equipment/Software form (IT Review) must be included.*

Upon signature by the Vice President, Administration, the original contract will be returned to the requester and a copy will be sent to the Procurement Department at 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) and forward a copy of the fully executed contract to Procurement at purchasingforms@cod.edu for inclusion in the College's contract database.

This approval cover sheet, and supporting documents, must be submitted at least three (3) weeks prior to the contract start date.

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

The price for this work was time and material. hourly rates and material prices were found acceptable and comparable industry rates expected manhours and insignificant material costs. DEI

ADDENDUM #1 – Adjustments to HSC south roof downspouts

To "Agreement" made February 3, 2020 by and between College of DuPage and Misfits Construction Company

- **CISTERN DEMOLITION – MISFITS CONSTRUCTION COMPANY C0# 1 - \$1,100.00.** Owner Request. After the base work, which included installing three downspouts was complete, the College noticed after a heavy rain that the downspout termination could, during large rain events, flood the in-ground drain assembly and surrounding landscape beds. This condition creates a significant back pressure in the downspout, which loosens connections. If left as originally installed, this condition would degrade the integrity of the downspout connections, breaking it loose from the building. This change order compensates the contractor to return to site and alter the horizontal section of the 3 downspouts, providing a larger gap between the termination point and the drain, alleviating the backpressure during large rain events.

Contractor	Original Contract	Change Orders Amount to Date	Amount of This Change Order	New Contract Value
Misfits Construction Company	\$19,776.00	\$0.00	\$1,100.00	\$20,876.00
Total this C.O.			\$1,100.00	

With the incorporation of this Addendum 1, the Contract Sum will be increased by \$1,100.00 to \$20,876.00.

COLLEGE OF DuPAGE

Contractor: Misfits Construction Company

By: Ellen M. Roberts

APPROVED
By Ellen M. Roberts at 7:23 pm, Aug 11, 2020

Name: Ellen Roberts

Title: Interim VP Administration

By: 

Name: John Thomas

Title: President