

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1577665
Vendor Name: Bass/Schuler Entertainment
Invoice Number: 2/16/2021
Invoice Date: 02/16/21
PO Number:
Check Number: 0279012
Check Amount: \$ 1,600.00
Check Date: 04/13/2021
Department ID: 12781
Reviewer Name:
Voucher Number: V0665377
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: Accounts Payable <acctpay@cod.edu>
Sent: Mon Mar 15 10:02:55 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check Request - Bass Schuler

From: Hernandez, Shannon <hernan@cod.edu>
Sent: Sunday, March 14, 2021 4:48 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Check Request - Bass Schuler

Thanks –

Shannon

Shannon Hernandez

College of DuPage
Office of Student Life
Coordinator of Student Life – Clubs and Office Operations
Co-Advisor Phi Theta Kappa
630-942-3054

Deliberative * *Restorative* * Adaptability * *Empathy* * Harmony

[attachment: AEP Escape Room 2-25-21 CHECK REQUEST _MCC.pdf]

College of DuPage - Accounts Payable
Check Request Form
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 2/16/2021
Vendor ID: 1577665

| Invoice Number | Fund | Func. | Dept. | Object | Object Descrip. | Amount |
|----------------|------|-------|-------|---------|--------------------------------|-------------|
| | 01 | 30 | 12781 | 5309001 | Other Contractual Services Exp | \$ 1,600.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Grand Total | | | | | | \$ 1,600.00 |

--- \$1,000 and Greater: Approval of Division Vice President Required ---

AP VERIFIED

Check the appropriate box below and sign:

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

03/15/21 - MARIA ZERRUDO

Payee Name: Bass/Schuler Entertainment

Payee Address: 4055 W Peterson Ave Ste 206,
Chicago, IL 60646

Other Instructions:

Description on Check:

COD - AEP Virtual Escape Room 2-25-2021

Approvals:

Prepared By: Jelymar Mejia

Signature: Jelymar Mejia

Payment Due: 3/12/2021

Board Approved Date:

Approved By: Chuck Steele

Signature: Chuck Steele

Approved By: Nathania Montes

Signature: Nathania Montes

Approved By Division VP: Mark Curtis-Chavez

Signature: Mark Curtis-Chavez

APPROVED
By Diana Del Rosario at 9:01 am, Feb 26, 2021

REVIEWED
By Melissa Doguim at 9:49 am, Feb 23, 2021

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

CONTRACT APPROVAL COVERSHEET

Contract Name: Bass-Schuler Entertainment Escape Room (AEP)
 Requesting Department: Student Life Date Initiated: 12/15/2020
 Contact Name: Kristina Henderson Phone: Ext. 2510
 Email Address: hendernsn@cod.edu

Vendor Name: Bass-Schuler Phone: 773-481-2600
 Vendor Contact: Amanda Hranicka Email: mail@bass-schuler.com
 Total Contract: \$ 1600.00 Contract Dates: Start: February 25, 2021
 FY Budget \$ 2000.00 End: February 25, 2021

Vendor 1: Name _____ Quote: \$ _____
 Vendor 2: Name _____ Quote: \$ _____
 Vendor 3: Name _____ Quote: \$ _____

Contract Purpose: To provide opportunity for students to socialize/engage through a virtual Escape Room event.
 We have contracted with this vendor previously and they have provided us the most competitive price.

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
 Requester: Kristina Henderson
 Budget Mgr.: _____
 Dept. Adm.: _____

Sign & Date
 Kristina Henderson Digitally signed by Kristina Henderson
 Date: 2020.12.16 11:09:14 -06'00'
 Chuck Steele Digitally signed by Chuck Steele
 Date: 2020.12.16 11:47:32 -06'00'
 Nathania Montes Digitally signed by Nathania Montes
 Date: 2021.01.15 11:25:17 -06'00'

Submit to Procurement at purchasing@cod.edu

Purchasing Dept. Use Only

Comments: **REVIEWED**
 By Lisa Erl at 9:41 am, Jan 21, 2021
 Approval Initials: _____

BASS/SCHULER ENTERTAINMENT

4055 W. Peterson Ave., Suite 206 - Chicago, IL 60646 * (773) 481-2600

FAX (773) 481-2601 * EMAIL mail@bass-schuler.com

ONLINE PERFORMANCE AGREEMENT

Contract No.: BSE-69749

This agreement for the personal services of performers on the engagement described below, is made on DECEMBER 2, 2020, between COLLEGE OF DUPAGE (hereinafter referred to as "Purchaser") and VIRTUAL ESCAPE ROOM (hereinafter referred to individually and collectively as "Artist"). BASS / SCHULER ENTERTAINMENT (hereinafter referred to as "Agent") represents that it is the Agent of Artist.

1. Name and address of place of performance: ONLINE
2. Date(s) of performance: FEBRUARY 25, 2021 (THURSDAY)
3. Performance time(s): APPRX. STARTING TIME 6:00 PM CST
4. Contact(s): MAHIMA WAGHELA - COD.AEP.EVENTS@GMAIL.COM - (312) 678-4239 CELL. (630) 942-2510 OFC
KRISTINA HENDERSON - HENDERSN@COD.EDU
5. Type/Name of Event: COLLEGE ONE (1) VIRTUAL ESCAPE ROOM - THEME TBD.
6. A) Sound system with qualified operator to be supplied by: NOT APPLICABLE
B) Light system with qualified operator to be supplied by: NOT APPLICABLE
7. Special provisions:
8. Contract price: \$ 1600.00 FLAT GUARANTEE. PLEASE MAKE CHECK PAYABLE TO: BASS/SCHULER ENTERTAINMENT, TAX ID# 36-4305538.

PLEASE FOLLOW INSTRUCTIONS BELOW:

Balance of \$ 1600.00 shall be paid by Purchaser to Bass/Schuler Entertainment, ^{within 60 days of} immediately following the conclusion of the engagement, payable by electronic payment or check(s) mailed to: Bass/Schuler Accounting, P.O. Box 2309, Glenview IL 60025-2309.

RETURN CONTRACT TO BASS/SCHULER BY JANUARY 10, 2021

9. It is understood that this agreement is binding on both Purchaser and Artist. If the engagement is canceled by Purchaser for any reason other than an Act of God, Purchaser's deposit, if any, shall be forfeited, such forfeiture being in addition to Artist's other remedies at law. If the engagement is canceled by Artist for any reason other than an Act of God, Agent will replace Artist with a comparable Artist by mutual consent of Purchaser and Agent, or will refund Purchaser's deposit, if any; provided, however, that Agent, at its option, will be entitled to the full commission from Artist. Agent has negotiated this agreement between Purchaser and Artist, and acts solely as Agent for Artist, and is not responsible or liable for any act of commission, omission or nonperformance on the part of either Purchaser or Artist. Agent is not responsible or liable for any personal injury that may occur in association with performance(s).

10. Purchaser agrees that no portion of Artist's online performance shall be reproduced, sold, recorded, or transmitted in any way without Artist's express written consent.

Purchaser: COLLEGE OF DUPAGE/KRISTINA HENDERSON

By: [Signature]
Signature of Purchaser

Date: 1.21.2021

College of DuPage 425 Fawell Blvd., Glen Ellyn, IL 60137
Address, City, State and Zip

Artist: VIRTUAL ESCAPE ROOM/SCOTT TALARICO

By: [Signature]
Signature of Artist

Date: 12/8/2020

C/O Bass / Schuler Entertainment, Attn: Scott Bass, 4055 W. Peterson Ave., Ste. 206, Chicago, IL 60646 Fax: 773-481-2601
Address, City, State and Zip

ANY ATTACHMENTS, RIDERS OR ADDENDA ARE BINDING PARTS OF THIS CONTRACT.

SB/150