

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1492403

Vendor Name: Benjamin Nadel

Invoice Number: IC-JULY/AUG2021

Invoice Date: 07/31/21

PO Number: B0000324

Check Number: E0085843

Check Amount: \$ 2,910.00

Check Date: 08/04/2021

Department ID: 11701

Reviewer Name:

Voucher Number: V0693402

Redaction Type: None

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

Document Below

**BO#** 0000324

**05-60-11701-5309004**

**\$2910.00**

## Benjamin Nadel

Librarian/Assistant Conductor, New Philharmonic Orchestra

FY2021-2022  
Payment Schedule  
5-6 Concert Schedule

**AP VERIFIED**  
Contract Attached  
**08/04/21 - BETHANY CRUSE**

<u>DATE</u>	<u>AMOUNT</u>
July 31, 2021	\$ 1,455.00
August 31, 2021	\$ 1,455.00
September 30, 2021	\$ 1,455.00
October 31, 2021	\$ 1,455.00
November 30, 2021	\$ 1,455.00
December 31, 2021	\$ 1,455.00
January 31, 2022	\$ 1,455.00
February 28, 2022	\$ 1,455.00
March 31, 2022	\$ 1,455.00
April 30, 2022	\$ 1,455.00
May 31, 2022	\$ 1,455.00
June 30, 2022	\$ 1,455.00
<b>TOTAL</b>	<b>\$ 17,460.00</b>

**APPROVED**

*By Ellen McGowan at 5:04 pm, Aug 03, 2021*

05-60-11701-5309004  
495 Librarian \$2640  
NP22\_HALL  
483 Asst Conductor \$270  
NP22\_Hall

-----  
From: Cruse, Bethany <cruseb199@cod.edu>  
Sent: Wed Aug 04 08:02:29 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Fw: Manual Request Nadel, Ben Payment Form Jul-Aug, 2021 - Please Rush  
-----

Thanks

Bethany Cruse  
AP Lead  
College of DuPage  
630-942-4294

---

**From:** Sekerka, Joyce  
**Sent:** Wednesday, August 4, 2021 7:54:03 AM  
**To:** Cruse, Bethany  
**Subject:** FW: Manual Request Nadel, Ben Payment Form Jul-Aug, 2021 - Please Rush

Hi Bethany,

Please process the attached.

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)

---

**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Wednesday, August 4, 2021 7:50 AM  
**To:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Cc:** McGowan, Ellen <mcgowan@cod.edu>  
**Subject:** FW: Manual Request Nadel, Ben Payment Form Jul-Aug, 2021 - Please Rush  
**Importance:** High

Hi Joyce,

Ellen has approved. Thank you.

---

**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Wednesday, August 4, 2021 7:41 AM  
**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Subject:** FW: Manual Request Nadel, Ben Payment Form Jul-Aug, 2021 - Please Rush

**Importance:** High

Vera,

Attached please find the approved payment form.

Thank you,

Ellen

Ellen M. Roberts  
Vice President, Administrative Affairs

**College of DuPage**

425 Fawell Blvd.

Glen Ellyn, IL 60137

[roberts@cod.edu](mailto:roberts@cod.edu)

630-942-2218

---

**From:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Sent:** Wednesday, August 4, 2021 6:41 AM

**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>

**Subject:** FW: Manual Request Nadel, Ben Payment Form Jul-Aug, 2021 - Please Rush

**Importance:** High

Hi Ellen,

For your approval. Please see below.

Thank you.

Vera Humphrey  
Administrative Assistant to the  
Vice President of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)

x

---

**From:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>

**Sent:** Tuesday, August 3, 2021 5:10 PM

**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Cc:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>

**Subject:** Manual Request Nadel, Ben Payment Form Jul-Aug, 2021

**Importance:** High

Hi Vera,

Please ask Ellen R to approve the attached payment for Ben Nadel's July/Aug Payroll.

Please send to Payables when signed for processing in this week's ACH run.

Thank you.

Ellen McGowan  
Business Manager

McAninch Arts Center  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
P. 630-942-3009  
F. 630-942-3002  
[mcgowan@cod.edu](mailto:mcgowan@cod.edu)

[attachment: Nadel Contract 2021-22 Signed FE.pdf]

[attachment: Nadel Contract Approval Routing Form.pdf]

[attachment: Nadel, Benjamin Payment Form Jul-Aug, 2021 2910.00 08-03-21.pdf]

[attachment: Nadel Benjamin Payment Form Jul-Aug 2021 2910.00 08-03-21.pdf]

**AGREEMENT  
Between  
COLLEGE OF DuPAGE  
and  
Benjamin Nadel**

**Agreement # NAD202122**

This agreement is entered into this 18th day of June, 2021, by and between College of DuPage and Benjamin Nadel.

**SERVICES:**            **Benjamin Nadel** shall perform the following services for the College of DuPage:

**Librarian and Assistant Conductor for New Philharmonic Orchestra**

1. Music procurement – to include arranging for the purchase and/or rental of orchestral materials, checking parts upon arrival, ensuring prompt return and payment to supplier.
2. Music preparation – Work with conductor and soloists to prepare music according to their specific requirements. Review music to determine if orchestra parts meet acceptable performance standards. Provide music in advance to concertmaster and other string principals to create bowing masters. Copy master parts and mail to all orchestra personnel. Assemble music in folders in concert order.
3. Rehearsal and concert duties. - Arrive early to rehearsals and concerts to distribute music and execute any changes as needed. Execute plan of orchestra set-up for tech. Assist tech crew with information as needed for performance.
4. Administrative Duties – provide program listing, instrumentation requirements, and other information to staff as needed. Prepare timing sheet for concert. Maintain accurate performance records. Prepare annual library budget. Request quotes for rentals as needed. Maintain up-to-date files of publisher catalogues and websites. Prepare music for all audition books. Assist artistic staff with obtaining scores and other materials.
5. Serve as Assistant Conductor for select concerts.

**WORK PRODUCT:**

This is a “work for hire” agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.  
All documents, including reports and all other work products, produced by Contractor under this Agreement shall become and remain the property of College of DuPage. The Contractor shall submit any document, publication, brochure, electronic media etc., which was developed for College of DuPage under this Agreement to the College for copyright or trademark by the College.

**TERM:**                The term of this agreement shall be **July 1, 2021, to June 30, 2022.**

**REMUNERATION:**

A rate of \$2,310.00 per New Phil and/or Touring concert for Librarian services (based on 5-6 total concerts, amount not to exceed \$13,860.00) plus Assistant Conductor services at a rate of \$600 per concert (amount not to exceed \$3,600.00) shall be paid monthly according to the attached schedule. The total annual amount of this contract **shall not exceed \$17,460.00**.

**TAXES:**

**Benjamin Nadel** shall be responsible for any and all state, local and federal taxes due related to income from the above services.

**LIAISON:**

While performing these services, it is understood that **Benjamin Nadel** shall coordinate with **Kirk Muspratt**.

**INSURANCE:**

It is understood that **Benjamin Nadel** is self-employed and must carry, at his/her own expense any insurance coverage; such as, worker's compensation, medical, property, liability, and auto, related to the above mentioned services. Proof of insurance is required.

**LIABILITY:**

**Benjamin Nadel** agrees to hold College of DuPage, its trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims, demands, and expenses, including attorneys' fees, which may arise during the performance of this agreement.


**Benjamin Nadel** also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. **Benjamin Nadel** shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grant rights, against all damages suffered and expenses incurred based on any breach or alleged breach of **Benjamin Nadel's** warranty.

**CERTIFICATION:** All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988. (Must check one)

☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contract agreement.

  
Contractor

6/24/21  
Date

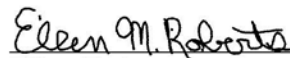
**TERMINATION:** This agreement may be terminated by College of DuPage, at any time based upon any unsatisfactory performance by **Benjamin Nadel**.

In consideration thereof, both parties agree to the conditions set forth above.

Independent Contractor:

College of DuPage:

  
Benjamin Nadel

  
Ellen Roberts  
Vice President, Administrative Affairs

On File 359-80-4504  
SS# OR FEIN

6/24/21  
Date

7.21.2021  
Date



**INSTRUCTIONS/CHECKLIST FOR INDEPENDENT CONTRACTOR  
AGREEMENT EXCEEDING THE CRITERIA FOR COLLEGE OF DuPAGE'S  
INDEPENDENT CONTRACTOR REQUISITION FORM**

**SERVICES:** Describe in detail the services to be provided by contractor.

**WORK PRODUCT:** This paragraph should be included in all agreements.

**TERM:** Enter the term required for performance of services. Specify expected completion date.

**REMUNERATION:** Be specific on dollar amount to complete services and if there is a specified schedule of payments. Insure that you request invoices be received prior to any payment.

**TAXES:** Fill in contractor's name

**LIAISON:** Fill in contractor's name and person with whom he/she will be accountable.

**INSURANCE:** Fill in contractor's name

**LIABILITY:** Fill in contractor's name

**CERTIFICATION:** One statement must be checked and signed by contractor to ensure that the college is in compliance with state law.

**TERMINATION:** Fill in contractor's name.

Note: Contractor must provide executed copy of the IRS Tax Form W9.

**NOTE: CONTRACT SHOULD BE COMPLETED AND SIGNED BY BOTH  
PARTIES PRIOR TO THE START OF ANY PROJECT.**

### CONTRACT APPROVAL ROUTING FORM

Contract Name	Benjamin Nadel Independent Contractor Agreement FY2022	Date Initiated	06/28/2021
Requester Name	Diana Martinez/Ellen McGowan	Requester Phone	3007/3009
Requester Email Address	martinezd59@cod.edu/mcgowan@cod.edu	Requesting Department	MAC
Vendor Company Name	Benjamin Nadel	Vendor Contact Phone	847-224-1509
Vendor Contact Name	Benjamin Nadel	Vendor Contact Email Address	ben.nadel9@gmail.com
Total Contact Value	\$ 17,460	Contract Start Date	July 1, 2021
FY Budget	\$ 17,460	Contract End Date	June 30, 2022
Vendor 1 Name		Quote	\$
Vendor 2 Name		Quote	\$
Vendor 3 Name		Quote	\$
Contract Purpose	Monthly payments for Benjamin Nadel, New Philharmonic Librarian and Assistant Conductor FY22 per attached contract.		

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: Ellen McGowan  
 Budget Manager: Ellen McGowan  
 Dept. Administrator: Diana Martinez

Ellen McGowan Digitally signed by Ellen McGowan  
Date: 2021.06.29 17:57:40 -05'00'  
 Ellen McGowan Digitally signed by Ellen McGowan  
Date: 2021.06.29 17:57:50 -05'00'  
 Diana Martinez Digitally signed by Diana Martinez  
Date: 2021.06.30 22:48:44 -05'00'

Submit with contract to [contracts@cod.edu](mailto:contracts@cod.edu) when completed

Contract Reviewer Comments

Comments: **REVIEWED**  
 By Lisa Erl at 1:52 pm, Jul 21, 2021

## CONTRACT REVIEW AND APPROVAL COVER SHEET FORM

### INSTRUCTIONS

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administrative Affairs. 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 [contracts@cod.edu](mailto:contracts@cod.edu) where all documentation will be reviewed, and, if appropriate, will be forwarded to the Vice President, Administrative Affairs 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 attached.
  - ☒ 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. Contract submitted as exemption from quote/bid/RFP (i.e. sole source, professional services): Signed Exemption from quote/bid/RFP Approval Request form and letter from the vendor confirming they are the only source of the product/service (where applicable).
- *If vendor will be providing a service on campus, a Certificate of Liability Insurance listing the College as an additional insured and the certificate holder, accompanied by an endorsement page, is required. For additional information contact Risk Management.*
- *If computer equipment and/or software is being procured, a completed Computer Equipment/Software form (IT Review Form) must be included.*

Upon signature by the Vice President, Administrative Affairs, the original contract will be returned to the requester and a copy will be sent to the Procurement Department at [purchasingforms@cod.edu](mailto: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](mailto:purchasingforms@cod.edu) for inclusion in the College's contract database.

This approval form, 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.