

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1654570

Vendor Name: Muralmatics LLC

Invoice Number: 1033

Invoice Date: 4/28/2022

PO Number:

Check Number: E0089603

Check Amount: \$ 3,500.00

Check Date: 05/10/2022

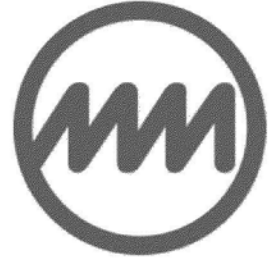
Voucher Number: V0738506

Document Type: AP Invoice

Document Below

**Muralmatics**

619 Division St  
East Lansing, MI 48823 US  
muralmatics@gmail.com  
www.muralmatics.com



GL 01-20-00423-5309004

**INVOICE**

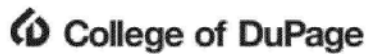
BILL TO  
Attn: Lisa Saltiel  
College of DuPage  
425 Fawell Blvd, Glen Ellyn, IL 60137

INVOICE 1033  
DATE 04/28/2022  
TERMS Due on receipt  
DUE DATE 04/28/2022

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Residency	May 3-18 artist residency	1	3,500.00	3,500.00

BALANCE DUE

**\$3,500.00**



**SERVICE AGREEMENT ~ UNDER \$5000  
BETWEEN COLLEGE OF DUPAGE AND Muralmatics LLC**

---

This AGREEMENT ("Agreement") is entered into on March 25, 2022 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 **Dustin Hunt - Muralmatics LLC ("Contractor")** having an address at 619 Division Street, East Lansing, MI 48823.

---

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 Community Artist in Residence set to take place between 5/4/22 and 5/18/22. Artist will conduct one artist lecture, engage students for a minimum of six hours, and coordinate one closing gathering 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 \$3500.00 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

**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.**

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.

### 3. Term

The term of this Agreement is from March 25, 2022 to May 25, 2022 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**

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.

Owned, Non-owned, or Rented	\$1,000,000 / \$2,000,000
<b>Workers' Compensation and Employers' Liability</b>	As Required by Applicable Laws.
<b>Professional Liability</b>	If Performance Specifications are 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.*

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.

**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**

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.

### Signature Page

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

**CONTRACTOR:**

**COLLEGE OF DUPAGE**

Muralmatics

Dustin Hunt / Owner & Operator

Ellen Roberts

Print Name/Title:

Vice President, Administrative Affairs

Signature:



DocuSigned by:

Ellen Roberts

49066GF0BC3F425...

Signature:

Tax ID or FEIN : 82-4373067

4/29/2022

Date: April 4, 2022

Date:

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.

"Saltiel, Lisa" <saltie11@cod.edu>

---

**Contract Number # 2947 title Dustin Hunt Muralmatics LLC Visiting Artist Lecture-Workshop has been fully signed.**

---

"Saltiel, Lisa" <saltie11@cod.edu>

Fri, Apr 29, 2022 at 05:59 PM GMT

CC: Fanelli Munguia, Cassi <munguiac@cod.edu>, Weaver, Jackie <weaverj1376@cod.edu>, Carlson, Brian <carlsonb1484@cod.edu>

BCC:

Hello Joyce,

Please see attached approved Service Agreement for Dustin Hunt Muralmatics. Dustin Hunt will be providing a visiting artist lecture presentation between May 4 – 18, 2022. Is it possible for Department Chair Jackie Weaver to hand deliver the final payment at the completion of service on May 18<sup>th</sup>.

The GL# has been included on the invoice.

Please advise.

Thank you.

Lisa

**Lisa Saltiel**

Program Support Specialist

Arts, Communication & Hospitality

Art, Graphic Design, Speech Communication & Theater

**College of DuPage**

BIC 2E07B 425 Fawell Blvd., Glen Ellyn, IL 60137



630-942-3303 [saltiehl@cod.edu](mailto:saltiehl@cod.edu)

---

**From:** ESMContracts@cod.edu <ESMContracts@cod.edu>  
**Sent:** Friday, April 29, 2022 7:31 AM  
**To:** Saltiel, Lisa <saltiehl@cod.edu>  
**Subject:** [External] Contract Number # 2947 title Dustin Hunt Muralmatics LLC Visiting Artist Lecture-Workshop has been fully signed.

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

The contract reference for the below has been fully signed.

Click [here](#) to view the contract.

**ID:** 2947

**Contract Type:** Service Agreement Under \$5,000

**Contract Name:** Dustin Hunt Muralmatics LLC Visiting Artist Lecture-Workshop

**Contract Start Date:** May 04 2022

**Contract End Date:** May 25 2022

**Requesting Department Name:**Dean-Arts- Comm. & Hospitality

**Vendor Name:** MURALMATICS LLC

---

**1 attachment**

Dustin Hunt Muralmatics LLC 5.4-18.22\_Service Contract Under 5000 Final \_INVOICE.pdf

## Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: May 4 - 18, 2022 Vendor ID: 1654570 Vendor Name: Muralmatics  
 Payee Address: 619 Division St. East Lansing, MI 48823 Payment Due Date: May 18, 2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
1033	01-20-00423-5309004	Visiting Artists	3,500.00
Total			\$ 3,500.00

Check the appropriate box below:

- ☐ 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.

Description on Check:

May 3-18 artist residency

Other Instructions:

### All requests will require the following approvals:

Requester: Barbara Stamets Digitally signed by Barbara Stamets  
Date: 2022.05.09 11:54:55 -05'00' Print Name: \_\_\_\_\_  
 Budget Officer: [Signature] Digitally signed by Brian Carlson  
Date: 2022.05.09 16:39:55 -05'00' Print Name: \_\_\_\_\_

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$5,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

**Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu).**

## **Check Request Form (*cont.*)**

### **Processing a Check Request:**

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.