

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1627492
Vendor Name: B&B Holiday Decorating LLC
Invoice Number: 03072023
Invoice Date: 3/7/2023
PO Number: P0006169
Check Number: 0310143
Check Amount: \$ 1,780.00
Check Date: 03/14/2023
Voucher Number: V0776824
Document Type: AP Invoice

Document Below

Purchase Order

Purchase Order #: P0006169

Order Total: 1,780.00 USD



B&B HOLIDAY DECORATING LLC **Check enclosed request -
Needs payment to send
to B&B Holiday
Decorating LLC 3.7.23 EF**

Date: 03/07/2023
Transaction #: 3311122
Authorized By: Eric Frick

Requested By: Kari Schoettle
Requester Email: schoettlek@cod.edu
Phone: 630-942-2914

CONFIRMING REQUEST

Supplier Address:

B&B HOLIDAY DECORATING LLC
dba B&B Holiday Decorating
160 Touhy Ct
Des plaines, IL 60018
United States
Attn: David Trilling
Phone: 847-825-1657

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Kari Schoettle
Phone: 630-942-2238

Bill To:

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Installation and takedown of 46 Warhol banners along Roosevelt Road in Glen Ellyn	Each	1	1,780.00 USD	1,780.00 USD
Ship To Attn: Kari Schoettle						

Subtotal: 1,780.00 USD

Tax: 0.00 USD

S & H: 0.00 USD

Order Total: 1,780.00 USD

General Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu with **only one PDF document per email**. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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 the 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, and 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 payment of the prevailing rate of wages to laborers, workmen & mechanics.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

"Frick, Eric" <fricke@cod.edu>

Check Enclosed P0006169 Kari Schoettle 3.7.23

"Frick, Eric" <fricke@cod.edu>

Tue, Mar 7, 2023 at 10:49 PM UTC

CC: Schoettle, Kari <schoettlek@cod.edu>

BCC:

Hello,

The attached purchase order and check enclosed has been ordered by Kari Schoettle. Kindly work directly with her as needed.

Thank you.

Best,

Eric Frick

Purchasing Expeditor

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

T: (630) 942.2576 | fricke@cod.edu

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

COD: Check out our [Team Site](#)!

2 attachments

image001.jpg

P0006169 (1).pdf

INVOICE

Invoice ID: 0500-1406-1139

Vendor	ICCAROO
Requester	Ellen Roberts [0308281 roberts]
Created By	Joyce Sekerka [0353607 sekerkaj]
Create Date	03/07/2023

Invoice Information

Vendor	ICCAROO [1086101]
Address	[c5790178-15f6-49a7-be28-77193df67dc3] College of Dupage 425 Fawell Blvd Glen Ellyn, IL 60137
Invoice Number	0307231780.0
Invoice Date	03/07/2023
Invoice Amount	1,780.00 USD

Invoice Notes

J Sekerka 03/07/2023 04:56 PM
Email address of sender: noreply@esmsolutions.com.
Email received timestamp: 03/07/2023 22:56 GMT

Expense Summary

Amount (USD)

DocuSign Envelope ID: 181AE78F-F7BB-4BEB-A449-4E5DBDC92805

CHECK ENCLOSED & PLEASE HOLD CHECK
FOR PICK UP

2023 Summer Banners
2023 Warhol Banner Installation

College Of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

Kari Schoettle
(630) 942-2914



B&B Holiday Decorating
2048 S Foster Ave
Wheeling, IL 60090
christmas@bbservicesinc.com
(847) 825-1657

Scope of Work:

We hereby propose to supply the labor and materials to install customer provided banners at the location listed below

including:

- Installation and takedown of 46x banners along Roosevelt Rd. Between Lorraine Rd and the east branch of the DuPage River. Includes use of advance warning signage, traffic barricades and/or cones for single lane closure when/where needed
- Installation of banners in mid-May and take-down in mid-September (or dates of customer preference)
- Installation and takedown as well as non-weather-related service calls.

FEATURES	PRODUCTS	TOTAL
On 46 light poles along Roosevelt Rd	Banners (COD)	
		SUBTOTAL: \$1,780.00

TOTALS	
FEATURES	\$1,780.00
SUBTOTAL	\$1,780.00
TAX (EXEMPT)	\$0.00
PROPOSAL TOTAL	\$1,780.00

DocuSign Envelope ID: 181AE76F-F7BB-4BEB-A449-4E5D8DC92805

Payment Options:

- Check
- Credit Card
- Cash
- Chase Quick Pay sent to Christmas@bbsservicesinc.com

-Full Payment will be made prior to installation.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above.

B&B Holiday Decorating is a trade name of or division of B&B Holiday Decorating LLC. By agreeing to this contract, client is agreeing to enter into a working contract with B&B Holiday Decorating LLC.

DocuSigned by:
 Client Signature:  Date: 3/7/2023
 J406BCF06C3F426

**Email Confirmation Acceptable to Proceed with Contract Work*

Terms & Conditions

Please be advised that we are a weather-dependent company. Weather delays will push back scheduled work dates in the order they are booked. Weather may also affect the operation of the decorations in certain conditions. Any obstructions will be dealt with on a time and materials basis upon owner approval. Any other additions or changes will be handled on a time and materials basis at our regular pricing level. Full payment will be completed prior to installation. Customer hereby authorizes B&B Holiday Decorating to install and take down all materials on above property as provided herein. Customer and B&B Holiday Decorating, LLC both agree to defend, hold harmless and indemnify each other from and against all claims, liabilities to any third parties for injury, death or damage to person, property, trespass and other damages or loss arising out of the installation/takedown or location of materials unless such damage or loss is a result of gross negligence of either party. Customer agrees to allow B&B Holiday Decorating the right to use images of their property for advertising purposes. B&B Holiday Decorating, LLC agrees the use of the College of DuPage name, graphical marks and intellectual property require approval in writing from the College of DuPage marketing department prior to their use for any purpose(s). Customer is responsible for all materials during the installed period, any damage, theft, misplacement or the like will be the responsibility of the customer and may be replaced at current repair/replacement rates.

"noreply@esmsolutions.com" <noreply@esmsolutions.com>

[External] Information Only - Order Notification - 3311122 - B&B Holiday Decorating, 466 Install, CCMA_WARHL

"noreply@esmsolutions.com" <noreply@esmsolutions.com> Tue, Mar 7, 2023 at 10:55 PM UTC

CC:

BCC:

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.

Dear Check,

The following transaction has been sent to B&B HOLIDAY DECORATING LLC on behalf of Eric Frick.

If you wish to contact the requester, please do so at fricke@cod.edu

Thank you,
ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



1 attachment

581194a6-905c-44e6-966c-d2e467bc829c_2023 Warhol Banner Installation B&B Holiday Decorating \$1780 Revised banner.pdf