

# Special Handling Request Form

Date: 8/30/04

Vendor Name: COLLINS ELECTRIC Amount: \$19,750.-

Explanation: CONTRACTOR IS COMPLETING UNDERGROUND CONSTRUCTION FOR PRIVATE PROPERTY IN UTILITY DISTRICT 03-1 (RAYMOND AVENUE) TO MEET SEPTEMBER 15<sup>TH</sup> DEADLINE.

Requested By: D. WOOTEN  
Department: PUBLIC WORKS PH. # 7401

- Handwrite
- Next Day Payment
- Pick-up/Delivery
- Special Mailing

### Finance Dept. Use Only

Special Handling Approved By: [Signature]  
(Over \$5000) Treasury Authorization By: [Signature]  
Delivered To: [Signature] Initial: \_\_\_\_\_



City of Pasadena

279679

COLLINS ELECTRIC

Accounts Payable: (626) 744-4461

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Available	Paid Amount
CE-03106	08/12/04	00473100	19,750.00	0.00	19,750.00

  

Vendor Number	Vendor Name	Total Discounts
0000031092	COLLINS ELECTRIC	\$0.00

  

Check Number	Date	Total Amount	Discounts Taken	Total Paid Amount
279679	08/31/04	\$19,750.00	\$0.00	\$19,750.00



City of Pasadena

279679

CHAMBER BLDG - 5TH FL  
117 E COLORADO BLVD,  
PASADENA, CA 91105

Date 08/31/04

Pay Amount \*\*\*\*\*\$19,750.00

Pay \*\*\*\*NINETEEN THOUSAND SEVEN HUNDRED FIFTY AND XX / 100 US DOLLAR\*\*\*\*

To The Order Of  
COLLINS ELECTRIC  
483 MOUNTAIN VIEW STREET  
ALTADENA, CA 91001

NON-NEGOTIABLE

RL

THIS IS NOT A CHECK

# Invoice

<b>FROM</b>	COLLINS ELECTRIC
<b>ADDRESS</b>	483 MOUNTAIN VIEW STREET
	ALTADENA, CA 91001
<b>PHONE</b>	626-798-3355

<b>TO</b>	CITY OF PASADENA / PUBLIC WORKS	<b>INVOICE NO.:</b>	CE-03106
<b>ADDRESS</b>	100 N. GARFIELD STREET	<b>ORDER DATE:</b>	8/12/2004
	PASADENA, CALIFORNIA	<b>START DATE:</b>	8/18/2004
<b>PHONE</b>	626-744-7401	<b>END DATE:</b>	8/30/2004
<b>ATTN</b>	D. WOOTEN	<b>PAYMENT TERMS:</b>	

QTY	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK
	Install underground conduit and pull boxes to replace overhead service drops per Utility District 03-1 at following locations:			/
	442, 444 S. Raymond Avenue			
	666-670 S. Raymond Avenue			
	<b>MISCELLANEOUS CHARGES</b>			/
	<b>LABOR CHARGES</b>			/
			19,750 .00	

P.W. ENGINEERING  
P.O. # 25345  
ACCT. # 626-744-7400-53-14000  
APPROVAL: *[Signature]*  
AMOUNT: \$ 19,750  
DATE: 8/30/04  
SENT TO FMS: 8/30/04

<b>CLIENT SIGNATURE</b>	<b>DATE</b>
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>
<i>[Signature]</i>	<i>8/30/04</i>

<b>TOTAL LABOR</b>	
<b>TOTAL MATERIALS</b>	
<b>TOTAL MISCELLANEOUS</b>	
<b>SUBTOTAL</b>	19,750 .00
<b>TAX</b>	
<b>GRAND TOTAL</b>	19,750 .00

Invoice

COPY

City of Pasadena  
Purchase Order Contract

City of Pasadena  
100 North Garfield Avenue  
Room 328  
Pasadena CA 91109  
Ph.: 626/744-6755  
Fax: 626/744-6757

Dispatch via Print

<b>Purchase Order</b> CITY-0000025345	<b>Date</b> 08/18/2004	<b>Revision</b>	<b>Page</b> 1
<b>NET 14</b>	<b>DESTINATION</b>	<b>BESTWAY</b>	
<b>Buyer</b> Marie Bañaga	<b>Type</b> GEN	<b>Currency</b> USD	

COLLINS ELECTRIC  
483 MOUNTAIN VIEW STREET  
ALTADENA CA 91001

**Ship To:** Public Works Dept-Engineering  
CITY HALL  
100 N. GARFIELD AVE., RM N-306  
P.O. BOX 7115  
PASADENA CA 91109-7215  
Ph.:

**Vendor:** 0000031092 Ph.: 798-3355

**Bill To:** City of Pasadena  
Public Works Dept-Engineering  
PO Box 680026  
Charlotte NC 28216  
cityofpasadena@avidbill.com

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	INSTALL PULL BOXES UNDERGROUND CONDUIT AND WIRING TO REPLACE OVERHEAD SERVICE DROPS.  442 & 444 SOUTH RAYMOND AVENUE  666 - 670 SOUTH RAYMOND AVENUE  INCLUDES: PERMIT FEES  QOF  INSURANCE CERTIFICATE ON FILE IN LIABILITY CLAIMS.  PWE-5-27		19,750.00	LOT	1.00	19,750.00	08/18/2004

**Total PO Amount** 19,750.00

Contractor represents that it has a City approved Equal Employment Opportunity and Non-segregation Affidavit. The attached Terms and Conditions of Purchase Order Contract shall be a part of this Purchase Order Contract.

**Important Notice to Vendors:**

For Material and Equipment Vendors, invoicing indicates acceptance of City terms and conditions. Vendors performing Services must indicate acceptance of City Terms and Conditions and return a copy of this acknowledgment to the Purchasing Division prior to performance. Failure to do so will void this Purchase Order Contract.

Please email invoices to the email referenced in the "Bill To" section above. Note: 1 PDF file per invoice. Refer to the "Bill To" for mailing address.

<b>Services Vendor Signature</b>	<b>Print or Type Name</b>	<b>Date</b>
----------------------------------	---------------------------	-------------

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Failure to do so may delay payment processing.

Attachments/Appendices are part of this Order.

Authorized Signature

