



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 120680  
ARC LIGHT ELECTRIC INC  
6245 BROOKHILL DRIVE SUITE 1  
HOUSTON TX 77087  
USA

**Mail Invoice to**  
COH HOUSING & COMMUNITY DEV  
FINANCIAL SERVICES SEC, ACCT PAY  
P.O. Box 1562  
HOUSTON TX 77251-1562

**Information**  
Purchase Order Number/Date 4500331673-0 / 08/27/2020  
CoH Vendor Number 120680  
Page 1 of 1  
Buyer's Name Clarence Moton 454  
Buyer's Telephone Number 832-394-6212  
Buyer's Fax Number  
Buyer's E-mail Address clarence.moton@houstontx.gov

**CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER  
TO BUYER'S E-MAIL ADDRESS**

**Shipping Address** HOUSING & COMMUNITY DEVELOPMENT  
PROCUREMENT SERVICES  
2100 TRAVIS, 9TH FLOOR  
HOUSTON TX 77002  
USA

**Terms of payment :** Pay net 30 w/o deduction Currency USD

**Shipping Terms** FOB(Free on board) /DESTINATION

**Your person responsible:** SHANNON HAMMONS

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91082 WIRING & OTHER ELECT ICF- Electrical Services Reference: Disconnect power at two addresses Inclusions; " Disconnect nine power poles and three furniture whips. Circuits will be disconnected and capped at nearest junction box " All work will be performed during normal working hours (7:00 AM to 3:30 PM). Exclusions; " Bond fees.  " Code required upgrades to existing electrical system. " Painting, except for any touch-up of factory finishes Please be advised that the City of Houston is tax exempt.	510.00 / AU	510.00
			Gross Price	510.00 USD	1 AU 1.000 510.00
			Expected value of unplanned services:	510.00	
			<b>Delivery Date:</b>	08/31/2020	
<b>Total ****</b>					<b>USD 510.00</b>

**The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.**

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

*Supervisor Turner* *Jerry Adams* *Clarence Moton*

**Mayor** **Chief Procurement Officer** **Controller**



## PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,0000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).  
Signature of this document is still required.

**\* Required Fields [must be completed]**

Description of Purchase *	Arc Light Electrical *	HCDD Division: *	Compliance *
Deadline Date of Request: *	08/28/2020 *	Purchase Type: *	Service Under &lt *
Requester Name: *	Sonya Parker *	Created:	08/26/2020 *
Requester Phone Number: *	832-394-6286		

Brief Description of Scope of Work for Goods/Services:

Procurement request in the amount of \$510.00. This proposal is for the electrician to remove electrical whips from the cubicles. Please see the attached signed and accepted proposal.

**Funding Source(s):** Operations & Compliance

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030	Status: Pending
Funding Source: DR-Harvey	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: Arc Electric
G/L Account: 520159	Date Processed:
Business Area: 3200	Date Received:
Internal Order: AP3200077-19	Total Amount: 500.00
BFY: FY-2021	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance
Justification of Need for Goods/Services	Procurement Notes:
This proposal is for the electrician to remove electrical whips from the cubicles.	

Requestors Signature: <small>DocuSigned by:</small> Sonya Parker 8/26/2020 Date: <small>8C8FA923717340E</small>	Supervising Manager (Purchase under \$5,000) Manager: <small>DocuSigned by:</small> Roxanne Lawson 8/27/2020 Date: <small>339054BE9E0C400...</small>
Buyer's Signature: <small>DocuSigned by:</small> Clarence Moton 8/27/2020 Date: <small>D97BC14D648D498</small>	Funds Approval Signature: <small>DocuSigned by:</small> Mary Owens 8/27/2020 Date: <small>5E0B53CA4C0E46E</small>
Procurement DPU Signature: <small>DocuSigned by:</small> Hoyd Smith 8/27/2020 Date: <small>EDE8FC0D55C840D...</small>	(Purchase over \$5,000) CFO Signature _____ Date: _____
(Purchase over \$5,000) Assistant or Deputy Director: _____ Date: _____	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments

[Click here to attach a file](#)

**Arc Light Electric, Inc.**  
Commercial Electrical Contractor



August 26, 2020

Creation Date: 8/25/20

Attention: Ms. Lee Lopez

Reference: Disconnect power at two addresses

Gentlemen,

Arc Light Electric, Inc. is pleased to have the opportunity to present a proposal on the above referenced project. Our proposal in the amount of **\$ 510.00 (FIVE HUNDRED AND TEN DOLLARS)** has the following scope and qualifications:

Add for work to be performed on Saturday \$ 255.00

**Inclusions;**

- ◆ Disconnect nine power poles and three furniture whips. Circuits will be disconnected and capped at nearest junction box.
- ◆ All work will be performed during normal working hours (7:00 AM to 3:30 PM).

**Exclusions;**

- ◆ Bond fees.
- ◆ **Sales tax. Sales will be added to our invoice.**
- ◆ Code required upgrades to existing electrical system.
- ◆ Painting, except for any touch-up of factory finishes.

This proposal is expressly conditioned upon the use only of the AIA A401 Standard Form of Agreement Between Contractor and Subcontractor or some other mutually agreeable form of subcontract agreement. If you have any questions or comments regarding this proposal please contact us at your convenience.

Respectfully submitted,

A handwritten signature in black ink that reads "Ken Kaiser".

Ken Kaiser

[ken@arclightelectric.net](mailto:ken@arclightelectric.net)

Operations Manager

Xc: file

Accepted By:

DocuSigned by:  
*Roxanne Lawson*  
939354BE9E8C486...

8/26/2020

## Certificate Of Completion

Envelope Id: FE92B59D66AE4F328B46A2BBB5AA056A	Status: Delivered
Subject: Please DocuSign: Procurement Request Form Arc Light Electric, Inc.	
Source Envelope:	
Document Pages: 2	Signatures: 5
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sonya Parker
Time Zone: (UTC-06:00) Central Time (US & Canada)	611 Walker St.
	HITS
	Houston, TX 77002
	Sonya.Parker@houstontx.gov
	IP Address: 75.7.153.50


## Record Tracking

Status: Original	Holder: Sonya Parker	Location: DocuSign
8/26/2020 5:32:59 PM	Sonya.Parker@houstontx.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: City of Houston IT Services	Location: DocuSign

## Signer Events

Sonya Parker  
 sonya.parker@houstontx.gov  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 8C8FA923717340E...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 75.7.153.50

## Timestamp

Sent: 8/26/2020 5:43:53 PM  
 Viewed: 8/26/2020 5:44:36 PM  
 Signed: 8/26/2020 5:45:04 PM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Roxanne Lawson  
 Roxanne.Lawson@houstontx.gov  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 939354BE9E8C486...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.235.227.150

Sent: 8/26/2020 5:45:06 PM  
 Viewed: 8/27/2020 9:48:10 AM  
 Signed: 8/27/2020 9:48:18 AM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign


Clarence Moton  
 clarence.moton@houstontx.gov  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 DB7BC14D648B498...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 99.102.85.121

Sent: 8/27/2020 9:51:04 AM  
 Viewed: 8/27/2020 10:07:13 AM  
 Signed: 8/27/2020 10:07:57 AM


### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Mary Owens  
 mary.owens@houstontx.gov  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 5F0B53CA4C0E46F...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 70.139.226.136

Sent: 8/27/2020 11:03:34 AM  
 Viewed: 8/27/2020 11:52:31 AM  
 Signed: 8/27/2020 11:53:20 AM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Signer Events	Signature	Timestamp
Floyd Smith Floyd.Smith2@houston.tx.gov City of Houston IT Services Signing Group: HCD Procurement DPU Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 204.235.227.150	Sent: 8/27/2020 11:53:23 AM Viewed: 8/27/2020 11:54:05 AM Signed: 8/27/2020 11:54:37 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign


Clarence Moton clarence.moton@houston.tx.gov City of Houston IT Services Security Level: Email, Account Authentication (None)		Sent: 8/27/2020 11:54:39 AM Viewed: 8/27/2020 11:56:13 AM
--	--	--

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign


In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Tywana Rhone Tywana.Rhone@houston.tx.gov Division Manager City of Houston IT Services Security Level: Email, Account Authentication (None)	 Using IP Address: 70.138.156.209	Sent: 8/27/2020 9:48:21 AM Viewed: 8/27/2020 9:49:37 AM Completed: 8/27/2020 9:51:04 AM
--	---	---

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Clarence Moton Clarence.Moton@houston.tx.gov City of Houston IT Services Signing Group: HCD Procurement Team Security Level: Email, Account Authentication (None)	 Using IP Address: 162.197.197.116	Sent: 8/27/2020 10:08:00 AM Viewed: 8/27/2020 10:09:28 AM Completed: 8/27/2020 11:03:34 AM
---	--	--

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	8/27/2020 11:54:39 AM
Certified Delivered	Security Checked	8/27/2020 11:56:13 AM

Payment Events	Status	Timestamps
----------------	--------	------------