

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1582432  
Vendor Name: Belec Electrical Inc  
Invoice Number: 19468  
Invoice Date: 08/19/21  
PO Number: P0000394  
Check Number: 0284717  
Check Amount: \$ 8,542.00  
Check Date: 09/14/2021  
Voucher Number: V0694806  
Document Type: AP Invoice

Document Below

-----  
From: Laura <office@belecelectrical.com >  
Sent: Wed Aug 25 11:44:08 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: [External] PO# P0000394  
-----

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.

Hello  
Attached is Belec Invoice #19468 for PO#0000394.  
Please let me know if you have any questions.

Thank you,

**Laura Belluomini**  
**Belec Electrical Inc.**

[attachment: Belec Electrical\_20210825\_115245.pdf]

# Belec Electrical, Inc.

350 Crossen Ave.  
Elk Grove Village, IL 60007  
USA  
Voice: (847) 967-6111  
Fax: (847) 967-1388

# INVOICE

Invoice Number: 19468  
Invoice Date: Aug 19, 2021  
Page: 1  
Duplicate

**Bill To:**

College of Dupage  
425 Fawell Blvd.  
ATTN: ACCOUNTS PAYABLE  
Glen Ellyn, IL 60137

**APPROVED**

**08/26/21 - DONALD INMAN**

Customer PO	Payment Terms	Due Date	Site
P0000394	Net 10 Days	8/29/21	425 Fawell Blvd.

Quantity	Item	Description	Unit Price	Amount
		RE: College of DuPage SRC Library Smart Print Counter Equipment Power & Data Outlets Project Furnish and install electrical work per contract. Bond 4%		7,175.00 287.00

**INVOICE REVIEWED  
OKAY TO PAY  
KATHY STRIPLIN 08/26/21**

Subtotal	7,462.00
Total Invoice Amount	7,462.00
<b>TOTAL</b>	<b>7,462.00</b>

Check/Credit Memo No:

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1582432  
Vendor Name: Belec Electrical Inc  
Invoice Number: 19481  
Invoice Date: 08/27/21  
PO Number: P0000407  
Check Number: 0284717  
Check Amount: \$ 8,542.00  
Check Date: 09/14/2021  
Voucher Number: V0694932  
Document Type: AP Invoice

Document Below

-----  
From: Laura <office@belecelectrical.com >  
Sent: Fri Aug 27 10:56:19 CDT 2021  
To: invoicing@cod.edu  
CC: Bo@belecelectrical.com,rj@belecelectrical.com  
Subject: [External] PO# P0000407  
-----

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.

Hello,

I have attached Belec invoice #19481 for PO# P0000407 - CHC Hotel Electrical Modifications.

Please let me know if you have any questions.

Thank you,

**Laura Belluomini**  
**Belec Electrical Inc.**

[attachment: Belec Electrical\_20210827\_110318.pdf]

# Belec Electrical, Inc.

350 Crossen Ave.  
Elk Grove Village, IL 60007  
USA  
Voice: (847) 967-6111  
Fax: (847) 967-1388

# INVOICE

Invoice Number: 19481  
Invoice Date: Aug 27, 2021  
Page: 1

**Bill To:**

College of Dupage  
425 Fawell Blvd.  
ATTN: ACCOUNTS PAYABLE  
Glen Ellyn, IL 60137

**APPROVED**

**09/01/21 - KRISTINE FAY**

Customer PO	Payment Terms	Due Date	Site
P0000407	Net 10 Days	9/6/21	425 Fawell Blvd.

Quantity	Item	Description	Unit Price	Amount
		RE: CHC Hotel Electrical Modifications, 425 Fawell Blvd, Glen Ellyn, IL 60137 PO# P0000407 Provide electric outlet for revised headboard layout per Hotel request.		1,080.00

**INVOICE REVIEWED**

**OKAY TO PAY**

**PAULA BURNS 08/30/21**

Subtotal	1,080.00
Total Invoice Amount	1,080.00
<b>TOTAL</b>	<b>1,080.00</b>

Check/Credit Memo No:

## CONTRACT APPROVAL COVERSHEET

Contract Name: CHC Hotel Electrival Modifications

Requesting Department: Facilities Date Initiated: March 9, 2021

Contact Name: Jennifer Kulbida Phone: 630-942-4072

Email Address: kulbidaj@cod.edu

Vendor Name: Belec Electrical, Inc. Phone: 630-464-1966

Vendor Contact: Bo Pilkinton Email: bo@belecelectrical.com

Total Contract: \$ 1,080.00 Contract Dates: Start: March 2021

FY Budget \$ To be paid for by Tim Meyers End: June 2021

Vendor 1: Name Belec Electrical, Inc. Quote: \$ 1,080.00

Vendor 2: Name see page 2 Quote: \$ \_\_\_\_\_

Vendor 3: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Contract Purpose: Provide electric outlet for revised headboard layout per Hotel request.

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

Requester: Jennifer Kulbida

Budget Mgr.: Don Inman

Dept. Adm.: Don Inman

Sign & Date

**Jennifer Kulbida** Digitally signed by Jennifer Kulbida  
Date: 2021.03.10 15:06:42 -06'00'

**APPROVED**  
By Don Inman at 6:19 pm, Mar 10, 2021

**APPROVED**  
By Don Inman at 6:19 pm, Mar 10, 2021

Submit to Procurement at [purchasing@cod.edu](mailto:purchasing@cod.edu).

Purchasing Dept. Use Only

Comments \_\_\_\_\_

Approval Initials \_\_\_\_\_

## CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. 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 Procurement. Procurement will review all documents, and, if appropriate, will forward to the Vice President, Administration 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 an attached sheet.
- ☐ 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. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.

- *If vendor will be providing a service on campus, a Certificate of Insurance listing the College as an additional insured, accompanied by an endorsement page is required. For additional information contact Risk Manager.*
- *If computer equipment and/or software is being procured, a completed Computer Equipment/Software form (IT Review) must be included.*

Upon signature by the Vice President, Administration, 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 cover sheet, 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.

Belec did the original installation of the 11 outlets and lamp power during the main project, after the client desired to revise the headboard recently, FAC recommend using the same firm, no learning curve on this difficult to explain electrical set up.