

UC DAVIS

UTILITIES

TO: Project Manager, Design and Construction Management (DCM) & Contractors using Temporary Utilities on UC Davis campus

FROM: Utilities Department

RE: Temporary Utilities – DCM / Contractor (Division I) Requirements

PROJECT MANAGER (DCM)

Establishing Utilities Services

DCM submits the work order(s) to initiate meter installation for all utilities metering points.

Service	Authorized Amount
Electricity	\$1,000
Water/Sewer/Gas	\$ 500
Chilled Water/Steam	\$ 500

Utilities Department Contacts

- **Electricity:** Nick Harden nkharden@ucdavis.edu 530-219-6928 (back-up Joe Carbahal 530-681-2241)
- **Water/Sewer/Gas:** Joel McCoy jymccoy@ucdavis.edu 530-219-1304 (back-up Nick Carpenter 530-979-1546)
- **Chilled Water/Steam:** Nick Harden nkharden@ucdavis.edu 530-219-6928 (back-up Chili Denison 916-826-5484)

CONTRACTOR

Utilities services must be established according to start-up guidelines for each utility system by working with DCM Inspectors and the appropriate Utilities Department representative listed above.

Exhibit 43

Review the Division I Utilities and the Temporary Utilities section of this contract for detailed instructions. Exhibit 43 must be completed for all temporary and permanent metered utilities on the project. Coordinate filling out this form with the UCD DCM Project Manager and inspectors. Email the completed form to utilbill@ucdavis.edu.

Banner Customer Account Number

If you do not have an account number, the Utilities billing analyst will ensure one is set up and email it to you. This same customer number is used for utilities charges and telephone/data charges, though invoices are issued **separately** from Utilities and Communication Resources.

Email the following information to utilbill@ucdavis.edu:

1. Project name
2. Contractor name
3. Billing address
4. Phone number
5. Accounts payable (AP) contact
6. AP email address (for monthly invoices)

Invoice Payments and Billing Questions

Charges are processed and invoices emailed to customers monthly in the month following the service period. Payments are due upon receipt of the invoice and must reference the 9-digit Banner Account Number (Customer #).

To avoid duplicate payments, only remit payment based on the invoices. Any monthly statements you may receive from the UC Davis Accounting Office are informational only. Email utilbill@ucdavis.edu with all billing questions and to request invoice copies.