



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address

Vendor Address Number 107206
GARY BROWN & ASSOCIATES, INC
1313 CAMPBELL RDBUILDING B
HOUSTON TX 77055
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 4500349193-0 / 06/14/2021
CoH Vendor Number 107206
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

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	94615 REAL ESTATE APPRAISA Biscayne Appraisal Service Multi-Family Buyout 17030 & 17050 Imperial Valley Dr. Consultant will provide valuation of property for acquisition.	5,000.00 / AU	5,000.00
Gross Price			5,000.00 USD 1 AU	1.000	5,000.00
Expected value of unplanned services:			5,000.00		
Delivery Date: 07/14/2021					
Total ****					USD 5,000.00

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.

Superior Turner

Mayor

Jonny Adams

Chief Procurement Officer

Clarence Moton

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 *	Biscayne Second Appraisal	Commercial
Deadline Date of Request: *	06/10/2021	Purchase Type: * Service Under <
Requester Name: *	Juanita Moore for Rupa Sen	Created: 06/10/2021
Requester Phone Number: *	832-394-6247	

Brief Description of Scope of Work for Goods/Services:

Services of Gary Brown & Associates, Real Estate Appraisers, to provide value for Multifamily Buyout Program acquisition located at 17030 & 17050 Imperial Valley Drive, Houston. They will provide valuation relative to decision making. Annual cost not to exceed \$5,000 approximately

Funding Source(s) DR17
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: Gary brownand Associates
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: HO3200077-19	Total Amount: 5000.00
BFY: FY-2021	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation: n/a	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance

Justification of Need for Goods/Services

valuation of property required for acquisition

Procurement Notes:

Requestors Signature:  6/10/2021 Date: FC7D9D05F267462...	Supervising Manager (Purchase under \$5,000) Manager:  6/10/2021 Date: 87732B5A0C9F455...
Buyer's Signature:  6/10/2021 Date: DB7BC14D648B498...	Funds Approval Signature:  6/10/2021 Date: 5F0B53CA4C0E46F...
Procurement DPU Signature:  6/10/2021 Date: DB7BC14D648B498...	(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: _____

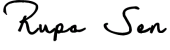

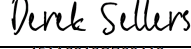
Attachments

 Click here to attach a file



**CITY OF HOUSTON
HOUSING AND COMMUNITY DEVELOPMENT**

RECORD OF CONCURRENCE AND APPROVAL

SUBJECT	Professional Services Justification Biscayne: Second Appraisal	DUE DATE TIME SENSITIVE	DATE SUBMITTED June 10, 2021	REF. #
EXPLANATION To engage Mr. Brown to prepare a second appraisal for the acquisition of Biscayne located at 17030 & 17050 Imperial Valley Drive, Houston.				
ORIGINATOR: Juanita Moore		DATE ORIGINATED: June 10, 2021	PERSON TO CONTACT FOR DETAILS: Rupa Sen	PHONE NUMBER: 832.596.5115
ROUTING SEQUENCE	REVIEW/APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1	Rupa Sen, Real Estate Manager	<small>DocuSigned by:</small> 	6/10/2021	
2	Ray Miller, Assistant Director	<small>DocuSigned by:</small> 	6/10/2021	
3	Derek Sellers, Deputy Director	<small>DocuSigned by:</small> 	6/10/2021	
4				
5				
6				
7				



City of Houston Finance-Strategic Procurement Division

Professional Services Justification

General Information	Date: June 10. 21
Department: Housing and Community Development	Phone No. 832/394/6247
Contact Name: Rupa Sen	Email: Rupa.Sen@houstontx.gov

Vendor Information	Requisition No.
Name: Gary Brown	Purchase Order No.
Address: 1313 Campbell Rd., Bldg. B Houston, TX 77055	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. Please also identify the **annual** cost of this good or service.

Services of an appraisal company is required to provide value for a Multi Family Buyout Programs for an acquisition located at 17030 & 17050 Imperial Valley Drive, Houston
They will provide Valuation relative to decision making
Annual cost – Not to exceed \$5, 000.00 approx. – to be delivered at 2100 Travis, Houston TX 77002

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

The selection of Mr. Brown is based on previous appraisal experience in this market area. In addition, the Company has previous appraisal experience with complex improved properties for various services for the City of Houston as well as the ability to deliver on time, history and knowledge of the city's procedures. Mr. Brown will provide report to include various values to include: Fair Market Value, Income Value and Cost Value. Mr. Brown will provide the report in accordance with Standard Rule 2-(a) of USPAP.

Mr. Brown will use all of the applicable approaches to value and discuss the reasoning behind the absence of any approach.

Due Diligence. Describe the due diligence performed that led to the conclusion that this service provider offers the best value to the city.

Mr. Brown has the required experience in assisting the City with the preparation of Appraisals in connection HCDD's Multi Family Buyout Program In addition, Mr. Brown has assisted the City before in similar transactions and has extensive knowledge in Multi Family Projects.

Department Recommendation	DocuSigned by: Requestor: <i>Rupa Sen</i>	Date: 6/10/2021
Deputy Director: <i>Derek Sellers</i>	DocuSigned by: 451A0910C800410...	Date: 6/10/2021

Chief Procurement Officer's Approval

Signature:	Date:
------------	-------

GARY BROWN & ASSOCIATES, INC.

Real Estate Appraisers & Consultants

1313 Campbell Rd., Bldg. B

Houston, Texas 77055

713-468-1010

Email: garyb@garybrown.com

June 9, 2021

Rupa Sen

Real Estate Manager

City of Houston | Housing and Community Development Department | Real Estate

2100 Travis Street 9th floor, Houston, TX 77002

Re: Biscayne City View Apartments, 17030 & 17050 Imperial Valley Drive, Houston, Texas 77060

Dear Rupa:

Pursuant to your request, we are happy to submit a proposal for an appraisal assignment of the Biscayne City View Apartments, 17030 & 17050 Imperial Valley Drive, Houston, Texas 77060. The appraisal assignment shall be prepared for the City of Houston and is for the City of Houston's use. We request that you seek our written authorization before releasing the report to any other party.

The purpose of this appraisal assignment is to provide an opinion of Market Value as of the effective date. The legal property appraised is the fee simple interest. The appraisal assignment will be prepared in accordance with the 2020-21 Uniform Standards of Professional Appraisal Practice plus the code of Professional Ethics of the Appraisal Institute. Attached to this letter you will find a copy of our Statement of Limiting Conditions and Appraiser's Certification which are attached to all appraisal assignments prepared by this office. Please review and initial each attached page and return the executed copy to us indicating your acceptance and approval of our Limiting Conditions and Appraiser's Certification.

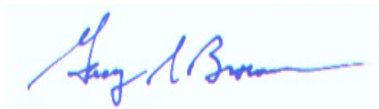
The estimated completion date of the appraisal assignment is 4 weeks from receipt of the signed engagement on or before July 12th, 2021. We can only complete the appraisal assignment by this date if we receive from you in a timely manner any relevant information needed for the preparation of the report. In order to complete this appraisal assignment, the following information will be, if available: a: building plans or architectural drawings, b: building operating costs, insurance, electrical, maintenance and repairs, c: contact person for inspection, d: Survey and title policy (if available), e: current rent roll, f: property history, if advertised for sale or if sold in last three years, g: costs of any deferred maintenance.

We will furnish you with digital copies of the appraisal report. Our fee for this appraisal assignment will be \$5,000. This fee includes all the costs of expenses that may be incurred in the preparation of the report but does not include appearance or testimony on its behalf. Our fee for court appearance, pre-trial preparation and/or testimony is \$375/hour.

June 9, 2021
Rupa Sen, Real Estate Manager
City of Houston

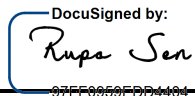
We will proceed with the preparation of this report upon receipt of a signed copy of this letter, an initialed copy of the Statement of Limiting Conditions and Appraiser's Certification. If you have any questions about anything contained in this letter or in any of the attachments, please give us a call.

Sincerely,
GARY BROWN & ASSOCIATES, INC.



Gary S. Brown, MAI, AI-GRS, CCIM
President

Engagement Letter Accepted:

DocuSigned by:


Rupa Sen, Real Estate Manager
City of Houston

6/10/2021

Date

CERTIFICATION

We certify to the best of our knowledge and belief that:

The statements of fact contained in this appraisal report are true and correct.

We have not performed any appraisal services regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial and unbiased professional analyses, opinions and conclusions.

We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest with respect to the parties involved.

We have no bias with respect to the property that is the subject of this appraisal report or to the parties involved with this assignment.

Our engagement in this assignment was not contingent upon developing or reporting predetermined results.

Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).

We have made a personal on-site visit of the property that is the subject of this report.

No one provided significant real estate appraisal assistance to the person(s) signing this certification.

The report analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with, the Code of Professional Ethics and Standards of Professional Practice of The Appraisal Institute.

The use of this report is subject to the requirements of The Appraisal Institute relating to review by its duly authorized representatives.

The Appraisal Institute conducts a voluntary program of continuing professional education for its designated members. Appraisal Institute members who meet the minimum standards of this program are awarded periodic education certificates. As of the date of this report Gary S. Brown, MAI has currently completed the requirements for the voluntary continuing education program of The Appraisal Institute.

ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal report and all of the appraisers' work in connection with the appraisal assignment are subject to the limiting conditions and all other terms stated in the report. Any use of the appraisal by any party, regardless of whether such use is authorized or intended by the appraiser, constitutes acceptance of all such limiting conditions and terms.

That the date of value, to which the opinions expressed in this report apply, is set forth in the Letter of Transmittal. The appraisers assume no responsibility for economic or physical factors occurring at some later date which may affect the opinions herein stated.

That no opinions are intended to be expressed for legal matters or that would require specialized investigation or knowledge beyond that ordinarily employed by real estate appraisers, although such matters may be discussed in this report.

Any cause of action resulting between Gary Brown & Associates, Inc. and the client in conjunction with this appraisal, either directly or indirectly, will be limited in damages to the amount of the appraisal fee received for the assignment. Furthermore, it is agreed that you will indemnify Gary Brown & Associates, Inc. for any damages, costs, expense, and attorney's fees resulting from any cause of action by any interested party, concerning the appraisal report.

That no opinion as to title is rendered. Name of ownership and the legal description were obtained from sources generally considered reliable. Title is assumed to be marketable and free and clear of all liens, encumbrances, easements, and restrictions except those specifically discussed in this report. The property is appraised assuming it to be under responsible ownership and competent management and available for its highest and best use.

That no engineering survey has been made by the appraisers. Except as specifically stated, data relative to size and area were taken from sources considered reliable and no encroachment or real property improvement is assumed to exist.

That maps, plats, and exhibits included herein are for illustration only, as an aid in visualizing matters discussed within this report. They should not be considered as surveys or relied upon for any other purpose.

That no detailed soil, subsoil, or geophysical studies covering the subject property were available to the appraisers. Therefore, premises as to soil or subsoil qualities employed in this report are not conclusive but have been considered consistent with information available to the appraisers. Additionally, the existence of surface or subsurface faults, which may or may not exist on the property, were not observed by the appraisers. No responsibility is assumed for any such conditions, nor for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraisers. The appraisers have no knowledge of the existence of such materials on or in the property. The appraisers, however, are not qualified to detect such substances. The presence of substances such as asbestos, urea formaldehyde foam insulation, radon, or other potentially hazardous materials may affect the value of the property. The value estimate is predicated on the assumption that there are no such materials on or in the property which would cause a loss in value. No responsibility is assumed for any such conditions, nor for any

expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

The existence of underground storage tanks was not observed by the appraisers, nor was any information concerning their presence determined, unless otherwise noted on this report.

The existence of endangered species, which may or may not be present on the property, was not observed by the appraisers.

The property is appraised as though free and clear, under responsible ownership, and competent management. All existing liens and encumbrances have been disregarded.

Unless otherwise stated herein, all of the improvements described were considered operational and in adequate condition.

Unless otherwise stated in this report, the subject property is appraised without a specific compliance survey having been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act. The presence of architectural and communications barriers that are structural in nature that would restrict access by disabled individuals may adversely affect the property's value marketability or utility.

Any information furnished to us by others is believed to be reliable, but we assume no responsibility for its accuracy.

Possession of this report, or a copy thereof, does not carry with it the right to publication, nor may it be used for any purpose, by any but the client, without the previous written consent of the appraisers or the client and, in any event, only in its entirety.

This appraisal does not require us to give testimony in court or attend on its behalf unless arrangements have been previously made therefore.

The distribution of the total valuation in this report between land and improvements applies only under the existing programs of utilization. The separate valuations for land and building must not be used in conjunction with any other appraisal and are invalid if so used.

The value is reported in U. S. dollars on the basis of the value of the currency prevailing at the date of this appraisal.

We have no present or contemplated interest in the property appraised.

Compensation for making this appraisal is in no manner contingent upon the value reported.

That the appraisers assume no responsibility for determining if the property lies within a flood hazard area and its consequences to the property. It is advised that a topographic survey be obtained and local officials be contacted.

This appraisal has been made in accordance with the Standards of Professional Practice and the Code of Professional Ethics of The Appraisal Institute.

Certificate Of Completion

Envelope Id: 6E7E630D70DC48868E9246403650F20D

Status: Completed

Subject: Please DocuSign: Professional Services Justification - Biscayne Second Appraisal

Source Envelope:

Document Pages: 7

Signatures: 6

Envelope Originator:

Certificate Pages: 2

Initials: 0

Juanita Moore

AutoNav: Enabled

611 Walker St.

Envelopeld Stamping: Disabled

HITS

Time Zone: (UTC-06:00) Central Time (US & Canada)

Houston, TX 77002

Juanita.Moore@houstontx.gov

IP Address: 73.206.157.97

Record Tracking

Status: Original

Holder: Juanita Moore

Location: DocuSign

6/10/2021 9:34:05 AM

Juanita.Moore@houstontx.gov

Security Appliance Status: Connected

Pool: FedRamp

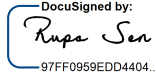
Storage Appliance Status: Connected

Pool: City of Houston IT Services

Location: DocuSign

Signer Events**Signature****Timestamp**

Rupa Sen

DocuSigned by:

 97FF0959EDD4404...

Sent: 6/10/2021 9:41:17 AM

Rupa.Sen@houstontx.gov

Viewed: 6/10/2021 9:50:17 AM

Real Estate Manager

Signed: 6/10/2021 9:50:37 AM

City of Houston IT Services

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication
(None)

Using IP Address: 108.82.218.182

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Ray Miller

DocuSigned by:

 87732B5A0C9F455...

Sent: 6/10/2021 9:50:39 AM

ray.miller@houstontx.gov

Viewed: 6/10/2021 9:59:47 AM

Assistant Director

Signed: 6/10/2021 9:59:51 AM

City of Houston

Signature Adoption: Pre-selected Style

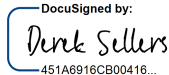
Security Level: Email, Account Authentication
(None)

Using IP Address: 73.6.14.183

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Derek Sellers

DocuSigned by:

 451A6916CB00416...

Sent: 6/10/2021 9:59:53 AM

derek.sellers@houstontx.gov

Viewed: 6/10/2021 10:21:18 AM

Security Level: Email, Account Authentication
(None)

Signed: 6/10/2021 10:21:29 AM

Signature Adoption: Pre-selected Style

Using IP Address: 50.208.77.94

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****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	6/10/2021 9:41:17 AM
Certified Delivered	Security Checked	6/10/2021 10:21:18 AM
Signing Complete	Security Checked	6/10/2021 10:21:29 AM
Completed	Security Checked	6/10/2021 10:21:29 AM
Payment Events	Status	Timestamps

Certificate Of Completion

Envelope Id: 8B8D60A620834618B92707CB8D2A7D65

Status: Completed

Subject: Please DocuSign: Procurement Request Form Biscayne Appraisal

Source Envelope:

Document Pages: 10

Signatures: 5

Certificate Pages: 6

Initials: 0

AutoNav: Enabled

Envelope Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:

Juanita Moore

611 Walker St.

HITS

Houston, TX 77002

Juanita.Moore@houston.tx.gov

IP Address: 73.206.157.97

Record Tracking

Status: Original

6/10/2021 11:00:01 AM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Juanita Moore

Juanita.Moore@houston.tx.gov

Pool: FedRamp

Pool: City of Houston IT Services

Location: DocuSign

Location: DocuSign

Signer Events

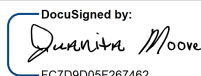
Juanita Moore

juanita.moore@houston.tx.gov

City of Houston IT Services

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



FC7D9D05F267462...

Signature Adoption: Pre-selected Style
Using IP Address: 73.206.157.97

Timestamp

Sent: 6/10/2021 11:16:37 AM

Viewed: 6/10/2021 11:17:30 AM

Signed: 6/10/2021 11:32:12 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Ray Miller

ray.miller@houston.tx.gov

Assistant Director

City of Houston

Security Level: Email, Account Authentication
(None)

DocuSigned by:



87732B5A0C9F455...

Signature Adoption: Pre-selected Style
Using IP Address: 73.6.14.183

Sent: 6/10/2021 11:32:14 AM

Viewed: 6/10/2021 11:46:26 AM

Signed: 6/10/2021 11:46:35 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)

DocuSigned by:



DB7BC14D648B498...

Signature Adoption: Pre-selected Style
Using IP Address: 204.235.229.6

Sent: 6/10/2021 12:07:27 PM

Viewed: 6/10/2021 12:08:21 PM

Signed: 6/10/2021 12:09:24 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Mary Owens

Mary.Owens@houston.tx.gov

City of Houston IT Services

Security Level: Email, Account Authentication
(None)

DocuSigned by:



5F0B53CA4C0E46F...

Signature Adoption: Pre-selected Style
Using IP Address: 204.235.229.6


Sent: 6/10/2021 2:38:17 PM

Viewed: 6/10/2021 2:44:40 PM

Signed: 6/10/2021 2:48:48 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
Clarence Moton Clarence.moton@houstontx.gov City of Houston IT Services Security Level: Email, Account Authentication (None)	<div> DocuSigned by:  DB7BC14D648B498... </div> Signature Adoption: Pre-selected Style Using IP Address: 99.102.85.121	Sent: 6/10/2021 2:55:50 PM Viewed: 6/10/2021 3:46:21 PM Signed: 6/10/2021 4:06:00 PM

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
-----------------------	--------	-----------

Clarence Moton Clarence.Moton@houstontx.gov City of Houston IT Services Signing Group: HCD Procurement Div Manager(s) Security Level: Email, Account Authentication (None)	<div>VIEWED</div> Using IP Address: 204.235.229.6	Sent: 6/10/2021 11:46:38 AM Viewed: 6/10/2021 12:05:39 PM Completed: 6/10/2021 12:07:27 PM
--	--	--

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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

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

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

Chau Pham chau.pham@houstontx.gov 2020 City of Houston IT Services Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 6/10/2021 2:38:18 PM
---	-------------------	----------------------------

Electronic Record and Signature Disclosure:
Accepted: 5/28/2021 1:05:54 PM
ID: aa3ef0da-30de-4e1c-9e91-4ebfce117043

Tywana Rhone Tywana.Rhone@houstontx.gov Timothy Johnson Timothy.Johnson2@houstontx.gov Temika Jones Temika.Jones2@houstontx.gov Mary Owens Mary.Owens@houstontx.gov Clarence Moton Clarence.Moton@houstontx.gov City of Houston IT Services Signing Group: HCD Procurement DPU Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 6/10/2021 2:55:52 PM
---	-------------------	----------------------------

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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

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

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

Envelope Sent	Hashed/Encrypted	6/10/2021 11:16:37 AM
Certified Delivered	Security Checked	6/10/2021 3:46:21 PM
Signing Complete	Security Checked	6/10/2021 4:06:00 PM
Completed	Security Checked	6/10/2021 4:06:00 PM

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

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Houston - Information Technology (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Houston - Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To advise City of Houston - Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at it@cityofhouston.net and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Houston - Information Technology

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to it@cityofhouston.net and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Houston - Information Technology

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to reenie.askew@houstontx.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Houston - Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Houston - Information Technology during the course of your relationship with City of Houston - Information Technology.