



CITY OF HOUSTON

HCD Purchasing Unit 3200

SRO NUMBER MUST APPEAR ON ALL PAYMENT AND

DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHOWING TO OR SERVICE

SERVICE RELEASE ORDER

Vendor Address

Vendor Address Number 154262
MIDTOWN CENTRAL SQUARE LLC
2100 TRAVIS STREET Suite 250
HOUSTON TX 77002
USA

Mail Invoice to

COH HOUSING & COMMUNITY DEV
FINANCIAL SERVICES SEC, ACCT PAY
PO Box 1562
HOUSTON TX 77251-1562
hcdaccountspayable@houstontx.gov

Information

SRO Number/Date 4500398339-2 / 07/19/2023
CoH Vendor Number 154262
Page 1 of 2
Buyer's Name Bunny Arita 455
Buyer's Telephone Number 832-394-6123
Buyer's Fax Number
Buyer's E-mail Address Bunny.Arita@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 immediately w/o deduction

Currency USD

Shipping Terms

FOB(Free on board) /DESTINATION

Our reference:

2018-0153

Your person responsible:

JULIET GARCIA

Your reference:

2018-0153

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
30	1.00	AU	97145 OFFICE SPACE REN/LE OCTOBER 2023 LEASE Release Order against contract 4600014770 Item 00820	46,894.50 / AU	46,894.50
	Gross Price		46,894.50 USD 1 AU	1.000	46,894.50
			Delivery date: Day 09/29/2023 *** New item ***		
			Delivery Date: 09/29/2023		
40	1.00	AU	97145 OFFICE SPACE REN/LE OCTOBER 2023 LEASE Release Order against contract 4600014770 Item 00830	46,894.50 / AU	46,894.50
	Gross Price		46,894.50 USD 1 AU	1.000	46,894.50
			Delivery date: Day 09/29/2023 *** New item ***		

CH4600014770

PROCUREMENT REQUEST FORM

SR04500398339



Note: The Procurement Request Form is to conduct an informal procurement from non-City of Houston departments for goods, services, or items that require a small contract, generally \$3,000. to \$49,999. The form is utilized when requesting procurement transactions using Federal and non-Federal funds. Reference - COH AP 5-8, Executive Order 1.14 and 2CFR 200.320
Signature of this document is still required.

* Required Fields [must be completed]

Description of Purchase *	Midtown Central	HCDD Division: *	Operations
Deadline Date of Request: *	09/08/2023	Purchase Type: *	Service Over > 50K
Requester Name: *	Sonya Parker	Created Date:	09/05/2023
Requester Phone Number: *	832-394-6286	Funding Source:	Eligible for Funding: Yes Choose an item.

Brief Description of Scope of Work for Goods/Services:
This procurement request is to fund Midtown Central purchase order in the amount of \$93,789.00 to pay for the October 2023 lease of the 9th & 10th floor located at 2100 Travis Street.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 2409	Status:
Funding Source: TIRZ	Purchase Order No#: 1500398339
Cost Center: 3200030002	Name of Vendor: Midtown Central
G/L Account: 520115	Date Processed: 9/28/23
Business Area: 3200	Date Received:
Internal Order: J-0FY22A-ADMN-1-02-01	Total Amount: \$93,789.00
BFY: 2022	Procurement Staff: Bunny Arita
Grant: n/a	Priority:
Funds Reservation: 300005709/4	Notify Department: Procurement
Funds Approval Mgr:	Notify Department: Finance

Justification of Need for Goods/Services

To pay Midtown Central for the October 2023 lease of the 9th & 10th floor

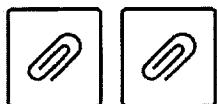
Procurement Notes:

Invoice #22702

Requestor's Signature: Sonya Parker	Supervising Manager:
Date: 9/13/2023	Manager:
DocuSigned by: 608FA923717340E...	Date:
Buyer's Signature: Diamantina Arita	Funds Approval:
Date: 9/13/2023	Date:
DocuSigned by: BCE5E6B53743104...	(Purchase over \$5,000)
Procurement DPU Signature: Tywana R. Brown	CFO Signature:
Date: 9/20/2023	Date:
DocuSigned by: A3F6AADA2C804F9...	Director Signature:
(Purchase over \$5,000) Keith W. Brown	Director or Designated:
Assistant or Deputy Director: Date	Date:

Attachments

Click here to attach a file



**PROCUREMENT REQUEST FORM****Additional Funding Page**

Eligible for Funding: Choose an item.
Yes

Funding Notes:

FINANCE FUNDING USE ONLY

Fund Number: 5030

Funding Source: CDBG DR-2017

Cost Center: 3200030002

G/L Account: 520115

Business Area: 3200

Internal Order: AP3200077-19

BFY: FY-2024

Grant: 32000077-2019

Funds Reservation:

Funds Approval Mgr: Mary Owens



Funding Additional Note :

Disbursement Detail Report

CITY OF HOUSTON
DISBURSEMENTS DETAIL REPORT
CLEARED FROM 09/01/2023 TO 09/30/2023

DATE: 10/04/2023
PAGE: 1

PROGRAM: ZFIR_DDR

SORT BY GRANT NUMBER

Disb. Doc#	Disb. Date	Vendor#	Vendor Name	Disb. Doc#Line	P Fund	Bank	FK	Disb. Amount	S=Dr H=Ct Pay Date	Acct#	Dept Grant
2001492683	09/29/2023	154262	MIDTOWN CENTRAL SQUARE LLC	2001492683	001 T 5030	VEND	25	46,894.50	S 09/29/2023	211010	3200 32000077-2019
TOTAL FOR GRANT: 32000077-2019			TOTAL DISBURSEMENT AMOUNT:		46,894.50						

TOTAL DISBURSEMENTS :	46,894.50
TOTAL C/R/T/V/BLANK :	46,894.50
TOTAL CHECKS :	0.00
TOTAL WIRES :	0.00
TOTAL TRANSFERS & V :	46,894.50
TOTAL BLANK PAY TYPE:	0.00

Midtown Central Square, LLC

2100 Travis St Ste 250
Houston, TX 77002 US
713-655-0036
juliet@cpc-tx.com
www.midtowncentralsquare.com

INVOICE

BILL TO

City of Houston
Housing Division
2100 Travis St.
Houston, Tx 77002

INVOICE # 22702

DATE 10/01/2023

DUE DATE 10/01/2023

TERMS Due on 1st

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Rent	Monthly Rent	1	85,869.00	85,869.00
	Garage	Parking Garage - Unreserved	120	65.00	7,800.00
	Garage	Parking Garage - #16 Reserved	1	120.00	120.00

BALANCE DUE

\$93,789.00

Owens, Mary - HCD

From: Pham, Chau - HCD
Sent: Wednesday, September 20, 2023 8:09 AM
To: Owens, Mary - HCD
Subject: Rent Funding Info

Mary,

See below for TIRZ rent funding.

Fund Number:	2409
Funding Source:	TIRZ
Cost Center:	3200030002
G/L Account:	520115
Business Area:	3200
Internal Order/WBS:	J-0FY22A-ADMN-1-02-01
BFY:	2022
Funds Reservation:	300005709/4

Thanks,

Chau Pham
Administration Manager
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832.394.6223 (office)
713.203.0028 (cell)
832.395.9657 (fax)
www.houstontx.gov/housing
www.recovery.houstontx.gov
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