



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

SRO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# Change to 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 4500398339-3 / 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
50	1.00	AU	97145 OFFICE SPACE REN/LE NOVEMBER 2023 LEASE Release Order against contract 4600014770 Item 00840	46,894.50 / AU	46,894.50
	Gross Price		46,894.50 USD 1 AU	1.000	46,894.50
			Delivery date: Day 10/23/2023 *** New item ***		
			<b>Delivery Date:</b> 10/23/2023		
60	1.00	AU	97145 OFFICE SPACE REN/LE NOVEMBER 2023 LEASE Release Order against contract 4600014770 Item 00850	46,894.50 / AU	46,894.50
	Gross Price		46,894.50 USD 1 AU	1.000	46,894.50
			Delivery date: Day 10/23/2023 *** New item ***		



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PO number/date 4500398339 -3 / 07/19/2023 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 10/23/2023					
<b>Total ****</b>				USD	<b>375,156.00</b>
ORD# 2018-1026 PASSED 12/19/18 2ND AMENDMENT CS 1/2/2019					
-----					
2018-0706 ORD PASSED 9/5/2018 EXECUTED BY MAYOR 9/12/2018 CS 9/12/2018					
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2018-0153 ORD PASSED 2/28/2018 EXECUTED BY MAYOR 3/5/2018 CS 3/06/18					
-----					
2018-0153 ORD PASSED 2/28/2018 EXECUTED BY MAYOR 3/5/2018 CS 3/06/18					
<p>NOTICE -- This is a contract release order against the contract referenced herein. The terms and conditions in the referenced contract are hereby incorporated into this contract release order as if set forth in full text. All work performed pursuant to this contract release order shall be performed in strict accordance with the referenced contract's statement of work/scope of services.</p>					

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*

*[Signature]*

*[Signature]*

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 up to 50,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).  
Signature of this document is still required.  
\* Required Fields [must be completed]

154262

Description of Purchase *	Midtown Central	HCDD Division: *	Operations
Deadline Date of Request: *	10/9/2023	Purchase Type: *	Service over > 50K
Requester Name: *	Sonya Parker	Created:	10/9/2023
Requester Phone Number: *	832-694-6286	Funding Source's:	Eligible for Funding: Yes Choose an item. TBD

*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 November 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: 5030	Status:
Funding Source: CDBG DR-2017	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: Midtown Central
G/L Account: 520115	Date Processed:
Business Area: 3200	Date Received:
Internal Order: AP3200077-19	Total Amount: \$93,789.00
BFY: FY-24	Procurement Staff: Bunny Arita
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr.: Mary Owens	Notify Department: Finance

*Justification of Need for Goods/Services*  
For November 2023 Lease

*Procurement Notes:*  
Invoice # 22703

Requestors Signature: <u>Sonya Parker</u> Date: 10/9/2023 <small>DocuSigned by: 8CBFA923717340E</small>	Supervising Manager (Purchase under \$5,000) Manager: <u>Roxanne Lawson</u> Date: 10/10/2023 <small>DocuSigned by: 9393580990C466</small>
Buyer's Signature: <u>Diamantina Arita</u> Date: 10/11/2023 <small>DocuSigned by: BCE5EB8537434C4...</small>	Funds Approval Signature: <u>Mary Owens</u> Date: 10/12/2023 <small>DocuSigned by: 5F0B53CA4C0E46F...</small>
Procurement DPU Signature: <u>Tywana Rhone</u> Date: 10/12/2023 <small>DocuSigned by: A3F6AADA2C604F9...</small>	CFO Signature: <u>Temika Jones</u> Date: 10/11/2023 <small>DocuSigned by: B9760A7ECDDC4F8...</small>
Assistant or Deputy Director: <u>Keith W. Byram</u> Date: 10/10/2023 <small>DocuSigned by: 69AB087638E6490...</small>	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments [Click here to attach a file](#)



### PROCUREMENT REQUEST FORM

#### Additional Funding Page

<b>Eligible for Funding:</b> Choose an item. Yes
<i>Funding Notes:</i>

FINANCE FUNDING USE ONLY	
<i>Fund Number:</i>	2409
<i>Funding Source:</i>	TIRZ
<i>Cost Center:</i>	3200030002
<i>G/L Account:</i>	520115
<i>Business Area:</i>	3200
<i>Internal Order:</i>	J-0FY22A-ADMN-1-02-01
<i>BFY:</i>	FY-2022
<i>Grant:</i>	
<i>Funds Reservation:</i>	300005709/4
<i>Funds Approval Mgr:</i>	<input type="text"/>
<i>Funding Additional Note:</i>	<div style="border: 1px solid black; height: 80px;"></div>

**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 #** 22703  
**DATE** 11/01/2023  
**DUE DATE** 11/01/2023  
**TERMS** Due on 1st

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

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BALANCE DUE **\$93,789.00**