



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE

PURCHASE ORDER

Vendor Address
 Vendor Address Number 131235
 ASTRO APPAREL AND UNIFORMS LLC
 DBA AAU PRINTING
 6019 WINSOME LANE # 09
 HOUSTON TX 77057

Mail Invoice to
 COH HOUSING & COMMUNITY DEV
 FINANCIAL SERVICES SEC, ACCT PAY
 PO Box 1562
 HOUSTON TX 77251-1562

Information
 Purchase Order Number/Date 4500374517-0 / 08/03/2022
 CoH Vendor Number 131235
 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 net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: GENIVA SYED

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	9.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make K528 Model HYPER BLUE K528 HYPER BLUE 3-MEN SMALL 6-MEN LARGE SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	19.95 / EA	179.55
	Gross Price		19.95 USD	1 EA	179.55
			Delivery Date: 08/12/2022		
20	15.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make L528 Model HYPER BLUE	19.95 / EA	299.25



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE

PURCHASE ORDER

PO number/date 4500374517 -0 / 08/03/2022 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			L528 HYPER BLUE 6-WOMEN MEDIUM 3-WOMEN LARGE 6-WOMEN XLARGE SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		19.95 USD	1 EA	15.000 299.25
			Delivery Date: 08/12/2022		
30	1.00	AU		118.80 / AU	118.80
			96278 SEWING, EMBROIDERY, EMBROIDERY		
	Gross Price		118.80 USD	1 AU	1.000 118.80
			Expected value of unplanned services:	118.80	
			Delivery Date: 08/12/2022		
Total ****					USD 597.60

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

Jerry Adams

Cliff Brown

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 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 *	City Shirts	HCDD Division: *	Public Svcs and Facilitie
Deadline Date of Request: *	08/15/2022	Purchase Type: *	Service Under <
Requester Name: *	Katrina Sloan-Bosie	Created:	08/01/2022
Requester Phone Number: *	832-394-6287	Funding Source's: *	Eligible for Funding: Yes Choose an item.
Brief Description of Scope of Work for Goods/Services: Requesting City Shirts for new hires Women's Medium (6) women's Large (3) women's X Large (6) Men's Small (3) Men's Large (6)			
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:	Astro Apparel
G/L Account:	511120	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	IF3200077-19	Total Amount:	\$597.60
BFY:	FY-2023	Procurement Staff	Bunny Arita
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

We have approx. 8 team members that we would be requesting shirts for right now (we would request three each since they may be on site multiple times

Procurement Notes:

Requestors Signature: Date: <small>DocuSigned by: Katrina Sloan-Bosie 739821888F9F4BD</small> 8/1/2022	Supervising Manager (Purchase under \$5,000) Manager: Date: <small>DocuSigned by: Ana Martinez D70B006164434FD</small> 8/1/2022
Buyer's Signature: Date: <small>DocuSigned by: Bunny BCC6568832431CA</small> 8/3/2022	Funds Approval Signature: Date: <small>DocuSigned by: Mary Owens 6F0B53CA4C0E46F</small> 8/3/2022
Procurement DPU Signature: Date: <small>DocuSigned by: Tywana Rhone A3F8AADA2C804F9</small> 8/3/2022	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: Director: Date	Director Signature (Only Consultant Services) Director or Designee: Date:
Attachments Click here to attach a file	



PROCUREMENT REQUEST FORM

Additional Funding Page

Eligible for Funding: Choose an item. No

Funding Notes:

FINANCE FUNDING USE ONLY

Fund Number:

Funding Source:

Cost Center:

G/L Account:

Business Area:

Internal Order:

BFY:

Grant:

Funds Reservation:

Funds Approval Mgr: 

Funding Additional Notes :

Arita, Bunny - HCD

From: Martinez, Ana - HCD
Sent: Thursday, July 28, 2022 9:48 AM
To: Arita, Bunny - HCD
Cc: Rhone, Tywana - HCD
Subject: RE: City Shirts for Buyout Staff

We need to get shirts for the team we have in place asap and one order would require us to wait another month before placing the order. Names are as follows;

1. Andrea Daniels- Women (Medium)
2. La Shea Smith- Women (X-Large)
3. Kim Byrd- Women-(Large)
4. Claudina Joseph- Women (X- large)
5. Shona Paton- Women (Medium)
6. Kenneth Brown- Men (Small)
7. George Sinkler- Men (Large)
8. Michael Ona- Men (Large)

From: Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Sent: Thursday, July 28, 2022 9:43 AM
To: Martinez, Ana - HCD <Ana.Patino-Martinez@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: RE: City Shirts for Buyout Staff

Temika had suggested one Order?

Also, I need names please.

Thanks,

Bunny

From: Martinez, Ana - HCD <Ana.Patino-Martinez@houstontx.gov>
Sent: Thursday, July 28, 2022 9:41 AM
To: Dearborne, Arva - HCD <Arva.Dearborne@houstontx.gov>; Jones, Temika - HCD <Temika.Jones2@houstontx.gov>; Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>; Owens, Mary - HCD <Mary.Owens@houstontx.gov>
Cc: Miller, Ray - HCD <Ray.Miller@houstontx.gov>; Sloan-Bosie, Katrina - HCD <Katrina.Sloan-Bosie@houstontx.gov>; Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Bynam, Keith - HCD <Keith.Bynam@houstontx.gov>; London, Kennisha L. - HCD <Kennisha.London@houstontx.gov>
Subject: RE: City Shirts for Buyout Staff

It will be a few weeks before the remainder of the team is onboarded, so we would like to place an order for the following now and submit an order in mid-August for the remainder.

Katrina will submit procurement request for the following;

Women's Medium	6
----------------	---

It would be great to submit 1 order so that we can get quickly, but if we don't know all sizes that will be difficult and we may end up with waste.

Is it possible to get sizes quickly so that we can get the order placed?

@Arita, Bunny - HCD, please keep the Procurement Request and order assigned to DR17. These should be reimbursable, but I want to avoid any and all reimbursement delays by GLO.

We need to ensure the request and all documents state shirts for DR17 Buyout team.

Thanks,
TJ

Please excuse any typos.

Get [Outlook for iOS](#)

From: Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Sent: Wednesday, July 27, 2022 4:22:05 PM
To: Jones, Temika - HCD <Temika.Jones2@houstontx.gov>; Martinez, Ana - HCD <Ana.Patino-Martinez@houstontx.gov>
Cc: Miller, Ray - HCD <Ray.Miller@houstontx.gov>; Sloan-Bosie, Katrina - HCD <Katrina.Sloan-Bosie@houstontx.gov>; Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Bynam, Keith - HCD <Keith.Bynam@houstontx.gov>; London, Kennisha L. - HCD <Kennisha.London@houstontx.gov>
Subject: RE: City Shirts for Buyout Staff

I will sure can get a turnaround once I submit Order to Vendor. I will also ask him to expedite.

Katrina, if you can input the Procurement Request in DocuSign soon; I will get right on this.

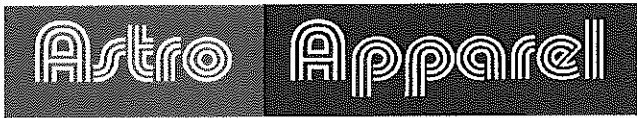
Bunny

From: Jones, Temika - HCD <Temika.Jones2@houstontx.gov>
Sent: Wednesday, July 27, 2022 3:19 PM
To: Martinez, Ana - HCD <Ana.Patino-Martinez@houstontx.gov>; Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Cc: Miller, Ray - HCD <Ray.Miller@houstontx.gov>; Sloan-Bosie, Katrina - HCD <Katrina.Sloan-Bosie@houstontx.gov>; Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Bynam, Keith - HCD <Keith.Bynam@houstontx.gov>; London, Kennisha L. - HCD <Kennisha.London@houstontx.gov>
Subject: Re: City Shirts for Buyout Staff

Ana,

When will the teams begin site visits? I'm not sure if we will be able to have a quick turnaround on these.

@Arita, Bunny - HCD, please submit an order for these individuals to receive 3 shirts (2 is not feasible given the days the staff will be performing site visits). I would like to keep this order separate and distinct so that we can seek reimbursement from GLO as these are needed to perform activities related to URA Compliance. We will not be ordering shirts for any other division at this time due to budget constraints.



6019 Winsome Lane
 Ste. 09
 Houston, TX 77057

Quote

Date	Estimate #
8/2/2022	1576

& UNIFORMS

Name / Address
Housing and Community Development Dept. Ms. A. Bunny 2100 Travis St. Houston, TX 77002

Ship To
Housing and Community Development Dept. Ms. A. Bunny 2100 Travis St. Houston, TX 77002

P.O. No.	Terms	Rep	Account #	Note
	COD	MS		

Description	Qty	Unit Price	Total
Golf Shirts: Style # K528 Hyper Blue	9	19.95	179.55T
Golf Shirts: Style # L528 Hyper Blue	15	19.95	299.25T
Custom Embroidery - Stitches:21K	24	4.95	118.80T

Offer valid for 10 days from the above date

Prices are quoted after 2.5% discount for Cash Payment. Other forms of payment disqualify the discount.
 Please Sign and fax or email back to Place Order:

Sales Tax (0.0%)	\$0.00
-------------------------	--------

Sign: _____

Print Name: _____

Total	\$597.60
--------------	----------

Phone #	Fax #	E-mail	Web Site
(713) 975-0787	(713) 975-1190	accounting@aauniforms.net	www.aauniforms.net



& UNIFORMS

6019 Winsome Lane
 Ste. 09
 Houston, TX 77057

Invoice

Date	Invoice #
8/11/2022	12087

Bill To
Housing and Community Development Dept. Ms. A. Bunny 2100 Travis St. Houston, TX 77002

Ship To
Housing and Community Development Dept. Ms. A. Bunny 2100 Travis St. Houston, TX 77002

P.O. No.	Terms	Rep	Art Work
4500374517-0	COD	MS	

Description	Qty	Rate	Amount
Golf Shirts: Style # K528 Hyper Blue	9	19.95	179.55T
Golf Shirts: Style # L528 Hyper Blue	15	19.95	299.25T
Custom Embroidery - Stitches:21K	24	4.95	118.80T
		0.00	0.00

Received By: Shea Adolphin
 Sign: [Signature]
 Date: 8-17-22 # of Boxes: 1
 E154991

Thank you for your support and any fault in our part is replacable or refundable.	Subtotal	\$597.60
Credit Card Payment disqualify 3.5% cash or check payment discount.	Sales Tax (0.0%)	\$0.00
VISA _____ MC _____ Billing Zipcode _____ CV Code _____	Total	\$597.60
Card #: _____ Exp. _____	Payments/Credits	\$0.00
Signature: _____	Balance Due	\$597.60
Print Name: _____		

Phone #	Fax #	E-mail	Web Site
(713) 975-0787	(713) 975-1190	accounting@aauniforms.net	www.aauniforms.net