



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
 P.O. Box 1562
 HOUSTON TX 77251-1562

Information
 Purchase Order Number/Date 4500332617-0 / 09/11/2020
 CoH Vendor Number 131235
 Page 1 of 3
 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	10.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make HYPER BLUE Model L528 L528-S-XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	16.75 / EA	167.50
	Gross Price		16.75 USD	1 EA	167.50
Delivery Date: 09/30/2020					
20	2.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make HYPER BLUE Model L528 L528-4XL SHIRTS, DRESS AND CASUAL	19.75 / EA	39.50



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		19.75 USD	1 EA	2.000 39.50
			Delivery Date: 09/30/2020		
30	24.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make HYPER BLUE Model K528 K528-S-XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	16.75 / EA	402.00
	Gross Price		16.75 USD	1 EA	24.000 402.00
			Delivery Date: 09/30/2020		
40	4.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make HYPER BLUE Model K528 K528-2XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	18.25 / EA	73.00
	Gross Price		18.25 USD	1 EA	4.000 73.00
			Delivery Date: 09/30/2020		
50	5.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make HYPER BLUE Model K528 K528-3XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	19.75 / EA	98.75
	Gross Price		19.75 USD	1 EA	5.000 98.75



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PURCHASE ORDER

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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 09/30/2020					
60	3.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make HYPER BLUE Model K528 K528-4XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	21.25 / EA	63.75
Gross Price			21.25 USD	1 EA	3.000 63.75
Delivery Date: 09/30/2020					
70	1.00	AU	96278 SEWING, EMBROIDERY, EMBROIDERY CUSTOM EMBROIDERY-STITCHES	237.60 / AU	237.60
Gross Price			237.60 USD	1 AU	1.000 237.60
			Expected value of unplanned services:	237.60	
Delivery Date: 09/30/2020					
Total ****				USD	1,082.10

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.

Suzanne Turner

Mayor

Jimmy Adams

Chief Procurement Officer

Cliff Brown

Controller

PR 10280127 9/11/20
7A



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 *	Inspector Equipment *	HCDD Division: *	Disaster Recovery *
Deadline Date of Request: *	8/24/2020 *	Purchase Type: *	Equipment *
Requester Name: *	Guillory, Latisha - HOA *	Created:	7/1/2020
Requester Phone Number: *	832-394-6331		

Brief Description of Scope of Work for Goods/Services:
Please procure COH HCDD Blue Polo Shirts for the inspectors & employees listed for the purpose of going out in the field daily to conduct mandatory expedited Scope walks for the Disaster Recovery HoAP Program.
Please see supporting documents page for detailed list of employee names.
Funding Source(s): DR
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#: 4500332617 330617 4500332617
Cost Center: 3200030002	Name of Vendor: Astro Apparel
G/L Account: 511120	Date Processed: 9/11/20
Business Area: 3200	Date Received: 9/25/20
Internal Order: BD3200077-19	Total Amount: 10/25/20
BFY: FY-2021	\$1,300.00
Grant: N/A	Procurement Staff: []
Funds Reservation: N/A	Priority: []
Funds Approval Mgr: []	Notify Department: Procurement
	Notify Department: Finance

Justification of Need for Goods/Services: Inspector equipment required to conduct inspections.

Procurement Notes:

Requestors Signature: Latisha Guillory Date: 8/19/2020	Supervising Manager (Purchase under \$5,000) Manager: Jeffrey Swank Date: 8/24/2020
Buyer's Signature: Bunny Azita Date: 9/3/2020	Funds Approval Signature: Mary Owens Date: 9/2020
Procurement DPU Signature: Tywana Rhoye Date: 9/3/2020	(Purchase over \$5,000) CFO Signature: [] Date: []
(Purchase over \$5,000) Assistant or Deputy Director: [] Date: []	Director Signature (Only Consultant Services) Director or Designee: Tom McLasland Date: 8/24/2020

Attachments

DS

BA TR

Click here to attach a file



6019 Winsome Lane
 Ste. 09
 Houston, TX 77057

Quote

Date	Estimate #
9/11/2020	1449

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 # L528: Hyper Blue: S-XL	10	16.75	167.50T
Golf Shirts: Style # L528: Hyper Blue: 4XL	2	19.75	39.50T
Golf Shirts: Style # K528: Hyper Blue: S-XL	24	16.75	402.00T
Golf Shirts: Style # K528: Hyper Blue: 2XL	4	18.25	73.00T
Golf Shirts: Style # K528: Hyper Blue: 3XL	5	19.75	98.75T
Golf Shirts: Style # K528: Hyper Blue: 4XL	3	21.25	63.75T
Custom Embroidery - Stitches:	48	4.95	237.60T

Offer valid for 30 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
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Sign: _____

Total	\$1,082.10
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Print Name: _____

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

Arita, Bunny - HCD

From: info aauniforms.net <info@aauniforms.net>
Sent: Wednesday, September 9, 2020 3:48 PM
To: Arita, Bunny - HCD
Subject: FW: UPDATE: New User Account Created in the U.S. Government's System for Award Management (SAM)

[Message Came from Outside the City of Houston Mail System]
SAM confirmation. Thank you.

From: notification@sam.gov <notification@sam.gov>
Sent: Friday, September 4, 2020 11:34 AM
To: info aauniforms.net <info@aauniforms.net>
Subject: UPDATE: New User Account Created in the U.S. Government's System for Award Management (SAM)

This email was sent by an automated administrator. Please do not reply to this message.

Dear MUJIBUL SYED,

Thank you for creating a user account in the U.S. Government's System for Award Management (SAM). You do NOT need this username to log in.

Your username is: astroapparel

Your account is already active in SAM. You may now register your entities, request data access, or manage other users' roles. If you need a new role assigned, request the role from the entity's Administrator.

Contact our supporting Federal Service Desk at <http://www.fsd.gov>, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally) for FREE help.

Thank you,
The System for Award Management (SAM) Administrator
<https://sam.gov/SAM>

[View assistance for SAM.gov](#)



MUJIBUL SYED [Log Out](#)

- [MY SAM](#)
- [SEARCH RECORDS](#)
- [DATA ACCESS](#)
- [CHECK STATUS](#)
- [ABOUT](#)
- [HELP](#)

- ALERT: SBA connectivity is experiencing an outage. For questions about small business size status, users should return later or contact SBA directly (www.sba.gov).
- ALERT: SAM.gov will be down for scheduled maintenance Saturday, 09/12/2020 from 8:00 AM to 1:00 PM.

- MY SAM**
- [My User Roles](#)
- [Entity Registrations](#)
- [My Account Settings](#)
- [My Data Access](#)
- [General](#)

Welcome, MUJIBUL SYED

Welcome to your My SAM page. Start here to learn what you can do in SAM. Your options are customized to your user account and roles. Select a section from the sub-navigation menu to begin. Here is an overview of the most popular sections.



My User Roles

Your SAM user account needs roles to do most things in SAM. Select My User Roles from the My SAM sub-navigation menu to view your current roles, request new roles, or manage role invitations.



Entity Registrations

Do you want to do business with the U.S. Federal Government? Select Entity Registrations from the My SAM sub-navigation menu to create, update, renew, or deactivate your entity registration.



My Data Access

Are you a Federal government user who needs sensitive registrant data, or access to a non-public SAM data extract or web service, to manage contract or grant awards? Select My Data Access from the My SAM sub-navigation menu to request or renew access to non-public data in SAM.

If you have any questions, select Help from the main navigation menu to access user guides, training materials, FAQs, or [contact our Service Desk](#).

Understanding the 2017 NAICS Codes & SBA Size Standards:

SAM uses the 2017 North American Industry Classification System (NAICS) Codes and the Small Business Administration (SBA) Table of Small Business Size Standards to help small business owners assess their small business status by industry. Visit [SBA's Size Standards page](#) for more information.

When you register in SAM to pursue federal contracts, you provide worldwide size metrics and select the NAICS Code(s) most applicable to your business in the Assertions section of your registration. You then certify to the NAICS table displaying your

Guillory, Latisha - HCD

Subject: FW: Shirts and a cap

From: Woodfork, Dwain - HCD <Dwain.Woodfork@houstontx.gov>
Sent: Tuesday, June 30, 2020 10:47 AM
To: Guillory, Latisha - HCD <Latisha.Guillory@houstontx.gov>
Cc: Swonke, Jeffrey - HCD <Jeffrey.Swonke@houstontx.gov>; Halfmann, Jeffrey - HCD <Jeffrey.Halfmann@houstontx.gov>
Subject: FW: Shirts and a cap

Latisha,

Complete an order for additional shirts and hats for the inspection team 2 shirts for the old inspectors and 3 for the new inspectors.

Thanks,

Dwain N. Woodfork
Management Analyst IV
Construction Support Services
Disaster Recovery Division

City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832.394.6273 (office)
281.865.9081 (cell)
dwain.woodfork@houstontx.gov
www.houstontx.gov/housing
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: Swonke, Jeffrey - HCD
Sent: Tuesday, June 30, 2020 9:38 AM
To: Halfmann, Jeffrey - HCD <Jeffrey.Halfmann@houstontx.gov>
Cc: Woodfork, Dwain - HCD <Dwain.Woodfork@houstontx.gov>
Subject: RE: Shirts and a cap

I approve a few more shirts for those who need them.

Jeffrey Swonke
Division Manager
Single-Family Home Repair Program

City of Houston

Guillory, Latisha - HCD

Subject: FW: Shirts and a cap

From: Guillory, Latisha - HCD
Sent: Tuesday, June 30, 2020 4:50 PM
To: Bynam, Keith - HCD <Keith.Bynam@houstontx.gov>
Subject: RE: Shirts and a cap

Okay will do, thank you.

From: Bynam, Keith - HCD <Keith.Bynam@houstontx.gov>
Sent: Tuesday, June 30, 2020 4:42 PM
To: Guillory, Latisha - HCD <Latisha.Guillory@houstontx.gov>
Subject: Re: Shirts and a cap

Get with Bunny

Get [Outlook for iOS](#)

From: Guillory, Latisha - HCD <Latisha.Guillory@houstontx.gov>
Sent: Tuesday, June 30, 2020 4:26:56 PM
To: Bynam, Keith - HCD <Keith.Bynam@houstontx.gov>
Subject: FW: Shirts and a cap

Good evening Mr. Bynam,

Jeff Swonke would like to request additional Polo shirts for the Disaster Recovery Inspectors. Tom has directed the Inspectors to expedite a large number of scope walks, in which they are conducting on a daily basis. They would like to have at least 3 shirts to alternate per week, versus alternating 1 shirt each week.

Thanks a bunch!

From: Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Sent: Tuesday, June 30, 2020 3:17 PM
To: Guillory, Latisha - HCD <Latisha.Guillory@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Woodfork, Dwain - HCD <Dwain.Woodfork@houstontx.gov>
Subject: FW: Shirts and a cap
Importance: High

HCDD does not order Baseball caps, the Baseball caps at the McKinney warehouse have PW on them like the Safety Vests.