



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 110341
CDW GOVERNMENT LLC
75 REMITTANCE DR STE1515
CHICAGO IL 60675-1515
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 4500308010-0 / 08/15/2019
CoH Vendor Number 152780
Page 1 of 2
Buyer's Name Lianshun Zhou S53
Buyer's Telephone Number 832-393-8721
Buyer's Fax Number 832-393-8758
Buyer's E-mail Address Lianshun.zhou@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

Our reference: 2018-0557

Your person responsible: DEREK ANDERSON

Your reference: H28785

NIPA contract 2018011-01 3/1/2018-2/28/2023
Reference Quote#: KTVQ064
Vendor Contact: Bailey Murphy 877-536-5831

COH Contact: Orson Pate 832-393-0235 / Orson.Pate@houstontx.gov
Bunny Arita 832-394-6132 / Bunny.Arita@houstontx.gov

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost	
10	75.00	EA	10036444 LICENSE, SOFTWARE, APPLICATION Int. Article No. 20811490113 Release Order against contract 4600015220 Item 03090 Make ADOBE Model 65280374AC02A00 ADOBE ACROBAT PRO 2017-LICENSE-1 USER PN-65280374AC02A00 COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGAMMED) Application Software, Microcomputer, SERVER	324.61 / EA	24,345.75	
Gross Price				USD	1 EA	24,345.75

Housing and Community Development

PROCUREMENT REQUEST FORM											
<p><small>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 200.31) 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)</small></p>											
Description of Purchase *	Adobe Pro	HCDD Division: *	Support Services								
Deadline Date of Request: *	7/16/2019	Purchase Type: *	Computer								
Requester Name: *	Pate, Orson - IT	Created:	7/16/2019								
Requester Phone Number: *	8323930235										
<p><small>Brief Description of Scope of Work for Goods/Services: Adobe Pro 2017 Perpetual Licenses - Due to increased staffing of HCD DR division related to Harvey and increased need for reporting critical financial data to HCD Executive manager DR and FIN divisions have need to purchase additional Adobe Pro for all increased staffing requirements.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Product</th> <th>Qty</th> <th>Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Adobe Pro 2017 Perpetual Licenses</td> <td>75</td> <td>\$328.00</td> <td>\$24,600.00</td> </tr> </tbody> </table> <p><small>Note: Please allow a minimum of three (3) days for bid responses.</small></p>				Product	Qty	Unit	Total	Adobe Pro 2017 Perpetual Licenses	75	\$328.00	\$24,600.00
Product	Qty	Unit	Total								
Adobe Pro 2017 Perpetual Licenses	75	\$328.00	\$24,600.00								
<small>FINANCE USE ONLY</small>		<small>PROCUREMENT USE ONLY</small>									
Fund Number: 5030		Status: Pending									
Funding Source: DR HARVEY		Purchase Order No#:									
Cost Center: 32000 30002		Name of Vendor:									
G/L Account: 522480		Date Processed:									
Business Area: 3200		Date Received:									
Internal Order: AP, 32000 77-19		Total Amount:									
BFY: 20		Procurement Staff									
Grant: 32000 077-20A		Priority:									
Funds Reservation:		Notify Department:									
Funds Approval Mgr:		Notify Department:									
<small>Justification of Need for Goods/Services</small>		<small>Procurement Notes:</small>									
Requestors Signature: <i>[Signature]</i>		Supervising Manager (Purchase under \$5,000)									
Date: 7/16/19		Manager: _____									
Date: 7/16/19		Date: _____									
Requestors Signature: <i>[Signature]</i>		Funds Approval Signature: <i>[Signature]</i>									
Date: 7/16/19		Date: 7/30/19									
Date: 7/16/19		Date: 7/30/19									
Procurement DP Signature: <i>[Signature]</i>		(Purchase over \$5,000)									
Date: 7/31/19		CFO Signature _____									
Date: 7/31/19		Date: _____									
(Purchase over \$5,000)		Director Signature (Only Consultant Services)									
Assistant or Deputy Director: <i>[Signature]</i>		Director or Designee: _____									
Date: 7/17/19		Date: _____									
Attachments											

QUOTE CONFIRMATION



DEAR BUNNY ARITA,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KTVQ064	8/7/2019	ADOBE ACROBAT PRO	11904100	\$24,345.75

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Adobe Acrobat Pro 2017 - license - 1 user Mfg. Part#: 65280374AC02A00 UNSPSC: 43232112 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011-01)	75	4642552	\$324.61	\$24,345.75

PURCHASER BILLING INFO		SUBTOTAL	\$24,345.75
Billing Address: COH HOUSING AND COMMUNITY ACCTS PAYABLE PO BOX 1562 HOUSTON, TX 77251-1562 Phone: (713) 865-4560 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$24,345.75
		DELIVER TO Shipping Address: COH HOUSING AND COMMUNITY BUNNY ARITA PO BOX 1562 HOUSTON, TX 77251-1562 Phone: (713) 865-4560 Shipping Method: ELECTRONIC DISTRIBUTION	

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Bailey Murphy	(877) 536-5831	bailmur@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager
 © 2019 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



**City of Houston
Finance - Strategic Procurement Division**

Request to Purchase from Cooperative/Interlocal

General Information	Date: 08/06/2019
Unit/Department: Housing & Community Development	Phone No. 832.393.0235
Contact Name: Orson Pate	email orson.pate@houston.tx.gov

Vendor Information	Requisition No.
Name: CDW-G	Purchase Order No.
Address: 200 N. Milwaukee Avenue Vernon Hills, IL 60061	Contract No. National IPA Technology Solutions 2018011-01

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. Attach documents/information as appropriate.

75 - Adobe Acrobat Pro 2017 license; Part# 65280374AC02A00

Total Cost: \$24,345.75

Type of Request. Please select one of the options below.

Interlocal Name of Government Entity _____

Cooperative Name of Coop. Org. National IPA Technology Solutions

Reason: Attach back up information as appropriate

Competitive Price

One-time Need

Other, explain why benefit to the city: COH Housing and Community Development Dept has need need due to increased staffing of HCD DR division related to Harvey, implementation of the IMS Dynamics application and required reporting of critical financial data to HCD Executive management, HCD IT, DR and FIN divisions have need to purchase additional Adobe Acrobat Pro licenses for document management purposes.

Department Recommendation	
Requestor: <u>Orson Pate</u>	Date: <u>8/7/19</u>
Department Director: <u>Keith W. Bynum</u>	Date: <u>8/7/19</u>

Chief Procurement Officer's Approval	
Signature: _____	Date: _____

Gilmore, Coryie - HCD

From: Adams, Jerry - FIN
Sent: Tuesday, August 13, 2019 8:11 PM
To: Shah, Ketan - FIN
Subject: FW: CDWPR10265597COOP.PDF - CDW- G
Attachments: CDWPR10265597COOP.PDF

Approved

From: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Sent: Tuesday, August 13, 2019 1:41 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: CDWPR10265597COOP.PDF - CDW- G

Jerry

Vendor: CDW-G

Current NIPA Purchase requirement: \$24,345.75

Cooperative/Interlocal Contract: NIPA - 4600015220

Remark: PR 10265597

Code	Description	Processor	Stat..
R1	Cost Center Approval	MARY OWENS	✓
R2	Grants Mgr Approval	MARY OWENS	✓
R3	Dept IT Approval	XIA XIAO	✓
R5	Division Approval	TYWANA RHONE	✓
R6	DPU Approval	TYWANA RHONE	✓
R7	ITD Advocate Approval	XIA XIAO	✓

For your review and approval please.

Ketan

From: Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Sent: Monday, August 12, 2019 7:20 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: CDWPR10265597COOP.PDF

Hi Ketan,

Attached is another Coop for CPO approval.

Originally was with SHI and we had to switch Vendors.

Bunny