



CITY OF HOUSTON

City of Houston SPD COH

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SIGNATURE to PURCHASE ORDER

Vendor Address
 Vendor Address Number 118070
 CONTRACT RESOURCE GROUP LLC
 7108 OLD KATY ROAD SUITE 150
 HOUSTON TX 77024
 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 4500299359-5 / 03/21/2019
 CoH Vendor Number 118070
 Page 1 of 2
 Buyer's Name Rick Brandt S62
 Buyer's Telephone Number 832-393-8768
 Buyer's Fax Number 832-393-8758
 Buyer's E-mail Address Richard.Brandt@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS

Shipping Address HOUSTON HOUSING DEPARTMENT
 2100 TRAVIS
 HOUSTON TX 77002
 USA

Terms of payment : 10 days 2%, 20 days 1%, net 30 Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: TERRY YOUNG

COUNCIL MOTION 2018-0486
 COH CONTACT: INTAN 281-813-6962
 VENDOR CONTACT: RANDI SCHRAMM 713-803-0100
 ORDER NUMBER 101156 - PROJECT NUMBER 100885

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
110	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR CUT CEILING TILES Model 4TH FLOOR 2100 Travis 4th fl, 9th fl, 10th fl MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES	735.00 / EA	735.00
Gross Price			USD	1 EA	735.00
			735.00	1.000	
Delivery date: Day 03/29/2019 *** Delivery date changed *** *** Item cancelled ***					



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PO number/date 4500299359 -5 / 03/21/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Delivery Date: 03/29/2019		
120	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make X Model X 2100 Travis 4th fl, 9th fl, 10th fl MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES	735.00 / EA	735.00
			Gross Price	USD 1 EA	735.00
			735.00	1.000	
			Delivery date:Day 10/30/2020 *** New Item *** Delivery Date: 10/30/2020		
Total ****				USD	21,883.29

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.

Subvector Turner

Mayor

Jimmy Adams

Chief Procurement Officer

Q. B. Brown

Controller



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Vendor Address
 Vendor Address Number 118070
 CONTRACT RESOURCE GROUP LLC
 7108 OLD KATY ROAD, SUITE #150
 HOUSTON TX 77024
 USA

Mail Invoice to
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 FINANCIAL SERVICES SEC, ACCT PAY
 P.O. Box 1562
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 CoH Vendor Number 118070
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 Buyer's Name Rick Brandt S62
 Buyer's Telephone Number 832-393-8768
 Buyer's Fax Number 832-393-8758
 Buyer's E-mail Address Richard.Brandt@houstontx.gov

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Your person responsible: TERRY YOUNG

COUNCIL MOTION 2018-0486
 COH CONTACT: INTAN 281-813-6962
 VENDOR CONTACT: RANDI SCHRAMM 713-803-0100
 ORDER NUMBER 101156 - PROJECT NUMBER 100885

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
60	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR CUT CEILING TILES Model 4TH FLOOR 2100 Travis 4th fl, 9th fl, 10th fl MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES	735.00 / EA	735.00
Gross Price			USD	1 EA	735.00
			735.00	1.000	
Delivery date:Day 01/15/2020					
*** Delivery date changed ***					
*** Item cancelled ***					



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OR SERVICE PURCHASE ORDER**

PO number/date 4500299359 -2 / 03/21/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 01/15/2020					
110	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR CUT CEILING TILES Model 4TH FLOOR 2100 Travis 4th fl, 9th fl, 10th fl MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES	735.00 / EA	735.00
Gross Price			USD	1 EA	735.00
			735.00	1.000	
Delivery date:Day 03/29/2019 *** New item ***					
Delivery Date: 03/29/2019					
Total ****				USD	21,883.29

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

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Sylvester Turner

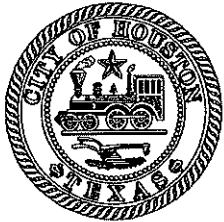
Mayor

Jimmy Adams

Chief Procurement Officer

Cliff Brown

Controller



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PURCHASE ORDER

Vendor Address
Vendor Address Number 118070
CONTRACT RESOURCE GROUP, L.L.C.
7108 OLD KATY ROAD - SUITE 150
HOUSTON TX 77024
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 4500299359-0 / 03/21/2019
CoH Vendor Number 118070
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Buyer's Name Rick Brandt S62
Buyer's Telephone Number 832-393-8768
Buyer's Fax Number 832-393-8758
Buyer's E-mail Address Richard.Brandt@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER
TO BUYER'S E-MAIL ADDRESS

Shipping Address HOUSTON HOUSING DEPARTMENT
2100 TRAVIS
HOUSTON TX 77002
USA

Terms of payment : 10 days 2%, 20 days 1%, net 30 Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: TERRY YOUNG

COUNCIL MOTION 2018-0486
COH CONTACT: INTAN 281-813-6962
VENDOR CONTACT: RANDI SCHRAMM 713-803-0100
ORDER NUMBER 101156 - PROJECT NUMBER 100885

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR DOUBLE HANDLING Model WORKSTATIONS 2100 Travis - 4th floor Staged on 3rd floor MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES	7,890.00 / EA	7,890.00
	Gross Price		USD 1 EA	1.000	7,890.00
			7,890.00		
			Delivery Date: 03/29/2019		
20	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT	625.00 / EA	625.00



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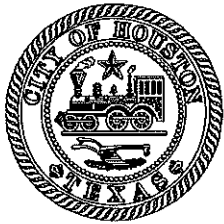
DELIVERY CORRESPONDENCE

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PURCHASE ORDER

PO number/date 4500299359 -0 / 03/21/2019 Page 2 of 5

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Int. Article No. 96286204001 Make LABOR DOUBLE HANDLING Model FURNITURE		
			2100 Travis - 4th floor Staged on 3rd Floor MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES		
	Gross Price		USD 1 EA	1.000	625.00
			625.00		
			Delivery Date: 03/29/2019		
30	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT	1,014.29 / EA	1,014.29
			Int. Article No. 96286204001 Make LABOR DOUBLE HANDLING Model SHELVING		
			2100 Travis - 4th floor Staged on 3rd floor MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES		
	Gross Price		USD 1 EA	1.000	1,014.29
			1,014.29		
			Delivery Date: 03/29/2019		
40	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT	735.00 / EA	735.00
			Int. Article No. 96286204001 Make LABOR CUT CEILING TILES Model 9TH FLOOR		
			2100 Travis 4th fl, 9th fl, 10th fl MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES		
	Gross Price		USD 1 EA	1.000	735.00
			735.00		



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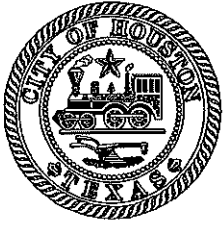
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PURCHASE ORDER

PO number/date 4500299359 -0 / 03/21/2019 Page 3 of 5

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 03/29/2019					
50	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR CUT CEILING TILES Model 10TH FLOOR 2100 Travis 4th fl, 9th fl, 10th fl	408.00 / EA	408.00
MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES					
Gross Price			USD 1 EA	1.000	408.00
			408.00		
Delivery Date: 03/29/2019					
60	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR CUT CEILING TILES Model 4TH FLOOR 2100 Travis 4th fl, 9th fl, 10th fl	735.00 / EA	735.00
MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES					
Gross Price			USD 1 EA	1.000	735.00
			735.00		
Delivery Date: 03/29/2019					
70	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR THURSDAY 1/3 Model MOVE ADDITIONAL FURNITURE	2,540.00 / EA	2,540.00



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PURCHASE ORDER

PO number/date 4500299359 -0 / 03/21/2019 Page 4 of 5

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Labor to tear down, move additional furniture from 601 Sawyer & move and reassemble at 2100 Travis location for the 9th and 10th floors. To include 7 additional desks, 8 bookcases and misc pieces. MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES		
	Gross Price		USD 1 EA	1.000	2,540.00
			2,540.00		
			Delivery Date: 03/29/2019		
80	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR Model FRIDAY 1/4	1,776.00 / EA	1,776.00
	Gross Price		USD 1 EA	1.000	1,776.00
			1,776.00		
			Delivery Date: 03/29/2019		
90	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR LEVEL 9 12/27 Model NOT IN ORIGINAL SCOPE	3,280.00 / EA	3,280.00
			Move additional furniture not in original scope: To include add. offices, file cabinets, conference tables, small refrigerators, IT furniture (additional) bookcases, etc. In Offices, Remove Computers from desks, undo any wire management, place computers on floor in office Clean out desks, box contents & leave in office MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES		



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PURCHASE ORDER

PO number/date 4500299359 -0 / 03/21/2019 Page 5 of 5

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
	Gross Price		USD	1 EA	3,280.00
			3,280.00	1.000	
			Delivery Date: 03/29/2019		
100	1.00	EA	10022661 CHARGE, DELIVERY & MISC FREIGHT Int. Article No. 96286204001 Make LABOR Model LEVEL 10 & 4 12/28 MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)TRANSPORTATION TRANSPORATION OF GOODS AND OTHER FREIGHT SERVICES FREIGHT SERVICES,DELIVERY MISCELLANEOUS FREIGHT CHARGES	2,880.00 / EA	2,880.00
	Gross Price		USD	1 EA	2,880.00
			2,880.00	1.000	
			Delivery Date: 03/29/2019		
Total ****				USD	21,883.29

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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.

Signature of Mayor

Mayor

Signature of Chief Procurement Officer

Chief Procurement Officer

Signature of Controller

Controller



... Expect More

Proposal

Contract Resource Group (007)
 7108 Old Katy Rd. Suite 150
 Houston, TX 77024
 Phone: (713) 803-0100
 Fax: (713) 803-0138
 Web: www.crgoffice.com

Order Number	101156
Date	01/10/2019
Customer PO No	
Customer Name	CITY OF HOUSTON HOUSING & COMMUNITY DEVISION
Salesperson	RANDI SCHRAMM
Project Number	100885
Terms	NET 20 DAYS
Page	1 of 3

T CITY OF HOUSTON HOUSING & COMMUNITY DIVISION
 O FINANCIAL SERVICES SEC., ACCT PAY
 P.O. BOX 1562
 HOUSTON, TX 77251

 ATTN: INTAN 281-813-6962

S HOUSING & COMMUNITY DEVELOPMENT
 H 2100 TRAVIS - HOUSING - 601 SAWYER
 I LABOR
 P HOUSTON, TX 77002
 T
 O ATTN: INTAN
 Phone: 281-813-6962

Prepared for : INTAN

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	CRG LABOR LABOR FOR DOUBLE HANDLING OF WORKSTATIONS FOR COH HOUSING - 2100 TRAVIS - 4TH FLOOR STAGED ON 3RD FLOOR Mark Line For: 2100 TRAVIS 4TH FL	7,890.00	7,890.00
2	1.00 Each	CRG LABOR DOUBLE HANDLING OF EXISTING FURNITURE ON 2100 TRAVIS - 4TH FLOOR STAGED ON 3RD FLOOR Mark Line For: 2100 TRAVIS - 4TH FL	625.00	625.00
3	1.00 Each	CRG LABOR DOUBLE HANDLING OF SHELVING FOR 4TH FLOOR STAGED ON 3RD FLOOR Mark Line For: 2100 TRAVIS - 4TH FL	1,014.29	1,014.29
4	1.00 Each	CRG LABOR - 9TH FLOOR LABOR TO CUT CEILING TILES FOR POWER POLES ON THE 9TH FLOOR OF 2100 TRAVIS Mark Line For: 4th FL, 9TH FL, 10TH FL - 2100 TRAVIS	735.00	735.00
5	1.00 Each	CRG LABOR - 10TH FLOOR LABOR TO CUT CEILING TILES FOR POWER POLES ON THE 10TH FLOOR OF 2100 TRAVIS Mark Line For: 4th FL, 9TH FL, 10TH FL - 2100 TRAVIS	408.00	408.00
6	1.00 Each	CRG LABOR - 4TH FLOOR LABOR TO CUT CEILING TILES FOR POWER POLES ON THE 4TH FLOOR OF 2100 TRAVIS Mark Line For: 4th FL, 9TH FL, 10TH FL - 2100 TRAVIS	735.00	735.00
7	1.00 Each	CRG LABOR THURSDAY 1/3 LABOR TO TEAR DOWN, MOVE ADDITIONAL FURNITURE FROM 601 SAWYER & MOVE AND REASSEMBLE @ THE 2100 TRAVIS LOCATION FOR THE 9TH AND 10TH FLOORS. TO INCLUDE 7 ADDITIONAL DESKS, 8 BOOKCASES AND MISC PIECES	2,540.00	2,540.00
8	1.00 Each	CRG LABOR	1,776.00	1,776.00



... Expect More

Proposal

Contract Resource Group (007)
7108 Old Katy Rd. Suite 150
Houston, TX 77024
Phone: (713) 803-0100
Fax: (713) 803-0138
Web: www.crgoffice.com

Order Number	101156
Date	01/10/2019
Customer PO No	
Customer Name	CITY OF HOUSTON HOUSING & COMMUNITY DEVISION
Salesperson	RANDI SCHRAMM
Project Number	100885
Terms	NET 20 DAYS
Page	2 of 3

		FRIDAY 1/4 LABOR TO FIX AND ADD HARDWARE TO EXISTING FURNITURE THAT WAS NOT STRUCTURALLY SOUND OR MISSING PARTS		
9	1.00 Each	CRG LABOR LEVEL 9 12/27: MOVE ADDITIONAL FURNITURE NOT IN ORIGINAL SCOPE: TO INCLUDE ADD. OFFICES, FILE CABINETS, CONFERENCE TABLES, SMALL REFRIGERATORS, IT FURNITURE (ADDITIONAL) BOOKCASES, ETC. IN OFFICES, REMOVE COMPUTERS FROM DESKS, UNDO ANY WIRE MANAGEMENT, PLACE COMPUTERS ON FLOOR IN OFFICE	3,280.00	3,280.00
10	1.00 Each	CLEAN OUT DESKS, BOX CONTENTS & LEAVE IN OFFICE CRG LABOR LEVEL 10 & 4 12/28 MOVE ADDITIONAL FURNITURE NOT IN ORIGINAL SCOPE: TO INCLUDE ADD. OFFICES, FILE CABINETS, CONFERENCE TABLES, SMALL REFRIGERATORS, IT FURNITURE (ADDITIONAL) BOOKCASES, ETC. IN OFFICES, REMOVE COMPUTERS FROM DESKS, UNDO ANY WIRE MANAGEMENT, PLACE COMPUTERS ON FLOOR IN OFFICE	2,880.00	2,880.00
		CLEAN OUT DESKS, BOX CONTENTS & LEAVE IN OFFICE		

Order Sub-Total : \$21,883.29
TOTAL ORDER : \$21,883.29

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE
 A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



... Expect More

Proposal

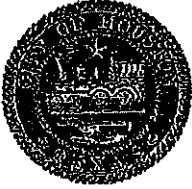
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Phone: (713) 803-0100
Fax: (713) 803-0138
Web: www.crgoffice.com

Order Number	101156
Date	01/10/2019
Customer PO No	
Customer Name	CITY OF HOUSTON HOUSING & COMMUNITY DEVISION
Salesperson	RANDI SCHRAMM
Project Number	100885
Terms	NET 20 DAYS
Page	3 of 3

Terms & Conditions

- ORDERS:** Buyer's order will not be processed until Seller has approved and received:
 - _____ Signed Terms & Conditions
 - _____ Signed quote or binding purchase order
 - _____ Approved and signed drawings and specifications, if applicable
 - _____ Completed and signed credit application and Buyer's good credit rating and standing with Seller
- PAYMENT:** Net 30 days from invoice date. A 50% deposit is required for all orders, subsequent orders under \$5,000 a deposit is not required unless otherwise noted. If projects are delayed or interrupted due to no fault of Seller or due to factors beyond Seller's control, the product will be billable upon shipment and Buyer remains obligated to pay each invoice when due. Seller can ship/install or provide services from a single purchase order, and invoice Buyer, in stages and Buyer agrees to pay Seller for products and services when invoiced per established credit terms. Unpaid invoices past the due date will accrue interest at 1.5% per month or the maximum amount allowed by law. All fees, including reasonable attorneys fees, incurred in collection of monies due to the Seller will be paid by Buyer. Buyer may reject and withhold payment only for furniture noted on a delivery ticket or punch list as rejected, but in no event may Buyer withhold payment for more than 10% of an invoice.
- CANCELLATIONS:** All or part of a furniture order cannot be cancelled without prior written approval by Seller. If Buyer cancels after an order is initiated, Buyer will pay all charges incurred through cancellation date including any applicable restocking fees. These charges vary based on specific manufacturer policies. **CANCELLATION OF LABOR + SERVICES:** Service and labor must be cancelled a minimum of 24 hours prior to start time/date. Failure to so cancel will subject Buyer to a minimum fee equal to four (4) hours times the number of men scheduled in the crew times the hourly bill rate of each crew member; direct ship reconsignment; double handling fees; storage; and redelivery. Design costs accrued up to time of cancellation are payable by Buyer.
- RETURNS:** Manufacturers do not accept the return of furnishings. Merchandise may not be returned or replaced, credit or deduction taken, or refund requested without prior written authorization from Seller and payment by Buyer of restocking, pick-up, uninstal and freight fees. Damaged or defective items will be repaired or replaced at the manufacturer's discretion.
- PRICES:** Prices quoted are valid for 30 days. Quotes may not include all applicable taxes. Taxes will be added to invoice.
- TITLE AND RISK OF LOSS:** Title and risk of loss pass to Buyer (a) on delivery to Buyer's dock, or (b) if product is shipped directly from manufacturer at FOB manufacturer's factory, or (c) if Buyer is unable to take delivery of product and requests that Seller store product, on earlier of date of storage or initial delivery date. Seller has a security interest in the product until all invoices have been paid in full and Buyer will execute documents to perfect that security interest.
- DELIVERY AND INSTALLATION:**
 - Business Hours:** Normal working hours are from 8:00am -- 4:00pm, Monday through Friday unless otherwise noted and agreed to, excluding holidays. Overtime labor costs will be added when overtime work is performed at the Buyer's request or if Seller incurs additional labor costs due to unfavorable building conditions.
 - Condition of Job Site:** The job site will be clean and free of debris prior to delivery and installation. If other trades on the job site delay the installation, the Buyer shall pay any additional fees. It is the Buyer's responsibility to clear the area prior to the start of the installation. Buyer is responsible for moving computers and all related equipment.
 - Building Electrical Connections:** It is the responsibility of the Buyer to make electrical connections from the building power supply to the furniture and/or panel systems unless otherwise agreed to. Data and telephone cabling is also the responsibility of the Buyer.
 - Protection of Delivered Goods:** Property damage/replacement insurance costs are the responsibility of the Buyer. Buyer is responsible for all loss or damage by trades such as painting or plastering, electrical or telephone installation, fire or other elements.
 - Job Site Services:** Electric current, HVAC and elevator services will be furnished without charge to Seller. Adequate facilities for off-loading, staging and handling of merchandise will be provided by the Buyer without charge to Seller. For any services or conditions outside the norm, which incur additional costs, the Buyer will pay the fees.
 - Storage:** If Buyer is unable to take delivery of product processed through Seller's distribution center, at the agreed upon date, Seller, at Buyer's request, will store the product for the Buyer for a 30 day period at no charge to the Buyer. After 30 days, storage and handling fees will apply and will be paid by Buyer. Delay of direct deliveries to the Buyer's site will incur storage and handling fees and will be paid by the Buyer.
 - Scope:** Any services requested outside the original scope of work will be considered as a change order and will be subject to billing at the current hourly rate.
- INDUSTRY STANDARDS:** All merchandise, including veneers, are subject to reasonable variations in color, pattern, grain and finish according to the trade customs of the industry. These variations, or any subtle changes over time, are not considered defects.
- CLAIMS:** Seller will file claims for transportation damage except drop shipments which are the responsibility of Buyer.
- DELAY:** Seller is not liable for failure, delay or interruption in performance which is beyond Seller's control including strikes, lockouts, work stoppages, accidents, manufacturers' production schedule and acts of God including weather, war and terrorism.
- LIMITATION OF LIABILITY:** Seller is not liable to Buyer for any indirect, incidental, consequential or punitive damages. Seller's maximum liability for breach of these Terms and Conditions is the amount received from Buyer hereunder.
- LOSS:** Buyer agrees to hold Seller harmless from all claims, expenses, fees and losses related to its breach of these Terms and Conditions and any related document.
- AGREEMENT:** These Terms and Conditions supersede all prior oral and written agreements related hereof. These Terms and Conditions can only be amended in a writing signed by Seller and Buyer's authorized officers. If these Terms and Conditions conflict with the documents in section 1, these Terms and Conditions control. These Terms and Conditions are governed by the laws of the State of _____, without regard to its conflict of laws provisions. Buyer waives application of Article 2 of the Uniform Commercial Code. If any term of these Terms and Conditions is invalid, illegal or unenforceable it will not apply but the remaining terms will continue to apply. Headings are for reference only and are not to be used in interpreting these Terms and Conditions.
- WARRANTY:** Product warranty is provided by each manufacturer. Seller disclaims all express or implied warranties.

Name/Signature: _____ Date: _____



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 9/18/2018

District C

Item Creation Date: 9/6/2018

25CONS362 – Issuance of a Purchase Order – Contract Resource Group L.L.C. – Purchase and Installation of Modular Furnishings and Furniture at 2100 Travis Street

Agenda Item#: 15.

Background:

RECOMMENDATION: Authorize the issuance of a purchase order in the amount of \$1,215,359.03 to Contract Resource Group L.L.C., for the purchase and installation of modular furnishings and furniture at 2100 Travis Street for the Housing and Community Development Department (HCDD).

SPECIFIC EXPLANATION: The General Services Department recommends that City Council authorize the issuance of a purchase order to Contract Resource Group L.L.C., through the Texas Cooperative Purchasing Network Contract, for the purchase and installation of modular furnishings and furniture for the lease space at 2100 Travis Street for HCDD.

On February 28, 2018, Ordinance No. 2018-153, City Council authorized a lease agreement with Midtown Central Square, LLC., for approximately 43,846 square feet of office space at 2100 Travis Street, for use by HCDD and its contractors working on disaster recovery activities.

PROJECT LOCATION: 2100 Travis Street (Key Map 493Q)

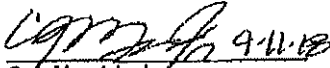
PROJECT DESCRIPTION: The project involves the purchase and installation of office modular furnishings for approximately 180 employees and contractors. Furnishings include approximately 160 workstations for open work areas, several huddle and support spaces, and two breakrooms.

FUNDING SUMMARY:

\$1,191,628.46	Purchase and Installation
\$ 23,830.67	2% Contingency
\$1,215,359.03	Total

FISCAL NOTE: No fiscal note is required for Grant Items.

DIRECTOR'S SIGNATURE/DATE:


 C.J. Messlah, Jr.
 General Services Department


 Tom McCasland
 Housing and Community Development Department

Prior Council Action:

Ordinance No. 2018-153; February 28, 2018

Amount of Funding:

\$1,215,359.03 Federal State Local – Pass Through Fund (6030) - Hurricane Harvey Disaster Assistance

Contact Information:

Jacquelyn L. Nisby
 Council Liaison
 Phone: 832.393.8023

ATTACHMENTS:

Description

Maps

Tax Delinquent Form

Document 1296

Prior Ordinance

Prior RCA

Form A

Type

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

MOTION NO. 2018 0486

MOTION by Council Member Davis that the recommendation from the Director of the General Services Department, for Purchase and Installation of Modular Furnishings and Furniture for the lease space at 2100 Travis Street through the Texas Cooperative Purchasing Network Contract for Housing and Community Development Department, be adopted, and authority is hereby given to issue purchase order to Contract Resource Group L.L.C., in the amount of \$1,215,359.03.

Seconded by Council Member Robinson and carried.

Mayor Turner, Council Members Davis, Cohen, Martin,
Le, Travis, Gallegos, Laster, Castex-Tatum, Robinson,
Kubosh, Edwards and Christie voting aye
Nays none
Council Member Boykins absent

Council Member Stardig absent on City business

Council Member Cisneros out of the City on City business

Council Member Knox absent on personal business

PASSED AND ADOPTED this 19th day of September, 2018.

Pursuant to Article VI, Section 6 of the City Charter, the
effective date of the foregoing motion is September 25, 2018.


City Secretary

Grant Funding Change

Action	Grant Year Funding Change
Agency	Contract Resource Group
Contract #	10258295
Orig/ Amend	Original
PO	4500299359

Grant Number	Program Year	Program	Original Amount	Revised Amount	Activity
B-19-MC48-0018	2019	CDBG	735.00	-	Admin
B-20-MC48-0018	2020	CDBG	-	735.00	Admin

Created By:



Date:

10/19/2020

Requested By:

Chau Pham

Date:

10/19/2020