



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 143234
 Enterprise Rent a Car DBA
 EAN HOLDINGS ENTERPRISE RENT A TRUCK
 10401 CENTREPARK DR
 HOUSTON TX 77043

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

Information
 Purchase Order Number/Date 4500319550-5 / 03/03/2020
 CoH Vendor Number 143234
 Page 1 of 2
 Buyer's Name Clarence Moton 454
 Buyer's Telephone Number 832-394-6212
 Buyer's Fax Number
 Buyer's E-mail Address clarence.moton@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 : 10 days 2%, 20 days 1%, net 30 Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Our reference: 2018-0473

Your person responsible: GARY HEADRICK

Your reference: L26401

VEHICLE LEASING SERVICES

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	97514 AUTOMOBILES & OTHER LEASE-G4 MID SUV -CODE Release Order against contract 4600014808 Item 00020 Disaster Recovery Three(3)G4 Mid SUVs for Inspectors located at the Permit Department.	21,250.00 / AU	21,250.00
	Gross Price		21,250.00 USD	1 AU	1.000 21,250.00
			*** Item partially delivered *** Expected value of unplanned services: 21,250.00		
			Delivery Date: 03/06/2020		
20	1.00	AU	97514 AUTOMOBILES & OTHER TIRZ-CODE Release Order against contract 4600014808 Item 00020	1,718.00 / AU	1,718.00



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 4500319550 -5 / 03/03/2020 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Gross Price			1,718.00 USD	1 AU	1,718.00
			*** Item partially delivered ***		
			Expected value of unplanned services:	1,718.00	
			Delivery Date: 03/06/2020		
Total ****				USD	22,968.00
2018-0473 ORD PASSED 6/13/2018 EXECUTED					
BY MAYOR 6/19/2018 CS 6/21/2018					

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.

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 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.
 * Required Fields [must be completed]

Description of Purchase *	Vehicle Request	HCDD Division: *	Planning and Grants Mgmt
Deadline Date of Request: *	2/20/2020	Purchase Type: *	Equipment
Requester Name: *	Hunt, Kimberly - HCD	Created:	2/13/2020
Requester Phone Number: *	832-394-5879		
Brief Description of Scope of Work for Goods/Services: Three vehicles needed for inspectors doing code compliance with DR projects. See Cedrick LaSane for additional details. Funding will be split with 85% COBG-DR17 and 15% TIRZ. Thx C. LaSe 2-20-20			
Note: Please allow a minimum of three (3) days for bid responses.			

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030 Funding Source: DR-HARVEY Cost Center: 320003000 2 G/L Account: 521702 Business Area: 3200030002 Internal Order: BZ3200077-14 BFY: FY2020 Grant: 3200077-2019 Funds Reservation: \$21,250 Funds Approval Mgr:	Status: Pending Purchase Order No#: _____ Name of Vendor: _____ Date Processed: _____ Date Received: _____ Total Amount: \$25,000 Procurement Staff: _____ Priority: _____ Notify Department: _____ Notify Department: _____
Justification of Need for Goods/Services TIRZ. FR# 30004132/84. \$3,750 J-OFY17A-SFAM-1-09-01 90	Procurement Notes: 4500319550
Requestors Signature: C. LaSe 2-13-20 Date:	Supervising Manager (Purchase under \$5,000) Manager: _____ Date: _____
Buyer's Signature: Clarence Moter Date: 2/18/2020	Funds Approval Signature: M... 2/26/2020 Date:
Procurement DPU Signature: Tywana L. Rhone Date: 2/18/2020	(Purchase over \$5,000) CFO Signature: _____ Date: 3/3/2020
(Purchase over \$5,000) Assistant or Deputy Director: Keith W. Bynum Date: 2/18/2020	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____
Attachments	

FINANCIAL RECEIVED
 2020 FEB 13 PM 5:19



QUOTE

ATTN: Accounts Receivable
 21503 Spring Plaza Dr
 Spring, TX 77388
 Phone: (346) 331-6458

QUOTE DATE
 02/18/20

Invoice #
 Quote06CH00102182020

Customer #
 06CH001

Monthly TOTAL
 \$2,088.00

12 MONTH ESTIMATED
 \$25,056.00

Rented By:

City of Houston

Month of Rental

Administrator

CONTRACT#

Housing and Community Development Department
 2100 Travis St, Suite 900
 Houston, Texas 77002

Clarence Moton
 Clarence.Moton@houstontx.gov

4600014808

Unit	License	Year	Ticket#	Vehicle class	Monthly Rate	Monthly Total		
		2018/19		G4 Mid SUV	\$696.00	\$2,088.00		
		2018/19		G4 Mid SUV	\$696.00			
		2018/19		G4 Mid SUV	\$696.00			

**price based on current COH contract # 4600014808
 **no insurance provided with this quote, City of Houston is self insured.