



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address Vendor Address Number 110907 HP INC 3800 QUICK HILL RD BLDG 2 SUITE 100 AUSTIN TX 78728 USA	Information Purchase Order Number/Date 4500308118-0 / 08/16/2019 CoH Vendor Number 109673 Page 1 of 4 Buyer's Name Norbert Aguilar S49 Buyer's Telephone Number 832-393-8751 Buyer's Fax Number 832-393-8759 Buyer's E-mail Address Norbert.Aguilar@houstontx.gov
Mail Invoice to COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC, ACCT PAY P.O. Box 1562 HOUSTON TX 77251-1562	CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS

Shipping Address Terms of payment : Shipping Terms Our reference: Your reference:	HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA Pay net 30 w/o deduction FOB(Free on board) /DESTINATION 2018-0557 H28785	Currency USD
CITY OF HOUSTON CONTACT: Bunny Arita/(832) 394-6123/Bunny.Arita@houstontx.gov VENDOR CONTACT: Matthew Martinez/(505) 235-4985/Matthew.martinez@hp.com, Alberto Chaidez/(505) 415-7206/Alberto.chaidez@hp.com & M & T Consulting, LLC/713-668-28003/marilyn@mandtconsultingusa.com DIR CONTRACT: DIR-TSO-4159, EXPIRES 09/28/2020 REFERENCE QUOTE# 883093, dtd 08/05/2019 SUGGESTED RESELLER: M&T CONSULTING HP LOCATION ID#: 10244132		

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	75.00	EA	10051792 LAPTOP, MICROCOMPUTER & ACCESSORIES Int. Article No. 20454571003 Release Order against contract 4600015218 Item 00410 Make HP Model 5CZ27UC#ABA COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS MICROCOMPUTERS, HANDHELD, LAPTOP, AND NOTEBOOK	857.00 / EA	64,275.00
Gross Price			857.00 USD	1 EA	75.000
					64,275.00



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 09/03/2019					
20	75.00	EA	10052073 DOCKING STATION, LAPTOP, 110V, PLATFORM Int. Article No. 20454052943 Release Order against contract 4600015218 Item 00410 Make HP Model D9Y32UT#ABA ACCESSORIES FOR LAPTOP COMPUTER, DOCKING STATION.	109.00 / EA	8,175.00
Gross Price			109.00 USD	1 EA	75.000 8,175.00
Manufacturing Part Number		Manuf.		Manuf. pl. Rev. I	
GETAC					
Delivery Date: 09/03/2019					
30	150.00	EA	10057054 MONITOR, 23", WIDESCREEEN, BLACK Int. Article No. 20460377185 Release Order against contract 4600015218 Item 00440 Make HP Model 1FH46AA#ABA MONITORS, 23 INCH, WIDESCREEEN, BLACK	152.98 / EA	22,947.00
Gross Price			152.98 USD	1 EA	150.000 22,947.00
Delivery Date: 09/03/2019					
40	3.00	EA	10051792 LAPTOP, MICROCOMPUTER & ACCESSORIES Int. Article No. 20454571003 Release Order against contract 4600015218 Item 00410 Make HP Model 5KG26UC#ABA COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS MICROCOMPUTERS, HANDHELD, LAPTOP, AND NOTEBOOK	1,348.00 / EA	4,044.00
Gross Price			1,348.00 USD	1 EA	3.000 4,044.00
Delivery Date: 09/03/2019					
50	3.00	EA	10052073 DOCKING STATION, LAPTOP, 110V, PLATFORM	209.00 / EA	627.00



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Int. Article No. 20454052943 Release Order against contract 4600015218 Item 00410 Make HP Model 3TR87UT#ABS		
			ACCESSORIES FOR LAPTOP COMPUTER DOCKING STATION.		
			Gross Price 209.00 USD 1 EA	3.000	627.00
			Manufacturing Part Number GETAC	Manuf.	Manuf. pl. Rev. I
			Delivery Date: 09/03/2019		
60	1.00	AU	92037 NETWORKING SVCS (INC INSTALLATION	3,875.04 / AU	3,875.04
			Release Order against contract 4600015218 Item 08660		
			Gross Price 3,875.04 USD 1 AU	1.000	3,875.04
			Expected value of unplanned services: 3,875.04		
			Delivery Date: 09/03/2019		
70	75.00	EA	10056405 MEMORY, 8GB, SODIMM, LAPTOP	112.00 / EA	8,400.00
			Int. Article No. 20416390100 Release Order against contract 4600015218 Item 02290 Make HP Model 4VN06AA#ABA		
			COMPUTER HARDWARE, MEMORY (RAM AND ROM), 8GB, 2666 MHZ.		
			Gross Price 112.00 USD 1 EA	75.000	8,400.00
			Expected value of unplanned services: 3,875.04		
			Delivery Date: 09/03/2019		
80	63.00	EA	10056051 CASE, PROFESSIONAL TOP LD,15.6", 39.62CM	28.71 / EA	1,808.73
			Int. Article No. 20454051275 Release Order against contract 4600015218 Item 00410 Make HP Model 2UW02UT		
			COMPUTER ACCESSORIES, LAPTOP COMPUTERS CASE.		
			Gross Price 28.71 USD 1 EA	63.000	1,808.73
			Expected value of unplanned services: 3,875.04		



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Delivery Date: 09/03/2019		
90	75.00	EA	10050344 KEYBOARD, SLIM BT, BLUETOOTH 3.0 Int. Article No. 20454043413 Release Order against contract 4600015218 Item 00410 Make HP Model T6L04AA#ABA	28.00 / EA	2,100.00
			COMPUTER ACCESSORIES, KEYBOARD, SLIM BT, WIRELESS.		
	Gross Price		28.00 USD	1 EA	75.000 2,100.00
			Expected value of unplanned services:	3,875.04	
			Delivery Date: 09/03/2019		
Total ****				USD	116,251.77

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.

Signature of Mayor

Mayor

Signature of Chief Procurement Officer

Chief Procurement Officer

Signature of Controller

Controller

4600815218

PR10265590 2:28P

Housing and Community Development



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 200.31 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 *	HP Order	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		

Brief Description of Scope of Work for Goods/Services:
Due to increased staffing of HCD DR division related to Harvey, implementation of the IMS Dynamics application and increased need for reporting critical financial data to HCD Executive management, HCD IT, DR and FIN divisions have need to purchase additional HP hardware for all increased staffing requirements. This procurement is to also replace PC Refresh HCD IT inventory with equipment issued to DR division employees.

Product	Qty	Unit	Total
HP EB745G5 R3-2300U 14 8GB	75		
HP Ultra Slim Docking Station	75		
HP Slim Wireless Keyboard and Mouse	75		
HP EliteDisplay 23 Inch Monitor	150		
HP EBx3601030G3 i5-8250U	5		
HP Thunderbolt Dock G2 with Combo Cable	5		
HP 8 GB (1x8GB) DDR4-2400 ECC SO-DIMM	75		
HP 17.3 Business Slim Top Load	63		
HP Z4WB8AA - Installation Service	75		
Total			

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: <i>5030</i> Funding Source: <i>DR HARVEY</i> Cost Center: <i>3200030002</i> G/L Account: <i>520119</i> Business Area: <i>3200</i> Internal Order: <i>AP3200077-19</i> BFY: <i>2020</i> Grant: <i>32000077-2019</i> Funds Reservation: Funds Approval Mgr:	Status: Pending Purchase Order No#: Name of Vendor: <i>HP / M+T Consulting</i> Date Processed: Date Received: Total Amount: <i>\$16,251.77</i> Procurement Staff: <i>Berning Artha</i> Priority: Notify Department: Notify Department:
Justification of Need for Goods/Services	Procurement Notes:
Requestors Signature: <i>Orson Pate</i> Date: <i>7/16/19</i>	Supervising Manager (Purchase under \$5,000) Manager: Date:

7/18/19

Buyer's Signature: <i>[Signature]</i> Date: <i>7/18/19</i>	Funds Approval Signature: <i>[Signature]</i> Date: <i>8/16/19</i>
Procurement DPU Signature: <i>[Signature]</i> Date: <i>8/16/19</i>	(Purchase over \$5,000) CFO Signature _____ Date: _____
(Purchase over \$5,000) Assistant or Deputy Director: <i>Keith W. Ingram</i> Date: <i>7/17/19</i>	Director Signature (Only Consultant Services) _____ Director or Designee: _____ Date: _____
Attachments	



August 5, 2019

City of Houston
P.O. BOX 60106
Houston, TX 77205

Dear John Gray,

Thank you for your recent interest in HP Public Sector Sales. Attached is the price quotation you requested.

Please reference this contract: DIR-TSO-4159-4600013088 when placing this order. The terms and conditions of this contract will apply to any order placed as a result of this inquiry; no other terms or conditions shall apply.

If you should have questions regarding this quotation or need any other assistance, please contact your Inside Account Representative

All Purchase Orders need to be made out to HP Inc. or HP with the Ordering address referenced below.

The Purchase Order should include the Contract Number in the body of the Purchase Order. Please also be sure to include a copy of the quote, email address, the ship to location or drop ship locations, delivery date requirements and any other special information and if applicable, the HP Authorized Reseller Agent name or authorization number for the HP Agent providing you with support.

Orders should be either Faxed to 800-825-2329, emailed to PSOrderProcessing@hp.com.

If you are faxing or emailing this order a sample Purchase Order Document can be downloaded that gives guidance on what is required to place an order with HP. [Click here to download the sample Purchase Order](#)

Ordering address:

HP INC.
Attn: Public Sector Sales
3800 Quick Hill Road
Bldg 2, Suite 100
Austin, TX 78728



Bunny

Created by	John Gray	Quote number	883093
Partner agent	10244132	Created on	August 5, 2019
Quote total	USD \$116,251.77	Expires on	September 4, 2019

Order Information

Email notification	marilynbankston@sbcgl obal.net	Email notification comments	Dealer 10244132
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Purchaser contact information

John Gray, john.gray@houston.tx.gov, 713-837-0050,

Payment method	Purchase Order
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Billing information

Billing address

Company	City of Houston	Attention to	
Address line 1	P.O. BOX 60106	Email	
Address line 2		Phone	2812331816
Address line 3		Fax	
City	Houston		
State/Province	Texas		
Zip/postal code	77205		
Country	US		



Invoice instructions

Shipping information

Shipping address

Company	Houston Housing	Attention to	Bunny Arita
Address line 1	601 Sawyer	Email	bunny. arita@houstontx.gov
Address line 2			
Address line 3		Phone	8323938768
City	Houston	Fax	
State/Province	Texas		
Zip/Postal code	77002		
Country	US		

Shipping options

Requested delivery date August 5, 2019
 Shipping method

Shipping instructions

Quote Summary

Product	Product number	MFG#:	Qty	Unit Price	Total Price
HP EB745G5 R3-2300U 14 8GB /512 PC U.S. - English localization	5CZ27UC#ABA		75	USD \$857.00	USD \$64,275.00
HP UltraSlim Docking Station U.S. - English localization	D9Y32UT#ABA		75	USD \$109.00 USD 195.03 Special price valid until 11/30 /2019	USD \$8,175.00
	1FH46AA#ABA		150	USD \$152.98	USD



HP EliteDisplay E233 23-inch
 Monitor U.S. - English
 localization

~~USD 152.98~~ \$22,947.00
 Special price
 valid until 11/30
 /2019

HP EBx3601030G3 i5-8250U 5KG26UC#ABA
 138GB/512LTEAPC U.S. - English
 localization

3 USD \$1,348.00 USD
~~USD 1,348.00~~ \$4,044.00
 Special price
 valid until 11/30
 /2019

HP Thunderbolt Dock G2 with
 Combo Cable U.S. - English
 localization

3 USD \$209.00 USD
~~USD 346.50~~ \$627.00
 Special price
 valid until 11/30
 /2019

MTC-DT/NB setup services above
 10 Z4W88AA

78 USD \$49.68 USD
~~USD 92.00~~ \$3,875.04
 Special price
 valid until 11/30
 /2019

HP 8 GB 2666 MHz DDR4 Memory 4VN06AA#ABA
 U.S. - English localization

75 USD \$112.00 USD
~~USD 135.00~~ \$8,400.00
 Special price
 valid until 11/30
 /2019

HP 17.3 Business Slim Top Load 2UW02UT

63 USD \$28.71 USD
 \$1,808.73

HP Slim Wireless Keyboard and
 Mouse U.S. - English localization

75 USD \$28.00 USD
~~USD 51.75~~ \$2,100.00
 Special price
 valid until 11/30
 /2019

Special pricing code
 41794728

Subtotal USD \$116,251.77
 Estimated Tax USD \$0.00
 Total USD \$116,251.77



CITY OF HOUSTON

Housing and Community
Development Department

Interoffice

Correspondence

To: Somayya Scott
Deputy Assistant Director

From: Tywana Rhone
Division Manager

Date: July 1, 2019

Subject: Request for Spending Authority Transfer to
Contract Name: OA4600015218

Requesting Department: Housing and Community Development Department

Requesting Department's Org #: 3200

Contract Name: Move funds to DIR 4600015218

Outline Agreement Numbers: 4600015477 \$33,800., OA4600015364 \$33,800. 4600015220 \$33,245. US Communities \$33,800.

Total Transfer Amount Requested: \$134,645.00

Granting Department: HITS

Granting Department's Org #: 6800

Reason for Request:

Request Spending Authority Transfer from the above contracts OA's to the DIR account, per e-mail from Fung, Mai.

Requisitions in Queue and the Dollar Amounts:

- A. _____
- B. _____
- C. _____
- D. _____

Concurred:

Tywana L Rhone
for Ellen Eudy, Deputy Assistant Director/CFO
HCDD

Approved:

Name, Title
Granting Department

CC: Murdock Smith, Sr. Procurement Specialist

From: Shah, Pranav - IT
Sent: Wednesday, June 26, 2019 9:02 PM
To: Xiao, Summer - IT <Summer.Xiao@houstontx.gov>; Fung, Mai - IT <Mai.Fung@houstontx.gov>
Subject: Fwd: Spending Authority Request

Summer,

We have begun to run very low on our hardware inventory. We have used almost all available PCs and monitors to meet the demand. We have 25 or so laptops available for PC refresh project that are all used.

We need to clear the additional procurement request for \$170k worth of new hardware needed.

As per Somayya there are no options available to raise the limit or renew the contract with HP. We looked into DIR funds but there is nothing left in that too.

Please help!

Regards,
Pranav Shah
IT Applications - City of Houston Housing and Community Development Dept.
Pranav.Shah@houstontx.gov | Office: [832.394.6268](tel:832.394.6268) | Mobile: [832.606.6071](tel:832.606.6071)

Begin forwarded message:

From: "Pate, Orson - IT" <Orson.Pate@houstontx.gov>
Date: June 19, 2019 at 10:46:44 AM CDT
To: "Scott, Somayya - IT" <Somayya.Scott@houstontx.gov>, "Rhone, Tywana - HCD" <Tywana.Rhone@houstontx.gov>, "Hodge, Shannon - IT" <Shannon.Hodge@houstontx.gov>
Cc: "Arita, Bunny - HCD" <Bunny.Arita@houstontx.gov>, "Shah, Pranav - IT" <Pranav.Shah@houstontx.gov>
Subject: Re: Spending Authority Request

Somayya,

Thanks for responding. Per our last conversation, you indicated that HITS was working on a new agreement with HP. Can you provide a status update on when the new agreement for HP will be available? Are we able to use DIR for this request? How can we move forward with procuring needed equipment relating to Harvey Disaster Recovery. Do we need to contact SPD for this request? Please advise. Thanks, Orson.

From: Scott, Somayya - IT
Sent: Wednesday, June 19, 2019 10:22 AM
To: Rhone, Tywana - HCD; Hodge, Shannon - IT
Cc: Pate, Orson - IT; Arita, Bunny - HCD
Subject: RE: Spending Authority Request

Tywana/ Orson

Arita, Bunny - HCD

From: Adams, Jerry - FIN
Sent: Friday, August 9, 2019 1:43 PM
To: Shah, Ketan - FIN
Subject: FW: HPCOOPPR10265590.PDF - DIR
Attachments: HPCOOPPR10265590.PDF

Approved

From: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Sent: Friday, August 9, 2019 10:53 AM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: HPCOOPPR10265590.PDF - DIR

Jerry

Vendor: HP

Current DIR Purchase requirement: \$116,251.77

Cooperative/interlocal Contract: DIR - 4600015218

Remark: PR 10265590 – line 10

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 AdvocateApproval	XIA XIAO	✓

For your review and approval please.

Ketan

From: Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>
Sent: Thursday, August 08, 2019 3:01 PM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: HPCOOPPR10265590.PDF

Hi Ketan,

Can you please get CPO approval on the attached?

Thanks,