



**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 110907  
HP INC  
3800 QUICK HILL RD BLDG 2 SUITE 100  
AUSTIN TX 78728  
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 4500317435-0 / 01/29/2020  
CoH Vendor Number 109673  
Page 1 of 4  
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 reference:** H28785

DIR-TSO-4159 EXP 9/28/2024  
Reference Quote#: 963784  
HP Contact: Matthew Martinez /matthew.martinez@hp.com  
Alberto Chaidez / alberto.chaidez@hp.com  
Suggested Reseller: Criner-Daniels & Associates HP ID# 10301612  
Walter Criner 713-705-4679

COH Contact: Bunny Artia 832-394-6123

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	10.00	EA	10057842 MONITOR, LED, 31.5", Z32 4K Int. Article No. 20460351800 Release Order against contract 4600015218 Item 00440 Make HP Model 1AA81A4#ABA  COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS MONITORS, COLOR AND MONOCHROME (CGA, VGA, SVGA, LCD, ETC.) MONITORS,LED 31.5 IN, Z32 4K	785.98 / EA	7,859.80
Gross Price			USD	1 EA	7,859.80



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**PURCHASE ORDER**

PO number/date 4500317435 -0 / 01/29/2020 Page 2 of 4

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			785.98	10.000	
			<b>Delivery Date: 02/27/2020</b>		
20	5.00	EA	10057799 MICROCOMPUTER, WORKSTATION,Z4G4T,16GB Int. Article No. 20453664052 Release Order against contract 4600015218 Item 00400 Make HP Model 4QS39UC#ABA  COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS MICROCOMPUTERS, DESKTOP OR TOWER BASED MICROCOMPUTER WORKSTATION MICROCOMPUTER, WORKSTATION,Z4G4T,16GB	1,406.00 / EA	7,030.00
			Gross Price USD 1 EA 1,406.00	5.000	7,030.00
			<b>Manufacturing Part Number</b> 4QS39UC#ABA	<b>Manuf.</b>	<b>Manuf. pl. Rev. I</b>
			<b>Delivery Date: 02/27/2020</b>		
30	5.00	EA	10056105 MEMORY, DDR4, 16GB, DIM 288-PIN Int. Article No. 20416399754 Release Order against contract 4600015218 Item 02290 Make HP Model 1XD85AT  16GB (1X16GB) DDR4-2666 CC REG RAM COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS CHIPS: ACCELERATOR, GRAPHICS, MATH CO-PROCESSOR, MEMORY (RAM AND ROM), NETWORK, SIMMS, ETC. MODULES, MEMORY, DIMM DDR4, 16GB, DIM 288-PIN, 2400 MHZ, PC4-19200, 1.2V, GEN 9, SINGLE RANK	345.51 / EA	1,727.55
			Gross Price USD 1 EA 345.51	5.000	1,727.55
			<b>Manufacturing Part Number</b> HP 805349-B21	<b>Manuf.</b>	<b>Manuf. pl. Rev. I</b>
			<b>Delivery Date: 02/27/2020</b>		
40	3.00	EA	10051792	857.00 / EA	2,571.00



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# PURCHASE ORDER

PO number/date 4500317435 -0 / 01/29/2020 Page 3 of 4

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			LAPTOP, MICROCOMPUTER & ACCESSORIES Int. Article No. 20454571003 Release Order against contract 4600015218 Item 00410 Make HP Model 8TK62UC#ABA  HP EB745G6 R3-3300U 14 8GB/512 PC COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS MICROCOMPUTERS, HANDHELD, LAPTOP, AND NOTEBOOK		
			Gross Price	USD 1 EA 3.000	2,571.00
			857.00		
			<b>Delivery Date: 02/27/2020</b>		
50	3.00	EA	10056405 MEMORY, 8GB, SODIMM, LAPTOP Int. Article No. 20416390100 Release Order against contract 4600015218 Item 02290 Make HP Model 4VN06AA#ABA  HP 8 GB 2666 MHZ DDR4 MEMORY COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS CHIPS: ACCELERATOR, GRAPHICS, MATH CO-PROCESSOR, MEMORY (RAM AND ROM), NETWORK, SIMMS, ETC. MODULES, MEMORY, DIMM MEMORY, 8GB, SODIMM, LAPTOP	135.00 / EA	405.00
			Gross Price	USD 1 EA 3.000	405.00
			135.00		
			<b>Delivery Date: 02/27/2020</b>		
60	3.00	EA	10056051 CASE, PROFESSIONAL TOP LD,15.6#, 39.62CM Int. Article No. 20454051275 Release Order against contract 4600015218 Item 00410 Make HP Model 2SC66AA  HP 15.6 BUSINESS TOP LOAD COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS MICROCOMPUTERS, LAPTOP, NOTEBOOK AND TABLETS PARTS AND ACCESSORIES, LAPTOP COMPUTERS CASE, PROFESSIONAL TOP LOAD, HP, 15.6 IN. (39.62 CM), BLACK	29.25 / EA	87.75



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**PURCHASE ORDER**

PO number/date 4500317435 -0 / 01/29/2020 Page 4 of 4

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
	Gross Price		USD	1 EA	87.75
			29.25	3.000	
Delivery Date: 02/27/2020					
<b>Total ****</b>				<b>USD</b>	<b>19,681.10</b>

**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.

*Superior Turner*

Mayor

*Jerry Adams*

Chief Procurement Officer

*C. B. Brown*

Controller

4600015218

PR 10270267 12/12/19 11:30 A

DIRFSO-4159 Exp. 9/28/2020 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 *	IT Equipment for HPW	HCDD Division: *	Support Services <input checked="" type="checkbox"/>
Deadline Date of Request: *	12/2/2019	Purchase Type: *	Computer <input checked="" type="checkbox"/>
Requester Name: *	Johnson, Johnny - HCD	Created:	11/26/2019
Requester Phone Number: *	8323946184		

**Brief Description of Scope of Work for Goods/Services:**

Ten 30" HP monitors for (2) Senior Plan Analyst and (3) Graduate Engineers HP Z Display Z32 4K Material 10057842 Line Item 4340 SKU 1AA81A4#ABA

5 CPUs for construction plan reviews to handle large CAD and blue print files. HP Z4 G4 Workstation Material 10057799 Line Item 3031 SKU 4QS39UC

5 HP 16GB (1 x 16GB) DDR4-2400 ECC Reg RAM Part # T9V40AA

3 HP EliteBook 745 G6 laptop SKU # 8TK62UC

3 HP 8GB 2666MHz DDR4 Memory Part # 4VN06AA#ABA

3 HP Business Top Load Case SKU 25C66AA

This will be Disaster Recovery funding.

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

FINANCE USE ONLY

PROCUREMENT USE ONLY

Fund Number: 5050

Funding Source: DR. HARVEY

Cost Center: 3200030002

G/L Account: 520119

Business Area: 3200

Internal Order: BZ3200077-19

BFY: FY20

Grant: 32000097-2019

Funds Reservation: \$15,720 MO

Funds Approval Mgr: \$19,681.10 MO

Status: Pending

Purchase Order No:

Name of Vendor: HP

Date Processed:

Date Received:

Total Amount: \$19,681.10

Procurement Staff: *Bruce Arida*

Priority:

Notify Department: Procurement

Notify Department: Finance

Justification of Need for Goods/Services

Procurement Notes:

J-0FY19A-SFAM-1-09-01

FR 300004635/27

11/26/19-Procurement Request not received.

Requestor's Signature: <i>Johnny Johnson</i> 2150904 Date: 11/26/19	Supervising Manager (Purchase under \$5,000) Manager: _____ Date: _____
Buyer's Signature: <i>Johnny Johnson</i> 1467 Date: 12/11/19	Funds Approval Signature: <i>M/DWS</i> 12/10/19 Date: 12/10/19
Procurement DPU Signature: <i>Johnny Johnson</i> Date: 12/11/19	(Purchase over \$5,000) CFO Signature: _____ Date: _____
(Purchase over \$9,000) Assistant or Deputy Director: <i>Ruth W. Bynam</i> Date: 11/26/19	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____
Attachments <input checked="" type="checkbox"/> Click here to attach a file	

2409 / TIRP

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JF4635/27

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MR

12/10/19



**CRINER-DANIELS & ASSOCIATES, INC.**  
*A Total Computer Services Company*



**COVER LETTER**

**HP Reseller Agent for the attached quote:**

**HP AGENT ID# 10301612**

**Quoted by: Walter H. Criner, Jr.**

**Criner-Daniels & Associates, Inc.**

**1776 Yorktown, ste. 525**

**Houston, TX 77056**

**713-705-4679**

**Walter2@crinerdaniels.com**



*was*  
*HP Dealer ID #*  
*10301612*

December 5, 2019

City of Houston  
901 BAGBY  
HOUSTON, TX 77002-0000

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](mailto: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



# HCD Quote

Created by	Walter Criner	Quote number	963784
Partner agent	10301612	Created on	December 5, 2019
Quote total	USD \$19,681.10	Expires on	January 4, 2020

## Order Information

Email notification	walter2@crinerdaniels.com	Email notification comments	
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### Purchaser contact information

Bunny Arita, bunny.arita@houstontx.gov, 832-394-6123,

Payment method	Purchase Order
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## Billing information

### Billing address

Company	City of Houston	Attention to	
Address line 1	901 BAGBY	Email	
Address line 2		Phone	7138370311
Address line 3		Fax	
City	HOUSTON		
State/Province	Texas		
Zip/postal code	77002-0000		
Country	US		





## Invoice instructions

# Shipping information

## Shipping address

Company	Housing & Comm. Dev.	Attention to Email	Bunny Arita bunny. arita@houstontx.gov
Address line 1	2100 Travis, 9th Floor	Phone	8323946123
Address line 2		Fax	
Address line 3			
City	Houston		
State/Province	Texas		
Zip/Postal code	77002		
Country	US		

## Shipping options

## Shipping instructions

Requested delivery  
date

Shipping method

# Quote Summary

Product	Product number	MFG#:	Qty	Unit Price	Total Price
HP Z32 31.5-inch 4K UHD Display U.S. - English localization	1AA81A4#ABA		10	USD \$785.98	USD \$7,859.80
HP Z4 G4 Workstation U.S. - English localization	4QS39UC#ABA		5	USD \$1,406.00	USD \$7,030.00
16GB (1x16GB) DDR4-2666 ECC Reg RAM	1XD85AT		5	USD \$345.51	USD \$1,727.55



HP EB745G6 R3-3300U 14 8GB /512 PC U.S. - English localization	8TK62UC#ABA	3	USD \$857.00	USD \$2,571.00
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HP 8 GB 2666 MHz DDR4 Memory U.S. - English localization	4VN06AA#ABA	3	USD \$135.00	USD \$405.00
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HP 15.6 Business Top Load	Z5C66AA	3	USD \$29.25	USD \$87.75
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Subtotal	USD \$19,681.10
Estimated Tax	USD \$0.00
Total	USD \$19,681.10

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**Arita, Bunny - HCD**

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**From:** Adams, Jerry - FIN  
**Sent:** Friday, January 24, 2020 11:46 PM  
**To:** Shah, Ketan - FIN  
**Subject:** FW: HPPR10270267COOP (2).PDF - DIR  
**Attachments:** HPPR10270267COOP (2).PDF

Approved

**From:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Sent:** Friday, January 24, 2020 11:21 AM  
**To:** Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>  
**Subject:** FW: HPPR10270267COOP (2).PDF - DIR

Jerry

Vendor: HP

Current DIR Purchase requirement: \$19,681.10

Cooperative/interlocal Contract: DIR - 4600015218

Remark: PR 10270267 – 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 Advocate Approval	XIA XIAO	✓

For your review and approval please.

Ketan

**From:** Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>  
**Sent:** Thursday, January 23, 2020 2:23 PM  
**To:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Subject:** HPPR10270267COOP (2).PDF

Hi Ketan, see attached for Jerry's approval please.

To: Orson Pate  
1/23/20 2:25 PM



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

**Request to Purchase from Cooperative/Interlocal**

<b>General Information</b>	Date: 01/17/2020
Unit/Department: Housing & Community Development	Phone No. 832.393.0235
Contact Name: Orson Pate	email orson.pate@houstontx.gov

<b>Vendor Information</b>	Requisition No. 10270267
Name: HP INC.	Purchase Order No.
Address: Attn: Public Sector Sales 3800 Quick Hill Road Bldg 2, Suite 100 Austin, TX 78728	Contract No. DIR-TSO-4159

**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.

Ten 30" HP monitors for (2) Senior Plan Analyst and (3) Graduate Engineers HP Z Display Z32 4K Material 10057842 Line Item 4340 SKU 1AA81A4#ABA  
 5 CPUs for construction plan reviews to handle large CAD and blue print files. HP Z4 G4 Workstation Material 10057799 Line Item 3031 SKU 4QS39UC  
 6 HP 16GB (1 x 16GB) DDR4-2400 ECC Reg RAM Part # T9V40AA  
 3 HP EliteBook 745 G6 laptop SKU # 8TK62UC  
 3 HP 8GB 2666MHz DDR4 Memory Part # 4VN06AA#ABA  
 3 HP Business Top Load Case SKU 2SC66AA

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

Interlocal Name of Government Entity \_\_\_\_\_

Cooperative Name of Coop. Org. \_\_\_\_\_

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 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 provide required hardware for HPW and their assistance to HCD in Disaster Recovery permitting functions.

<b>Department Recommendation</b>	
Requestor: Orson Pate	Date: 1/23/20
Department Director: Keith W. Eynon	Date: 1/23/2020

<b>Chief Procurement Officer's Approval</b>	
Signature:	Date: