



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 107110
MASTERWORD SERVICES INC
303 STAFFORD
HOUSTON TX 77079
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 4500309479-0 / 09/06/2019
CoH Vendor Number 107110
Page 1 of 1
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 : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Our reference: 2014-1191

Your person responsible: LUDMILA RUSAKOVA GOLOVINE

Your reference: 2014-1191

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91580 TYPING/WORD PROCESS Disaster Recovery Homeowner Documents Release Order against contract 4600013020 Item 00020	2,005.36 / AU	2,005.36
	Gross Price		2,005.36 USD 1 AU	1.000	2,005.36
			Expected value of unplanned services: 2,005.36		
Delivery Date: 09/13/2019					
Total ****				USD	2,005.36

2014-1191 ORD PASSED 12/17/2014 EXECUTED
BY MAYOR 1/13/2015 CS 1/20/2015

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.

Debra Turner Mayor
Jerry Adams Chief Procurement Officer
Clarence Moton Controller

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 200.1 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 *	Translation Services	HCDD Division: *	Director's Office
Deadline Date of Request: *	7/31/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Garcia, Rebecca - HCD; <input checked="" type="checkbox"/> B/L	Created:	7/25/2019
Requester Phone Number: *	832-394-0111		

Brief Description of Scope of Work for Goods/Services:

Translate documents below from English to

- Spanish Latin American
- Arabic
- Chinese Traditional
- Vietnamese
- Urdu

Documents attached:

1. Hoap Application
2. HoAP App & Instructions
3. Forms A-M
4. HoAP Voluntary Withdrawal
5. Addendum Federal Register Warning
6. Contractor Eligibility Verification
7. Form 1010

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030	Status: Pending
Funding Source: DR-HARVEY	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor:
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BJ3200077-19	Total Amount: \$141,820.48
BFY: P/80	Procurement Staff: <input type="text"/>
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: <input type="text"/> B/L	Notify Department: Finance

Justification of Need for Goods/Services

Procurement Notes:

Quote #973713 Attached

Requestors Signature:	Supervising Manager (Purchase under \$5,000)
Date:	Manager: 7/25/19
	Date:

Procurement Request Log - New Item

Buyer's Signature: <u>Clarence Motte</u> Date: <u>7/25/19</u>	Funds Approval Signature: <u>ML</u> Date: <u>7/31/19</u>
Procurement DPU Signature: Date: _____	(Purchase over \$5,000) CFO Signature: <u>[Signature]</u> Date: <u>7/31/19</u>
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith W. Bynorn</u> Date: <u>7/31/19</u>	Director Signature (Only Consultant Services) Director or Designee: Date: _____
Attachments Click here to attach a file	



Quote # 973713

Quote Date: 07/31/2019
Client Name: Clarence Moton
Company Name: City of Houston - Housing
Service Type: Translation
Project Name: Disaster Recovery Homeowner Documents

Scope of Work

- **Translation** of the documents provided to us from Source Language into Target Language. Translation will be performed by native speakers, professional translators, with experience in the appropriate subject matter.
- Development of the **Translation Memory** (usually applicable for documents in source/native format) and Terminology (glossary) databases.
- **Project Management** of the entire process.
- **24/7** Project Management assistance and availability.
- **Post-project assistance.** Should you have any questions regarding the translation or need to update the translated copy based on the changes in your original text, MasterWord is ready to provide our expert assistance around the clock (additional fees may apply).

Estimated Cost

Language Pair	Service	Unit	Rate	Quantity	Total
E-English - S-Spanish Latin American	T-Translation	Word(s)	0.14	14324	\$2,005.36
E-English - S-Spanish Latin American Total:					\$2,005.36
E-English - Arabic	T-Translation	Word(s)	0.22	14324	\$3,151.28
E-English - Arabic	Formatting	Hour(s)	55	2	\$110.00
E-English - Arabic Total:					\$3,261.28
E-English - Chinese Traditional	T-Translation	Word(s)	0.22	14324	\$3,151.28
E-English - Chinese Traditional Total:					\$3,151.28

Language Pair	Service	Unit	Rate	Quantity	Total
E-English - Vietnamese	T-Translation	Word(s)	0.22	14324	\$3,151.28
E-English - Vietnamese Total:					\$3,151.28
E-English - Urdu	T-Translation	Word(s)	0.22	14324	\$3,151.28
E-English - Urdu	Formatting	Hour(s)	50	2	\$100.00
E-English - Urdu Total:					\$3,251.28
Total:					\$14,820.48

Payment terms:

Unless otherwise indicated in the contract or a prepayment is necessary, payment of final invoice is due within 30 days of receipt. All past due invoices will incur a 1.8% late charge every 30 days until paid in full.