



CITY OF HOUSTON
HCD Purchasing Unit 3200

SRO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

SERVICE RELEASE ORDER

Vendor Address
Vendor Address Number 154262
MIDTOWN CENTRAL SQUARE LLC
2100 TRAVIS STREET #250
HOUSTON TX 77002
USA

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

Information
SRO Number/Date 4500303007-0 / 05/23/2019
CoH Vendor Number 154262
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 : Pay immediately w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Our reference: 2018-0153

Your person responsible: JULIET GARCIA

Your reference: 2018-0153

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	97145 OFFICE SPACE REN/LE TI Expedite Jan 15 for Final -Level 4 Release Order against contract 4600014770 Item 00070	131,625.00 / AU	131,625.00
	Gross Price		131,625.00 USD	1 AU	1.000 131,625.00
			Expected value of unplanned services: 131,625.00		
			Delivery Date: 05/23/2019		
20	1.00	AU	97145 OFFICE SPACE REN/LE Shower to Level 4-Janitorial Room Release Order against contract 4600014770 Item 00080	24,867.00 / AU	24,867.00
	Gross Price		24,867.00 USD	1 AU	1.000 24,867.00
			Expected value of unplanned services: 24,867.00		
			Delivery Date: 05/23/2019		



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PO number/date 4500303007 -0 / 05/23/2019 Page 2 of 2

Total ****

USD 156,492.00

ORD# 2018-1026 PASSED 12/19/18
2ND AMENDMENT
CS 1/2/2019

2018-0706 ORD PASSED 9/5/2018 EXECUTED
BY MAYOR 9/12/2018 CS 9/12/2018

2018-0153 ORD PASSED 2/28/2018 EXECUTED
BY MAYOR 3/5/2018 CS 3/06/18

2018-0153 ORD PASSED 2/28/2018 EXECUTED
BY MAYOR 3/5/2018 CS 3/06/18

NOTICE -- This is a contract release order against the contract referenced herein. The terms and conditions in the referenced contract are hereby incorporated into this contract release order as if set forth in full text. All work performed pursuant to this contract release order shall be performed in strict accordance with the referenced contract's statement of work/scope of services.

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

Midtown Central Square, LLC

2100 Travis Street, Suite 250
Houston, Texas 77002

Invoice

Date	Invoice #
2/12/2019	20695

Bill To
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

		Vendor #
Quantity	Description	Amount
	TI Expedite - Jan 15 for Final - Level 4 Add Shower to Level 4 - Janitorial Room	131,625.00 24,867.00 156,492.00
Total		\$156,492.00
Balance Due		\$156,492.00

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 *	Midtown Central Square, LLC	HCDD Division: *	Compliance
Deadline Date of Request: *	4/1/2019	Purchase Type: *	Service Over >50K
Requester Name: *	Lawson, Roxanne - HCD;	Created:	3/28/2019
Requester Phone Number: *	4-6307		

Brief Description of Scope of Work for Goods/Services:

T1 expedite of final work for Level 4 for a February 1, 2019 move-in at 2100 Travis - Invoice #20695 \$156,492.00

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:	520128	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	BD3200077-19	Total Amount:	
BFY:	19	Procurement Staff	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services

Procurement Notes:

P.O. 4500 303007

Requestor's Signature: Date: 3/28/19	<i>Roxanne Lawson</i>	Supervising Manager (Purchase under \$5,000) Manager: <i>Keith W. Dynam</i> Date: 3/29/19
Buyer's Signature: Date: 3/22/19	<i>Lawrence Moter</i>	Funds Approval Signature: Date: <i>[Signature]</i> 5/22/19
Procurement DPU Signature: Date:		(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy		Director Signature (Only Consultant Services) Director or Designee:



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POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE **SERVICE RELEASE ORDER**

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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 05/23/2019					
Total ****				USD	156,492.00
ORD# 2018-1026 PASSED 12/19/18					
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Jeffrey Turner

Mayor

Jerry Adams

Chief Procurement Officer

Cliff Brown

Controller

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2/12/2019	20695

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		Balance Due \$156,492.00

City of Houston Housing and Community Development

Admin. Purchase Order or Miscellaneous Payment Request

Vendor: Midtown Central Square, LLC

Purchase Order# (If applicable): 4600014770 / Invoice #20695

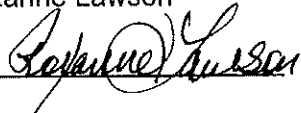
Payment Amount: \$156,492.00

Date Invoice Received by City of Houston: 3/26/19

By signature below, I certify a full understanding of my accountability for having performed the following procedures and do not expect them to be validated again. I certify that all items were received or services were rendered.

- Confirmed that all invoice(s) are attached.
- Confirmed that all invoices are in compliance with OMB Super Circular.
- Confirm that all required documentation is included with this request.

Project Manager Name: Roxanne Lawson

Project Manager Signature: 

Date: 3/26/19

HCD PAYMENTS REQUEST

DocID

2026106

Vendor | Agency | Employee

Midtown Central Square, LLC

Activity Type

ADMINISTRATION

Division

COMPLIANCE

Amount

\$156,492.00

PO Number

4600014770

Contract Number*

4600014770

Comments

TI Expedite - January 15 for Final - Level 4	131,625.00
Add Shower to Level 4 - Janitorial Room	24,867.00
TOTAL	\$ 156,492.00

FOR FINANCE DEPT ENTRY ONLY

Assigned Finance Analyst

Finance Approval

SAP Number

SAP Entry Date

Invoice Number

Check Funds / Release Date

SAP Number - 2nd Fund

SAP Entry Date - 2nd Fund

Invoice Number - 2nd Fund

Release Date - 2nd Fund

SAP Number 3rd Fund

SAP Entry Date 3rd Fund

Invoice Number 3rd Fund

Release Date - 3rd Fund

Vendor Name

Vendor Address

Retention FundingSource

Retention Period

Finance Comments

<

>

X Keith W. Bynam 3/27/19

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL

2022 4/26

SUBJECT: Midtown Central Square, LLC DUE DATE: ASAP DATE SUBMITTED: 3/26/19 PO# / INVOICE # 4600014770 / 20695

EXPLANATION: TI Expedite and adding shower to Janitorial Room on Level 4 - \$156,492.00

ORIGINATOR	DATE ORIGINATED	PERSON TO CONTACT FOR DETAILS	TELEPHONE NUMBER	
Roxanne Lawson <i>[Signature]</i>	3/26/19	R. Lawson	4-6307	
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Keith Bynam	<i>Keith W. Bynam</i>	<i>3/27/19</i>	
2.	Jessica Lavergne			
3.	Ellen Eudy			
4.				
5.				
6.				
7.				

2019 MAR 27 PM 10:36
 HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
 RECEIVED

Housing and Community Development

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BFY: 19	Procurement Staff: <input type="text"/>
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: <input type="text"/>	Notify Department: Finance

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Procurement DPU Signature: Date:	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy	Director Signature (Only Consultant Services) Director or Designee: