



CITY OF HOUSTON SRO NUMBER MUST APPEAR ON ALL PAYMENT AND
 HCD Purchasing Unit 3200 DELIVERY CORRESPONDENCE
POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE **SERVICE RELEASE ORDER**

Vendor Address Vendor Address Number 154262 MIDTOWN CENTRAL SQUARE LLC 2100 TRAVIS STREET Suite 250 HOUSTON TX 77002 USA	Information SRO Number/Date 4500306329-10 / 07/24/2019 CoH Vendor Number 154262 Page 1 of 6 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 <p align="center">CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS</p>
Mail Invoice to COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC, ACCT PAY PO Box 1562 HOUSTON TX 77251-1562	

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 August Lease 2019 - 4th floor Release Order against contract 4600014770 Item 00040 Invoice # 20816	44,761.50 / AU	44,761.50
	Gross Price		44,761.50 USD 1 AU	1.000	44,761.50
			Delivery date: Day 08/01/2019 *** Item partially delivered *** Expected value of unplanned services: 44,761.50 Delivery Date: 08/01/2019		
20	1.00	AU	97145 OFFICE SPACE REN/LE August Lease 2019 - 9th and 10th floor Release Order against contract 4600014770 Item 00050 Invoice #20810	23,846.08 / AU	23,846.08



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
	Gross Price		23,846.08 USD	1 AU	23,846.08
			Delivery date: Day 08/01/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 23,846.08		
			Delivery Date: 08/01/2019		
30	1.00	AU	97145 OFFICE SPACE REN/LE September Lease 2019 - 4th floor Release Order against contract 4600014770 Item 00040 Invoice # 20817 Doc ID #2027340	44,761.50 / AU	44,761.50
	Gross Price		44,761.50 USD	1 AU	44,761.50
			Delivery date: Day 09/03/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 44,761.50		
			Delivery Date: 09/03/2019		
40	1.00	AU	97145 OFFICE SPACE REN/LE September Lease 2019 - 9th and 10th floor Release Order against contract 4600014770 Item 00060 Invoice # 20818 Doc ID # 2027584	23,846.08 / AU	23,846.08
	Gross Price		23,846.08 USD	1 AU	23,846.08
			Delivery date: Day 09/03/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 23,846.08		
			Delivery Date: 09/03/2019		
50	1.00	AU	97145 OFFICE SPACE REN/LE October Lease 2019 - 4th floor Release Order against contract 4600014770 Item 00040	44,761.50 / AU	44,761.50
	Gross Price		44,761.50 USD	1 AU	44,761.50
			Delivery date: Day 10/01/2019		
			*** Item partially delivered ***		



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Expected value of unplanned services:	44,761.50	
			Delivery Date: 10/01/2019		
60	1.00	AU	97145 OFFICE SPACE REN/LE October Lease 2019 - 9th and 10th floor Release Order against contract 4600014770 Item 00050 Invoice # 20812 Doc ID # 2027585	23,846.08 / AU	23,846.08
			Gross Price	23,846.08 USD	23,846.08
			1 AU	1.000	
			Delivery date: Day 10/01/2019 *** Item partially delivered ***		
			Expected value of unplanned services:	23,846.08	
			Delivery Date: 10/01/2019		
70	1.00	AU	97145 OFFICE SPACE REN/LE November Lease 2019 4th floor Release Order against contract 4600014770 Item 00040 Date: 11/1/2019 Invoice # 20819	44,761.50 / AU	44,761.50
			Gross Price	44,761.50 USD	44,761.50
			1 AU	1.000	
			Delivery date: Day 11/05/2019 *** Item partially delivered ***		
			Expected value of unplanned services:	44,761.50	
			Delivery Date: 11/05/2019		
80	1.00	AU	97145 OFFICE SPACE REN/LE November Lease 2019 9th and 10th floor Release Order against contract 4600014770 Item 00050 Date: 11/1/2019 Invoice #20813	23,846.08 / AU	23,846.08
			Gross Price	23,846.08 USD	23,846.08
			1 AU	1.000	
			Delivery date: Day 11/05/2019 *** Item partially delivered ***		
			Expected value of unplanned services:	23,846.08	



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SERVICE RELEASE ORDER

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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 11/05/2019					
90	1.00	AU	97145 OFFICE SPACE REN/LE December Lease 2019 9th and 10th floor Release Order against contract 4600014770 Item 00050 Invoice # 20814 Doc ID # 2028170	23,846.08 / AU	23,846.08
	Gross Price		23,846.08 USD	1 AU	1.000 23,846.08
			Delivery date: Day 12/06/2019 *** Item partially delivered *** Expected value of unplanned services: 23,846.08		
Delivery Date: 12/06/2019					
100	1.00	AU	97145 OFFICE SPACE REN/LE December Lease 2019 4th floor Release Order against contract 4600014770 Item 00040 Invoice #20820	44,761.50 / AU	44,761.50
	Gross Price		44,761.50 USD	1 AU	1.000 44,761.50
			Delivery date: Day 12/06/2019 *** Item partially delivered *** Expected value of unplanned services: 44,761.50		
Delivery Date: 12/06/2019					
130	1.00	AU	97145 OFFICE SPACE REN/LE January Lease 2020 4th floor Release Order against contract 4600014770 Item 00090 Date: 01/01/2020 Invoice #21007	44,761.50 / AU	44,761.50
	Gross Price		44,761.50 USD	1 AU	1.000 44,761.50
			Delivery date: Day 12/18/2019 *** Item partially delivered *** Expected value of unplanned services: 44,761.50		
Delivery Date: 12/18/2019					
140	1.00	AU		62,215.00 / AU	62,215.00



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			97145 OFFICE SPACE REN/LE January Lease 2020 9th and 10th floor Release Order against contract 4600014770 Item 00100 Date: 01/01/2020 Invoice #21014		
	Gross Price		62,215.00 USD	1 AU	1.000 62,215.00
			Delivery date: Day 12/18/2019 *** Item partially delivered *** Expected value of unplanned services: 62,215.00		
			Delivery Date: 12/18/2019		
150	1.00	AU		273,136.00 / AU	273,136.00
			97145 OFFICE SPACE REN/LE Feb - June Yr2- 4th floor Release Order against contract 4600014770 Item 00110		
	Gross Price		273,136.00 USD	1 AU	1.000 273,136.00
			Delivery date: Day 06/30/2020 *** Item partially delivered *** Expected value of unplanned services: 273,136.00		
			Delivery Date: 06/30/2020		
160	1.00	AU		373,290.00 / AU	373,290.00
			97145 OFFICE SPACE REN/LE Feb- June Yr2 - 9th and 10th Release Order against contract 4600014770 Item 00120		
	Gross Price		373,290.00 USD	1 AU	1.000 373,290.00
			Delivery date: Day 06/30/2020 *** Item partially delivered *** Expected value of unplanned services: 373,290.00		
			Delivery Date: 06/30/2020		



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Total ****

USD **1,096,440.40**

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.

[Signature]
Mayor

[Signature]
Chief Procurement Officer

[Signature]
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 *	Midtown Central Square, LLC.	HCDD Division: *	Compliance <input checked="" type="checkbox"/>
Deadline Date of Request: *	1/9/2020 <input type="checkbox"/>	Purchase Type: *	Service Over >50K <input checked="" type="checkbox"/>
Requester Name: *	Parker, Sonya - HCD <input type="checkbox"/>	Created:	1/6/2020 <input type="checkbox"/>
Requester Phone Number: *	832.394.6286		

Brief Description of Scope of Work for Goods/Services:

This is a request to fund the Midtown Central Square PO#4500306329 in the amount of \$273,136.00 for the lease on the 4th Floor at 2100 Travis St. The amount will cover lease payments from February 2020 thru July 2020. This request is to help prevent a default to the Midtown Central Square Lease Agreement payment terms and help alleviate any delays in processing which could be caused by the different stages of processing before payment. The funded PO will allow for each payment to be paid timely on a monthly basis.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5930 <input checked="" type="checkbox"/>	Status: Pending <input checked="" type="checkbox"/>
Funding Source: DR-HARVEY <input checked="" type="checkbox"/>	Purchase Order No#:
Cost Center: 3200030002 <input checked="" type="checkbox"/>	Name of Vendor:
G/L Account: 520113 <input checked="" type="checkbox"/>	Date Processed:
Business Area: 3200 <input checked="" type="checkbox"/>	Date Received:
Internal Order: 303200077-19	Total Amount: \$273,136.00
BFY: FY20 <input checked="" type="checkbox"/>	Procurement Staff: <input type="checkbox"/>
Grant: 32000077-2019	Priority: <input checked="" type="checkbox"/>
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: <input type="checkbox"/>	Notify Department: Finance

Justification of Need for Goods/Services

Procurement Notes:

4600014770

Requestor's Signature: Sonya Parker Date: 1/6/2020	Supervising Manager (Purchase under \$5,000) Manager: Date:
Buyer's Signature: Clarence Porter Date: 1/7/2020	Funds Approval Signature: <i>Alon</i> Date: 1/7/2020
Procurement DPU Signature: Tywana L. Rhone Date: 1/7/2020	(Purchase over \$5,000) CFO Signature: <i>[Signature]</i> Date: 1/7/20
(Purchase over \$5,000) Assistant or Deputy Director: Ruth W. Ingram Date: 1/6/2020	Director Signature (Only Consultant Services) Director or Designee: Date:
Attachments <input type="checkbox"/> Click here to attach a file	

Parker, Sonya - HCD

From: Bynam, Keith - HCD
Sent: Monday, December 16, 2019 9:10 AM
To: Lawson, Roxanne - HCD
Cc: Parker, Sonya - HCD
Subject: RE: Midtown Central Square, LLC PO for 2020

Authorization, approved.

Thanks,
Keith

From: Lawson, Roxanne - HCD
Sent: Friday, December 13, 2019 2:44 PM
To: Bynam, Keith - HCD <Keith.Bynam@houstontx.gov>
Cc: Parker, Sonya - HCD <Sonya.Parker@houstontx.gov>
Subject: Midtown Central Square, LLC PO for 2020

Keith,

Per our conversation earlier today, I am requesting that a PO be cut for the total amount due for 2020 on the 9th/10th floors as well as the 4th floor rent payments. Having the PO already processed and funds available for use will eliminate any possibility for late or non-payment of rents. Please authorize Sonya to make this request of the Finance Division.

Thank you.

Roxanne Lawson
City Council Liaison/Division Manager

City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston, TX 77002
832.394.6307 (office)
713.471.8675 (mobile)
www.houstontx.gov/housing
www.recovery.houstontx.gov

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL

SUBJECT: Midtown Central Square, LLC	DATE SUBMITTED TO COH (COMPLETE): 12/10/2019	CONTRACT # / P.O FUNDING SOURCE: 4500306329	ONBASE DOC ID:
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EXPLANATION:
This is a request to fund the Midtown Central Square PO#4500306329 in the amount of \$273,136.00 for the lease on the 4th Floor at 2100 Travis St. The amount will cover lease payment from February 2020 thru July 2020. This request is to help prevent a default to the Midtown Central Square Lease Agreement payment terms and help alleviate any delays in processing which could be caused by the different stages of processing before payment. The funded PO will allow for each payment to be paid timely on a monthly basis.

ROUTING SEQUENCE	ORIGINATOR / RELATIONSHIP MANAGER	DATE ORIGINATED	PERSON TO CONTACT FOR DETAILS / CONTACT'S NUMBER	AMOUNT OF PAYMENT:	COMMENTS
1.	Employee's Supervisor				
2.	Director or Acting Deputy Director (if required) <i>Finance</i>	1/6/2020	832.394.6286	\$273,136.00	*If payment is submitted/ resubmitted over 45 days and all travel requires Director's or Deputy Director Signature*
3.					
4.					
5.					
6.					