



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	Information
Vendor Address Number 150133 PROFESSIONAL JANITORIAL SERVICE OF HOUSTON INC 2303 NANCE ST HOUSTON TX 77020	Purchase Order Number/Date 4500306607-16 / 07/29/2019 CoH Vendor Number 150133 Page 1 of 9 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
Mail Invoice to	CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS
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
Your person responsible:	JIMMIE FAUTH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th Floor Invoice No. #219235-2 Date: 02/01/19	1,677.87 / AU	1,677.87
	Gross Price		1,677.87 USD 1 AU	1.000	1,677.87
			Delivery date: Day 07/29/2019 *** Item partially delivered *** Expected value of unplanned services: 1,677.87 Delivery Date: 07/29/2019		
20	1.00	AU	91039 JANITORIAL Day Porter Services - 4th Floor Invoice No. #219235-1 Date: 02/01/19	838.93 / AU	838.93
	Gross Price		838.93 USD 1 AU	1.000	838.93
			Delivery date: Day 07/29/2019 *** Item partially delivered ***		



CITY OF HOUSTON
 HCD Purchasing Unit 3200
**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
 OR SERVICE**

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
 DELIVERY CORRESPONDENCE

PURCHASE ORDER

PO number/date 4500306607 -16 / 07/29/2019 Page 2 of 9

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Expected value of unplanned services:	838.93	
			Delivery Date: 07/29/2019		
30	1.00	AU	91039 JANITORIAL Day Porter Services - 4th Floor Invoice No. #223261-1 Date: 07/01/19	964.77 / AU	964.77
	Gross Price		964.77 USD	1 AU	1.000 964.77
			Delivery date: Day 07/29/2019 *** Item partially delivered ***		
			Expected value of unplanned services:	964.77	
			Delivery Date: 07/29/2019		
40	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th Floor Invoice No. #223261-2 Date: 07/01/19	1,929.55 / AU	1,929.55
	Gross Price		1,929.55 USD	1 AU	1.000 1,929.55
			Delivery date: Day 07/29/2019 *** Item partially delivered ***		
			Expected value of unplanned services:	1,929.55	
			Delivery Date: 07/29/2019		
50	1.00	AU	91039 JANITORIAL Day Porter Services - 4th Floor Invoice 224096-1 Date: 08/01/2019	922.83 / AU	922.83
	Gross Price		922.83 USD	1 AU	1.000 922.83
			Delivery date: Day 09/24/2019 *** Item partially delivered ***		
			Expected value of unplanned services:	922.83	
			Delivery Date: 09/24/2019		
60	1.00	AU		1,845.65 / AU	1,845.65



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

PO number/date 4500306607 -16 / 07/29/2019 Page 3 of 9

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			91039 JANITORIAL Day Porter Services - 9th and 10th floor Invoice # 224096-2 Date: 08/01/2019		
	Gross Price		1,845.65 USD	1 AU	1,845.65
			Delivery date: Day 09/24/2019 *** Item partially delivered *** Expected value of unplanned services: 1,845.65		
			Delivery Date: 09/24/2019		
70	1.00	AU		880.88 / AU	880.88
			91039 JANITORIAL Day Porter Services - 4th Floor Invoice # 225009-1 (September) Doc ID # 2027562		
	Gross Price		880.88 USD	1 AU	880.88
			Delivery date: Day 10/02/2019 *** Item partially delivered *** Expected value of unplanned services: 880.88		
			Delivery Date: 10/02/2019		
80	1.00	AU		1,761.76 / AU	1,761.76
			91039 JANITORIAL Day Porter Services - 9th and 10th floor Invoice # 225009-2 (September) Doc ID # 2027561		
	Gross Price		1,761.76 USD	1 AU	1,761.76
			Delivery date: Day 10/02/2019 *** Item partially delivered *** Expected value of unplanned services: 1,761.76		
			Delivery Date: 10/02/2019		
90	1.00	AU		964.77 / AU	964.77
			91039 JANITORIAL Day Porter Services - 4th Floor Invoice - #225902-2 Doc ID #2027729		
	Gross Price		964.77 USD	1 AU	964.77



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

PO number/date 4500306607 -16 / 07/29/2019 Page 4 of 9

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Delivery date: Day 10/18/2019 *** Item partially delivered *** Expected value of unplanned services: 964.77		
			Delivery Date: 10/18/2019		
100	1.00	AU	91039 JANITORIAL Day Porter Services -9th and 10th floor October 2019 Invoice #225902-1 Doc ID #2027728	1,929.54 / AU	1,929.54
	Gross Price		1,929.54 USD 1 AU	1.000	1,929.54
			Delivery date: Day 10/18/2019 *** Item partially delivered *** Expected value of unplanned services: 1,929.54		
			Delivery Date: 10/18/2019		
110	1.00	AU	91039 JANITORIAL Day Porter - 4th floor Invoice# 226816-1 DATE: 11/01/2019	880.88 / AU	880.88
	Gross Price		880.88 USD 1 AU	1.000	880.88
			Delivery date: Day 12/10/2019 *** Item partially delivered *** Expected value of unplanned services: 880.88		
			Delivery Date: 12/10/2019		
120	1.00	AU	91039 JANITORIAL Day Porter - 9th and 10th floor Invoice# 226816 DATE: 11/01/2019	1,761.76 / AU	1,761.76
	Gross Price		1,761.76 USD 1 AU	1.000	1,761.76
			Delivery date: Day 12/10/2019 *** Item partially delivered *** Expected value of unplanned services: 1,761.76		



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

PO number/date 4500306607 -16 / 07/29/2019 Page 5 of 9

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 12/10/2019					
130	1.00	AU	91039 JANITORIAL Day Porter Services -4th floor Invoice No. #227705-1 Date: 12/1/2019	922.83 / AU	922.83
Gross Price			922.83 USD	1 AU	922.83
Delivery date: Day 01/17/2020					
*** Item partially delivered ***					
Expected value of unplanned services:				922.83	
Delivery Date: 01/17/2020					
140	1.00	AU	91039 JANITORIAL Day Porter Serices - 9th and 10th floor Invoice No. #227705-2 Date: 12/01/2019	1,845.65 / AU	1,845.65
Gross Price			1,845.65 USD	1 AU	1,845.65
Delivery date: Day 01/17/2020					
*** Item partially delivered ***					
Expected value of unplanned services:				1,845.65	
Delivery Date: 01/17/2020					
150	1.00	AU	91039 JANITORIAL Day Porter Services -4th floor Invoice Number: 228741-1 Date: 01/01/2020	922.83 / AU	922.83
Gross Price			922.83 USD	1 AU	922.83
Delivery date: Day 01/31/2020					
*** Item partially delivered ***					
Expected value of unplanned services:				922.83	
Delivery Date: 01/31/2020					
160	1.00	AU		1,845.65 / AU	1,845.65



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

PO number/date 4500306607 -16 / 07/29/2019 Page 6 of 9

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			91039 JANITORIAL Day Porter Services - 9th and 10th floor Invoice Number: 228741-2 Date: 01/01/2020		
	Gross Price		1,845.65 USD	1 AU	1,845.65
			Delivery date: Day 01/31/2020 *** Item partially delivered *** Expected value of unplanned services: 1,845.65		
			Delivery Date: 01/31/2020		
170	1.00	AU		838.93 / AU	838.93
			91039 JANITORIAL Day Porter Services - 4th floor Invoice No. #229641 Date: 02/01/2020		
	Gross Price		838.93 USD	1 AU	838.93
			Delivery date: Day 02/19/2020 *** Item partially delivered *** Expected value of unplanned services: 838.93		
			Delivery Date: 02/19/2020		
180	1.00	AU		1,677.87 / AU	1,677.87
			91039 JANITORIAL Day Porter Services - 9th and 10th Invoice No. #229641-1 Date: 02/01/2020		
	Gross Price		1,677.87 USD	1 AU	1,677.87
			Delivery date: Day 02/19/2020 *** Item partially delivered *** Expected value of unplanned services: 1,677.87		
			Delivery Date: 02/19/2020		
190	1.00	AU		922.83 / AU	922.83
			91039 JANITORIAL Day Porter Services - 4th floor Date: 03/01/2020 Invoice No. #230548-1		



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

PO number/date 4500306607 -16 / 07/29/2019 Page 7 of 9

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
	Gross Price		922.83 USD	1 AU	922.83
			Delivery date: Day 03/27/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 922.83		
			Delivery Date: 03/27/2020		
200	1.00	AU	91039 JANITORIAL	1,845.65 / AU	1,845.65
			Day porter Services - 9th and 10th floor		
	Gross Price		1,845.65 USD	1 AU	1,845.65
			Delivery date: Day 03/27/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 1,845.65		
			Delivery Date: 03/27/2020		
210	1.00	AU	91039 JANITORIAL	922.83 / AU	922.83
			Day Porter Services - 4th floor		
			Invoice: 231502-01		
			Date: 04/01/2020		
	Gross Price		922.83 USD	1 AU	922.83
			Delivery date: Day 04/24/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 922.83		
			Delivery Date: 04/24/2020		
220	1.00	AU	91039 JANITORIAL	1,845.65 / AU	1,845.65
			Day Porter Services - 9th and 10th floor		
			Invoice: 231502-01		
			Date: 04/01/2020		
	Gross Price		1,845.65 USD	1 AU	1,845.65
			Delivery date: Day 04/24/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 1,845.65		
			Delivery Date: 04/24/2020		



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

PO number/date 4500306607 -16 / 07/29/2019 Page 8 of 9

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
230	1.00	AU	91039 JANITORIAL Day Porter Services - 4th floor May 2020 Invoice #232676-1	880.88 / AU	880.88
	Gross Price		880.88 USD	1 AU	880.88
			Delivery date: Day 05/22/2020 *** Item partially delivered *** Expected value of unplanned services: 880.88		
			Delivery Date: 05/22/2020		
240	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor May 2020 Invoice #232676-2	1,761.76 / AU	1,761.76
	Gross Price		1,761.76 USD	1 AU	1,761.76
			Delivery date: Day 05/22/2020 *** Item partially delivered *** Expected value of unplanned services: 1,761.76		
			Delivery Date: 05/22/2020		
250	1.00	AU	91039 JANITORIAL Day Porter Services - 4th floor June 2020 Day Porter Services 8 Hours per Day. Invoice No. - 233803-1 Date: 06/01/2020	922.83 / AU	922.83
	Gross Price		922.83 USD	1 AU	922.83
			Delivery date: Day 06/18/2020 *** Item partially delivered *** Expected value of unplanned services: 922.83		
			Delivery Date: 06/18/2020		
260	1.00	AU		1,845.65 / AU	1,845.65



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

PO number/date 4500306607 -16 / 07/29/2019 Page 9 of 9

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			91039 JANITORIAL Day Porter Services - 9th and 10th floor June 2020 Day Porter Services 8 Hours per Day. Invoice No. - 233803-1 Date: 06/01/2020		
	Gross Price		1,845.65 USD	1 AU	1,845.65
			Delivery date: Day 06/18/2020 *** Item partially delivered *** Expected value of unplanned services: 1,845.65 Delivery Date: 06/18/2020		
Total ****					USD 35,361.03

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]

Mayor

[Signature]

Chief Procurement Officer

[Signature]

Controller