



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 157004
 ROBERT EARL BROWN
 DBA MY SPRING IT GUY
 22407 LIEREN COURT
 SPRING TX 77373

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 4500301809-0 / 05/03/2019
 CoH Vendor Number 157004
 Page 1 of 1
 Buyer's Name Bunny Arita 455
 Buyer's Telephone Number 832-394-6123
 Buyer's Fax Number
 Buyer's E-mail Address Bunny.Arita@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

Your person responsible: ROBERT BROWN

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	93146 FURNITURE, OFFICE, M MONITOR INSTALLATION	190.00 / AU	190.00
	Gross Price		190.00 USD	1 AU	1.000 190.00
			Expected value of unplanned services:	190.00	
			Delivery Date: 05/07/2019		
Total ****				USD	190.00

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
Cliff Brown Controller

PR 10262240

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 200.31 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 *	Monitor Mounting	HCDD Division: *	Support Services
Deadline Date of Request: *	5/3/2019	Purchase Type: *	Computer
Requester Name: *	Johnson, Johnny - HCD	Created:	4/29/2019
Requester Phone Number: *	832-394-6184		

Brief Description of Scope of Work for Goods/Services:

- (1) Provide hardware to mount (1) Samsung 50" screen on wall in Room 428
- (2) Mount (1) Samsung 26" using hardware provided by HCD on wall next to Xfinity Cable Box in Room 404.

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

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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: 303200077-19	Total Amount:
BFY: FY 2019	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:

Justification of Need for Goods/Services
We need screens mounted on wall to be seen at proper height.

Procurement Notes:

Requestors Signature: <i>Johnny Johnson</i> Date: 4/29/19	Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date: 4/29/19
Buyer's Signature: <i>[Signature]</i> Date: 5/3/19	Funds Approval Signature: <i>[Signature]</i> Date: 5/2/19
Procurement DPU Signature: <i>[Signature]</i> Date: 5/3/19	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: _____ Date:	Director Signature (Only Consultant Services) Director or Designee: _____ Date:
Attachments	



My Spring IT Guy

Price quote for City of Houston

)1 Each-50" TV Mounting labor and mounting bracket - \$130

1 Each-Mount 1 Samsung 26" Monitor - \$60 (no mounting bracket included)

Total \$190

Sincerely,

Robert Brown
My Spring IT Guy
281-910-0813

22407 Lieren Ct
Spring, TX 77373
(281) 910-0813
www.myspringitguy.com

**CITY OF HOUSTON
DRUG DETECTION AND DETERRENCE PROCEDURE**

- (a) It is the policy of the City to achieve a drug-free workforce and to provide a workplace that is free from the use of illegal drugs and alcohol. It is also the policy of the City that the manufacture, distribution, dispensation, possession, sale or use of illegal drugs or alcohol by contractors while on City premises is prohibited. By executing this Contract, Contractor represents and certifies that it meets and shall comply with all the requirements and procedures set forth in the Mayor's Policy on Drug Detection and Deterrence, City Council Motion No. 92-1971 ("Mayor's Policy") and the Mayor's Drug Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 ("Executive Order"), both of which are on file in the Office of the City Secretary.
- (b) Confirming its compliance with the Mayor's Policy and Executive Order, Contractor, as a condition precedent to City's obligations under this Contract, will have filed with the Contract Compliance Officer for Drug Testing ("CCODT"), prior to execution of this Contract by the City, (i) a copy of its drug-free workplace policy, (ii) the Drug Policy Compliance Agreement substantially in the format set forth in Attachment "A" to the Executive Order, together with a written designation of all safety impact positions, and (iii) if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the format set forth in Attachment "C" to the Executive Order. If Contractor files written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every six (6) months during the performance of this Contract or upon the completion of this Contract if performance is less than six (6) months, a Drug Policy Compliance Declaration in a form substantially similar to Attachment "B" to the Executive Order. The Drug Policy Compliance Declaration shall be submitted to the CCODT within thirty days of completion of this Contract. The first six (6) month period shall begin to run on the date City issues its notice to proceed hereunder or if no notice to proceed is issued on the first day Contractor begins work under this Contract.
- (c) Contractor shall have the continuing obligation to file with the CCODT written designations of safety impact positions and Drug Policy Compliance Declarations at anytime during the performance of this Contract that safety impact positions are added if initially no safety impact positions were designated. Contractor also shall have the continuing obligation to file updated designations of safety impact positions with the CCODT when additional safety impact positions are added to Contractor's employee work force.
- (d) The failure of Contractor to comply with the above Sections shall be a breach of this Contract entitling City to terminate in accordance with Article IV.

ATTACHMENT A
DRUG POLICY COMPLIANCE AGREEMENT

I, as Robert Earl Brown _____, are owner or officer of
(Name) (Print/Type)
(Title)
My Spring IT Guy _____ (Contractor)
(Name of Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed.

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

2/5/2019

Date

Robert Earl Brown

My Spring IT Guy

281-910-0813

Contractor Name

Robert Brown
Signature

Title

**ATTACHMENT B
DRUG POLICY COMPLIANCE DECLARATION**

I, as Robert Earl Brown at owner or officer of
 (Name) (Print/Type) (Title)
My Spring IT Guy (Contractor)
 (Name of Company)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding six months from 8/5/2018 to 2/5/2019
 20

REB A written Drug Free Workplace Policy has been implemented and employees notified. The policy meets the
 Initials the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).

REB Written drug testing procedures have been implemented in conformity with the Mayor's Drug Detection and
 Initials Deterrence Procedures for Contractors, Executive Order 1-31. Employees have been notified of such procedures.

REB Collection/testing has been conducted in compliance with federal Health and Human Services (HHS) guidelines.
 Initials

REB Appropriate safety impact positions have been designated for employee positions performing on the City of Houston
 Initials contract. The number of total employees on safety impact positions during this reporting period 0
 is

REB From 8/5/2018 to 2/5/2019 the following testing has occurred:
 Initial (start date) (end date)

Reasonable Post

Random Suspicion Accident Total

Number of Employees Tested

Number of Employees Positive

Percent Employees Positive

0	0	0	0
0	0	0	0
0	0	0	0

REB Any employee who tested positive was immediately removed from the City worksite consistent with the Mayor's Policy
 Initials and Executive Order No. 1-31.

REB I affirm that falsification or failure to submit this declaration timely in accordance with established guidelines
 Initials will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within my personal knowledge and are true and correct.

2/5/2019

Robert Earl Brown

My Spring IT Guy

Date

Contractor Name

Robert Brown
Signature

Title

ATTACHMENT C

**Contractor's Certification of No Safety Impact Positions
In Performance of a City Contract**

I, as Robert Earl Brown Owner _____ an owner or officer of
(Name) (Print/Type) (Title)

My Spring IT Guy (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

2/5/2019

Date

Robert Earl Brown

My Spring IT Guy

281-910-0813

Contractor Name

Robert Brown
Signature

Title

ATTACHMENT D

**CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF
CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES
FOR CONTRACTORS**

I, as Robert Earl Brown Owner an owner or officer of
(Name) (Print/Type) (Title)

My Spring IT Guy (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

2/5/2019

Date

Robert Earl Brown

My Spring IT Guy

281-910-0813

Contractor Name

Robert Brown

Signature

Title