



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 158552  
SOJOURNERS OF THE EARTH CORPORATION  
JUNK-KING  
10311 WEST AIRPORT BLVD. SUITE 101  
STAFFORD TX 77477

**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 4500309878-0 / 09/13/2019  
CoH Vendor Number 158552  
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 net 30 w/o deduction Currency USD

**Shipping Terms** FOB(Free on board) /DESTINATION

**Your person responsible:** Z. MARCUS OSTROWSKI

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91027 GARBAGE/TRASH Disaster Recovery Debris Removal Service Scope of Work - Disaster Recovery Program	50,000.00 / AU	50,000.00
<p>Vendor/Contractor will be responsible for all labor, supplies and equipment needed to remove JUNK/DEBRIS from residential properties.</p> <p>Vendor/Contractor will dispose of the JUNK/DEBRIS at an approved disposal site.</p> <p>All assignments will be submitted to Vendor/Contractor by the Housing and Community Development - Disaster Recovery Program</p> <p>All Invoices will be subject to the City of Houston's 30 day net payment policy .</p> <p>Please refer to the City of Houston's Terms and Conditions located on <a href="http://purchasing.houstontx.gov">http://purchasing.houstontx.gov</a></p>					
Gross Price			50,000.00 USD	1 AU	50,000.00
Expected value of unplanned services:			50,000.00		



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PO number/date 4500309878 -0 / 09/13/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 09/13/2019					
<b>Total ****</b>				<b>USD</b>	<b>50,000.00</b>

**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

*Jimmy Adams*

Chief Procurement Officer

*Cliff Brown*

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 200.3 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 *	Debris Removal Service	HCDD Division: *	Director's Office
Deadline Date of Request: *	9/13/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Latisha Guillory	Created:	9/11/2019
Requester Phone Number: *	832-394-6331		

Brief Description of Scope of Work for Goods/Services:  
There are multiple Homeowners with the Disaster Recovery Program requiring immediate debris removal.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030 Funding Source: DR. HARVEY Cost Center: 32000 3000 2 G/L Account: 520159 Business Area: 3200 Internal Order: BL32000 27-19 BFY: FY20 Grant: 30000077-2019 Funds Reservation: Funds Approval Mgr:	Status: Pending Purchase Order No#: Name of Vendor: 158552 Date Processed: Date Received: Total Amount: \$50,000 Procurement Staff Priority: Notify Department:
Justification of Need for Goods/Services	Procurement Notes:

Requestors Signature: <u>Latisha Guillory</u> Date: 9-11-2019	Supervising Manager (Purchase under \$5,000) Manager: _____ Date: _____
Buyer's Signature: <u>Clarence Mot</u> Date: _____	Funds Approval Signature: <u>Albus</u> Date: 9/12/19
Procurement DPU Signature: <u>[Signature]</u> Date: 9/10/19	(Purchase over \$5,000) CFO Signature: <u>[Signature]</u> Date: 9/12/19
(Purchase over \$5,000) Assistant or Deputy Director: <u>[Signature]</u> Date: 9/11/19	Director Signature (Only Consultant Services) Director or Designee: <u>[Signature]</u> Date: _____

Attachments

[Home](#) [CityPointe Support](#) [City of Houston](#)

## Bhattacharjee, Ranjan - HCD

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**From:** Marcus Ostrowski <MarcusOstrowski@junk-king.com>  
**Sent:** Tuesday, September 10, 2019 12:44 PM  
**To:** Bhattacharjee, Ranjan - HCD  
**Subject:** Re: Junk King Houston

[Message Came from Outside the City of Houston Mail System]

Hi Ranjan

Our price is \$558 per one truckload which holds 18 cubic yards.  
Some houses will require multiple loads. We did many jobs after Harvey,  
we are competitive.  
Give me a call at 713-249-1231.

Thanks  
Marcus

Marcus Ostrowski | [MarcusOstrowski@junk-king.com](mailto:MarcusOstrowski@junk-king.com) | Franchise Owner Cell 713-249-1231  
Junk King Houston | (281) 674-8288 | 888.888.JUNK (5865)  
10311 West Airport Blvd. Suite 101 Stafford, TX 77477  
[Like our service? Refer a friend!](#) | [Twitter](#) | [Facebook](#) | [Pinterest](#)



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**From:** Bhattacharjee, Ranjan - HCD <Ranjan.Bhattacharjee@houstontx.gov>  
**Sent:** Tuesday, September 10, 2019 9:00 AM  
**To:** Marcus Ostrowski <MarcusOstrowski@junk-king.com>  
**Subject:** Junk King Houston

Subject: Debris Removal: clearance, removal, and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles, and personal property

Good Morning,

We would be very grateful to you if you could provide us the quotation of the debris removal on urgent basis. We are building homes for our senior citizen who lost the home during Hurricane Harvey 2017. We have a contractor ready to rebuild for them but few houses has debris that need to be remove so our contractor can start the work. We would be requiring a simple price quote and introductory letter in the initial state. Furthermore, the project will be assigned to a high profile company with competitive prices. The purpose of this solicitation is to establish one or more contracts to provide services to remove, process, and lawfully dispose of disaster generated debris (other than hazardous materials and household putrescible garbage) from public property. There is no guarantee any contract resulting from this City of Houston, department of housing and community will be activated or any work will be performed.


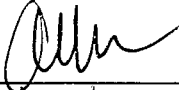
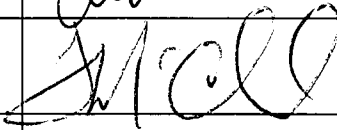
# CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

## RECORD OF CONCURRENCE FOR APPROVAL

<b>SUBJECT:</b> Debris Removal Service Procurement	<b>DUE DATE:</b> 9/13/2019	<b>DATE SUBMITTED:</b> 9/11/2019	<b>REF#:</b>
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**EXPLANATION:**  
There are multiple Homeowners with the Disaster Recovery Program requiring immediate debris removal.

<b>ORIGINATOR:</b> Latisha Guillory	<b>DATE ORIGINATED:</b> 9/11/2019	<b>PERSON TO CONTACT FOR DETAILS</b> Latisha Guillory	<b>TELEPHONE NUMBER</b> 832-394-6331
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ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Brandon Speed		9/11/19	
2.	Ana Martinez		9-11-19	
3.	Tom McCasland		9/11/19	
4.	Finance			
5.				
6.				
7.				

2019 SEP 11 PM 5:34  
 RECEIVED