



CITY OF HOUSTON
HCD Purchasing Unit 3200

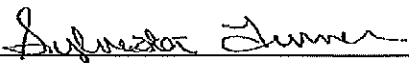
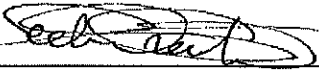

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address	Information
Vendor Address Number 161669 SIMPLIFILE LC 5072 N 300 W PROVO UT 84604 USA	Purchase Order Number/Date 4500377206-0 / 09/09/2022 CoH Vendor Number 161669 Page 1 of 1 Buyer's Name Clarence Moton 454 Buyer's Telephone Number 832-394-6212 Buyer's Fax Number Buyer's E-mail Address clarence.moton@houston.tx.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 net 30 w/o deduction	Currency USD
Shipping Terms	FOB(Free on board) /DESTINATION	
Your person responsible:	AURI BURNHAM	

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	95882 RECORDS MGMT SVCS (I E-recording Services - Large Tract To file documents (Deed of Trust, etc....) with the County Clerk's Office for projected 2022 AHDP new construction built homes.	35,000.00 / AU	35,000.00
	Gross Price		35,000.00 USD	1 AU	35,000.00
			Expected value of unplanned services:	35,000.00	
Delivery Date: 09/08/2023					
Total ****					USD 35,000.00

The Terms and Conditions specified on http://purchasing.houston.tx.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.	
 Mayor	 Chief Procurement Officer	 Controller



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 161669
 SIMPLIFILE LC
 5072 N 300 W
 PROVO UT 84604
 USA
 Salesperson: AURI BURNHAM

Return Quote to:
 Clarence Moton Sr Procurement Spec.
 clarence.moton@houstontx.gov

Information
THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000097556 / 08/02/2022
 CoH Vendor Number 161669
 Page 1 of 2
 Buyer's Name Clarence Moton 454
 Buyer's Telephone No 832-394-6212
 Buyer's Email Address clarence.moton@houstontx.gov
 v
 Collective Number C.MOTON
 Requirement Number C.MOTON

CONFIRM RECEIPT OF REQUEST FOR QUOTATION TO BUYER'S E-MAIL ADDRESS

Quotes are due by close of business on: 08/02/2022
 Quotes are valid until close of business on: 09/02/2022

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
 PROCUREMENT SERVICES
 2100 TRAVIS, 9TH FLOOR
 HOUSTON TX 77002
 USA

Delivery Date: 09/02/2022

Your person responsible: AURI BURNHAM

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	95882 RECORDS MGMT SVCS (I E-recording services		\$3.00
			The item covers the following services:		
	10	Submission Fee	1.00 AU	\$3.00	
	20	Recording Fee	1.00 AU	\$0.00	
	30	Set up Fee	1.00 AU	\$0.00	

DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED

Total

- *1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)
- 2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



**City of Houston
Finance-Strategic Procurement Division**

Professional Services Justification

General Information	Date: 08/08/2022
Department: HCD – LARGE TRACT DEVELOPMENT	Phone No. 832-394-5381
Contact Name: OLIVIA C. BUSH	Email: OLIVIA.BUSH@HOUSTONTX.GOV

Vendor Information: VENDOR # 161669	Requisition No. 10303730
Name: SIMPLIFILE	Purchase Order No.3200
Address: 420 ROSEWOOD DRIVE, SUITE 500 PLEASANTON, CA 94588 Contact Name: Jeff Pettine, 801-223-1052, jpettine@simplifile.com	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. Please also identify the **annual** cost of this good or service.

Simplifile provides e-recording services in 4000 counties. E-recording is the process of submitting documents for recording on-line and having the reviewed, recorded and returned back to the submitter electronically. Document recording is usually completed weekly and on call as needed. This is a web-based program so the location of services will be virtual. It is estimated that the average cost for services is \$35,000 annually.

Location of Product/Services: Web Based Program

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

Simplifile is well versed in working with governmental entities to provide recording services. In searching for a provider Simplifile returned the most economical and non-evasive service. Simplifile system will be used to record deeds and lien with Harris County on City owned or City invested property. Thus, will allow multiple users to use the service without the need for credit card or check payment which will allow for quick recordation of properties for Large Tract projects.

Due Diligence. Describe the due diligence performed that led to the conclusion that this service provider offers the best value to the city.

Simplifile is the current e-recording vendor for CP -Real Estate Services and continue to offer pricing well below that of other companies. The price for using the services still does not charge a licensing fee and \$2.00 per document which is much less that the \$4-\$5 charged by other companies.

Department Recommendation		DocuSigned by: Olivia Christina Bush
Requestor:	<i>Olivia Christina Bush</i>	Date: 8/30/2022
Department Director:	<i>Debbie W. Byram</i>	Date: 8/30/2022

Chief Procurement Officer's Approval		DocuSigned by:
Signature:	<i>[Signature]</i>	Date: 9/7/2022



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 49,0000 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 *	SimpliFile	HCDD Division: *	Commercial
Deadline Date of Request: *	08/18/2022	Purchase Type: *	50K
Requester Name: *	Dawn Lee	Created:	07/21/2022
Requester Phone Number: *	8323946234	Funding Source's: *	Eligible for Funding: Yes Choose an item. DR-17

Brief Description of Scope of Work for Goods/Services:
SimpliFile request for Large Tract team members to file documents with the County Clerk Office. 3 Users needing access are Olivia C. Bush; Dawn Lee; Jaclyn Carter.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030	Status:
Funding Source: CDBG DR17	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: SimpliFile
G/L Account: 520740	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BI3200077-19	Total Amount: 50,000
BFY: FY-2023	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance
<i>Justification of Need for Goods/Services</i> To file documents (Deed of Trust, etc....) with the County Clerk's Office for projected 2022 AHDP new construction built homes.	<i>Procurement Notes:</i>

Requestors Signature: Dawn Lee Date: 7/21/2022	Supervising Manager (Purchase under \$5,000) Manager: Olivia Christina Bush Date: 7/21/2022
Buyer's Signature: Clarence Date: 7/27/2022	Funds Approval Signature: Mary Owens Date: 7/27/2022
Procurement DPU Signature: Tywana Rhona Date: 7/27/2022	(Purchase over \$5,000) CFO Signature: Temika Jones Date: 7/26/2022
(Purchase over \$5,000) Assistant or Deputy Director: Keith W. Bynam Date: 7/21/2022	Director Signature (Only Consultant Services) Director or Designee:

Attachments [Click here to attach a file](#)



PROCUREMENT REQUEST FORM

Additional Funding Page

Eligible for Funding: Choose an item. No

Funding Notes:

FINANCE FUNDING USE ONLY

Fund Number:

Funding Source:

Cost Center:

G/L Account:

Business Area:

Internal Order:

BFY:

Grant:

Funds Reservation:

Funds Approval Mgr:

Funding Additional Notes :