



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 158502  
WEEBBLE SERVICES LLC  
2700 POST OAK BLVD FL 21  
HOUSTON TX 77056  
USA

**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 4500346966-0 / 05/06/2021  
CoH Vendor Number 158502  
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@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:** FRANCISCO PERNALETE

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91027 GARBAGE/TRASH 5926 Ridgeway Dr. Junk Removal Service - Estimate 32	3,000.00 / AU	3,000.00
	Gross Price		3,000.00 USD	1 AU	3,000.00
			Expected value of unplanned services:	3,000.00	
<b>Delivery Date:</b> 05/10/2021					
<b>Total ****</b>					<b>USD 3,000.00</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.

*Supervisor Turner* *Jerry Adams* *Clarence Moton*

**Mayor** **Chief Procurement Officer** **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 49,0000 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 *	Junk Removal Service *	HCDD Division: *	Disaster Recovery *
Deadline Date of Request: *	05/10/2021 *	Purchase Type: *	Service Under &lt *
Requester Name: *	Latisha Guillory *	Created:	05/06/2021 *
Requester Phone Number: *	832-394-6331		

Brief Description of Scope of Work for Goods/Services:

HoAP applicant requiring junk removal service.  
Weebble Junk Removal and Hauling  
1550 Katy Gap Rd. Katy, Texas 77494

**Funding Source(s) Disaster Recovery**

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

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5030	Status:	Pending
Funding Source:	DR-Harvey	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	Weebble Junk Removal
G/L Account:	522430	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	BH3200077-19	Total Amount:	3,000
BFY:	FY-2021	Procurement Staff:	
Grant:	32000077-19	Priority:	
Funds Reservation:	n/a	Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens	Notify Department:	Finance
<p>Justification of Need for Goods/Services</p> <p>Removal of junk is required to proceed with the construction of the home.</p>		<p>Procurement Notes:</p>	

Requestors Signature: Date: DocuSigned by: Latisha Guillory 5/6/2021 561DF6ACA83340E...	Supervising Manager (Purchase under \$5,000) Manager: Date: DocuSigned by: Manuel Rodriguez 5/6/2021 290B9145DDA74ED...
Buyer's Signature: Date: DocuSigned by: Clarence 5/6/2021 0B7BC14D648D498...	Funds Approval Signature: Date: DocuSigned by: Mary Owens 5/6/2021 5F0B53CA4C0E46F...
Procurement DPU Signature: Date: DocuSigned by: Tywana, Rhone 5/6/2021 A3F6AADA2C604F9...	(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 [Click here to attach a file](#)



1550 Katy Gap Rd  
Katy, Texas 77494  
(877) 545-1376  
alex.ocando@weeblejunk.com



Estimate No. 32  
Estimate Date: 5/4/2021

**Bill To:**  
Houston City Department  
5926 Ridgeway Dr  
Houston

**Service Address:**  
5926 Ridgeway Dr  
Houston, Texas 77033

### Contact Information

Ranjan.Bhattacharjee@houston.tx.gov  
(832)-374-0035

### List Items

DESCRIPTION	QUANTITY	RATE	AMOUNT
JUNK REMOVAL SERVICE	1	\$2200.00	\$2200.00
LABOR	8	\$100.00	\$800.00

Subtotal \$3000.00  
Total \$3000.00

# \$3000.00

### Terms and Conditions

**Terms:**  
The Client hereby acknowledges that have read, understand, and agree to the general terms and conditions of the service. By paying the due balance on invoices provided, the Client hereby acknowledges that all requested service items for this date and/or any other dates listed above in the description on the work order have been performed satisfactorily. By accepting and signing this invoice, the Client agrees to pay in full the amount listed in the Total section of the invoice  
Credit cards will be charged upon completion of the job. All accounts that are due upon receipt, unless credit has been established, will be due in 24 hours. The customer agrees that if payment is not made within twenty-four hours of the date when the invoice was issued, the Customer shall pay a dollar amount of \$20 (Twenty dollars per day or the maximum lawful rate) until paid in full. Returned checks are subject to a \$35 service fee. As an owner, agent, or tenant of the above location, I hereby authorized the above work and agree to make payments specified and acknowledge.  
The invoice is due in 1 day

Thank you for your business!