



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address
Vendor Address Number 142335
XACTWARE SOLUTIONS INC
1426 E 750 N
OREM UT 84097
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 4500304105-0 / 06/11/2019
CoH Vendor Number 142335
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: DARREN GOOCH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	2.00	EA	10048812 LICENSE, APPLICATION, SOFTWARE ASSURANCE Int. Article No. 20880487002 Make XACTWARE Model N/A PROFESSIONAL MULTIPLATFORM LICENSE COMPUTER SOFTWARE FOR MICROCOMPUTERS(PREPROGRAMMED) SOFTWARE,MICROCOMPUTER(NOT OTHERWISE CLASSIFIED) SOFTWARE, WINDOWS 2000 SERVER SOFTWARE ASSURANCE, MICROSOFT SELECT ALL LANGUAGES WINDOWS SERVERS ACADEMIC VOLUME	2,370.00 / EA	4,740.00
	Gross Price		2,370.00 USD	1 EA	2.000 4,740.00
			Delivery Date: 06/18/2019		
20	23.00	EA	10048812 LICENSE, APPLICATION, SOFTWARE ASSURANCE Int. Article No. 20880487002 Make XACTWARE Model N/A	1,685.00 / EA	38,755.00



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PO number/date 4500304105 -0 / 06/11/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			STANDARD DESKTOP LICENSE COMPUTER SOFTWARE FOR MICROCOMPUTERS(PREPROGRAMMED) SOFTWARE,MICROCOMPUTER(NOT OTHERWISE CLASSIFIED) SOFTWARE, WINDOWS 2000 SERVER SOFTWARE ASSURANCE, MICROSOFT SELECT ALL LANGUAGES WINDOWS SERVERS ACADEMIC VOLUME		
	Gross Price		1,685.00 USD	1 EA	23.000 38,755.00
			Delivery Date: 06/18/2019		
Total ****					USD 43,495.00

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

Jimmy Adams

Cliff Brown

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 200.31) 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 *	Xactimate Professional Licenses	HCDD Division: *	Support Services
Deadline Date of Request: *	5/29/2019	Purchase Type: *	Computer
Requester Name: *	Pate, Orson - IT	Created:	5/23/2019
Requester Phone Number: *	8323930235		

Brief Description of Scope of Work for Goods/Services:
 2 Professional Multiplatform licenses @ \$2,370

23 Standard Desktop licenses @ \$1,685
 Total \$43,495 - Quote Attached.

Xactimate Professional License:
 (3) Platforms for (1) single user. Xactimate license contains over 40,000-line items for estimating construction or reconstruction on any kind of building. Residential, commercial, agricultural anything interior or exterior. Professional includes Online, Mobile and Desktop.

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: 8200030002	Name of Vendor:
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BD3200077-19	Total Amount: \$43,495.00
BFY: 19	Procurement Staff
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:

Justification of Need for Goods/Services

Procurement Notes:
 Purchase Reg: 10263183
 P.O. 4500304105

Requestor's Signature: <i>Orson Pate</i> Date: 5/24/19	Supervising Manager (Purchase under \$5,000) Manager: <i>Bobah</i> Date: 5/28/19
Buyer's Signature: <i>Clarence Mote</i> Date: 5/29/19	Funds Approval Signature: <i>AD M...</i> Date: 5/29/19
Procurement DPJ Signature: Date:	(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:

XACTWARE.

1100 West Traverse Parkway
 Lehi, UT 84043
 Phone 800-932-9228 Fax 801-224-1035

TO: ORSON PATE

DATE	XACTWARE REP	PRODUCT	TERM
05/22/2019	Jeremy Deitlaf 801-932-8514	Xactimate	12 Months

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
23 2		<p>Xactimate Professional License: (3) Platforms for (1) single user. Xactimate license contains over 40,000-line items for estimating construction or reconstruction on any kind of building. Residential, commercial, agricultural, anything interior or exterior. Professional (\$2370) includes Online, Mobile and Desktop. As well as 12 months Online Training Center. Standard license (\$1685) is 1 platform only.</p> <p>**** Some states do require tax. Once we create your account and enter the order it will give us a total amount</p>	1685 2370	38,755 4740
			SUBTOTAL	43,495
			SALES TAX	If applicable
			SHIPPING & HANDLING	0.00
			OTHER	0.00
			TOTAL	43,495

This is only a quote, not a contract. It is good for 30 days from the date above.



Employee/User Information: 2 full Xoclimmate licenses & 23 desktop licenses

Name: _____ Employee ID: _____

Phone Number: _____ Division/Section: DR

Classification:

Location: DR

Select from the following:
If you select Damaged/ Replace for any device, please state how it was damaged or the reason for replacement in the box provided.

Cell Phone	
<input type="checkbox"/> Note	<input type="checkbox"/> Samsung Galaxy 7
<input type="checkbox"/> iPhone 8	<input type="checkbox"/> Damaged/Replace
<input type="checkbox"/> Cancel*	
IMEI: _____	

Hot Spot/ Wireless Card	
<input type="checkbox"/> New	<input type="checkbox"/> Damaged/Replace
<input type="checkbox"/> Cancel*	
IMEI: _____	

Special Software	
<input type="checkbox"/> Adobe Pro	<input type="checkbox"/> Xoclimmate
<input type="checkbox"/> Project	<input type="checkbox"/> Vizio
<input type="checkbox"/> Other	

Digital Camera	
<input type="checkbox"/> New	<input type="checkbox"/> Damaged/Replace
FBI #: _____	

Computer & Printer	
<input type="checkbox"/> HP tablet Gtag#:	_____
<input type="checkbox"/> HP laptop Gtag#:	_____
<input type="checkbox"/> Ipad Gtag#:	_____
<input type="checkbox"/> Printer Gtag#:	_____
<input type="checkbox"/> New	<input type="checkbox"/> Damaged/Replace

Describe Damage/ Replacement need:	

Dual Monitor Request _____

*Current cell phone number: _____

Employee Signature: _____
(My signature acknowledges my acceptance of the above listed equipment. It is my responsibility to report while in my possession equipment loss or damaged.)

Justification for Request:

____ Employee is assigned to a position where duties require sending and receiving emails, making and receiving phone calls or be in contact when conducting field work, meetings and other city business.

____ Employee is required to be accessible 24/7 as part of key personnel.

____ Employee's primary job is performed outside of the office and requires a wireless device.

____ Justification for Dual Monitors and/or Special Software: Employee will require an additional monitor for the purpose of meeting important job duty deadlines
New requests for wireless devices require Director/ Designee's approval.

SECTION TO BE COMPLETED BY PROCUREMENT AND TECHNOLOGY DESIGNEE

Cost: _____
Reviewed by: *Keith Bynam*
Technology Signature

Approvals:

Manager: _____ Assistant Director: *Mayra Guevara Bontemps*

Director/ Designee: _____ Deputy Director: *Keith Bynam 5/28/19*

Returns: _____ Assistant Director: _____

Manager: _____ Deputy Director: _____

Director/ Designee: _____



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

Sole Source Justification

General Information	Date: 05/30/2019
Department: HCD	Phone No. 832.393.0235
Contact Name: Orson Pate	Email: orsonpate@houstontx.gov

Vendor Information	Requisition No.
Name: Xactimate	Purchase Order No.
Address: 1100 West Traverse Parkway, Lehi, UT 84043	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.

Xactimate Professional License - Total \$43,495

2 Professional Multiplatform licenses @ \$2,370
23 Standard Desktop licenses @ \$1,685

(3) Platforms for (1) single user. Xactimate license contains over 40,000-line items for estimating construction or reconstruction on any kind of building. Residential, commercial, agricultural, anything interior or exterior. Professional includes Online, Mobile and Desktop.

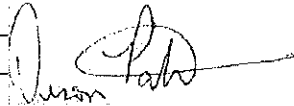
Type. Please select one of the options and explain below.

Single Source Proprietary/Copyright Restrictions Equipment Compatibility
 Patented Product Exclusive or Unique Capability Other:

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

Xactware is the sole manufacture and sole source provider of the Xactimate software

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.
 Search to determine if other software is applicable; See previous certification.

Department Recommendation		Date: 05/30/2019
Requestor:		Date: 5/31/19
Department Director: <i>Keith W. Bynum</i>		

Chief Procurement Officer's Approval	Date:
Signature:	

CITY OF HOUSTON SOLE SOURCE CERTIFICATION

PART NUMBER	COMMODITY CODE	DESCRIPTION <i>XACTimate Version 28 Software</i>
MANUFACTURER'S #	VENDOR NAME (AND MANUFACTURER'S NAME IF DIFFERENT) <i>XACTware Solutions, Inc.</i>	
VENDOR NUMBER <i>142335</i>	VENDOR ADDRESS <i>1426 EAST 750 North Drem, UT 84097</i>	<input type="checkbox"/> M/WBE <input checked="" type="checkbox"/>
VENDOR TELEPHONE <i>800-932-9228</i>	VENDOR CONTACT <i>David A. Harward</i>	
SOLE SOURCE - Procurements where the functional needs of the City can be satisfied by only one Source. (Ref. - Texas Local Government Code Section 252.022; City of Houston Executive Order 1-8).		

Check mark the appropriate reason the above item, material or service has no substitutes and can be obtained only from the indicated vendor. Attach letter from the vendor, on their letterhead, as backup.

- Item is Patented. Vendor has exclusive supplier rights.
- Item is Copyrighted. Vendor has exclusive supplier rights.
- Item is a Book Manuscript Film and available only from the above vendor.
- Item is a Product/Service provided by a Legal Monopoly.
- Item is a Captive Replacement Part and must be ordered because of one of the following reasons: (CHECK ONE)
 - Use of generic substitute will void warranty. Vendor is the only local supplier of acceptable parts.
 - Captive replacement parts are available only from the above Vendor who is the original manufacturer of the item being replaced.
 - Use of generic substitute parts will require extensive modification of equipment. Modification would not be cost effective (attach Cost analysis). Above Vendor is the only supplier of the acceptable part.
 - Captive replacement parts are available only from the above Vendor who is the sole authorized distributor for the manufacturer and no other Vendor is authorized to sell these items to the City of Houston.

Other _____

ORIGINATOR'S STATEMENT
I CERTIFY THAT THE ABOVE ITEM, MATERIALS OR SERVICE IS A SOLE SOURCE FOR THE REASON INDICATED ABOVE.

PWE/DRINKING WATER OPERATIONS
ORIGINATING DEPARTMENT

[Signature] 5/8/14
ORIGINATOR'S SIGNATURE

XACTWARE.

Houston Housing & Development
601 Sawyer Street 4th Floor
Houston, TX 77007

May 8, 2014

Mr. Amin Smith

This is a quote for a subscription of the Xactimate program, Version 28 - Professional, to allow 10 users to access the Online, Desktop and Mobile platforms of Xactimate 28. The fee is \$2136 per year, per user. This Quote is for a total of 10 users for a term of 2 years. No sales tax will be charged as you are an entity of the City of Houston, TX.

Total amount of the Quote for 10 users for 2 years is: \$42,720.00

As soon as I receive your P.O. number, I will add the rights for a total of 10 users, to your existing Xactimate keycodes, and set the term of use out to June 14, 2016.

An option for a 3rd year was requested but we cannot guarantee pricing past the paid agreement period of 2 years. A third year may be purchased at the current price on June 15, 2016.

Xactware is the sole manufacturer and sole source provider of the Xactimate 28 program.

The start date of the subscription to be the date that we receive the authorized purchase order from Houston Housing & Development.

This quote is good for a period of 60 days. Prices are subject to change without notice.

We appreciate your business and look forward to serving you.

Thank you,

David A Harward | Telenet Sales
Office 801.764.5900 | Fax 801.764.5916
daharward@xactware.com 800.424.9228 ext 520

1100 West Traverse Parkway, Lehi, UT 84043 | Xactware.com

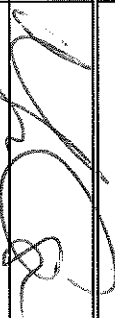


XACTWARE.

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL

SUBJECT: Disaster Recovery Construction Team Xactimate Licenses	DUE DATE: 5/24/2019	DATE SUBMITTED TO COH (COMPLETE): 5/24/219	REF#:
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EXPLANATION: Disaster Recovery Construction Team will require 2 full Xactimate licenses for two users & 23 desktop licenses for twenty-three users. The licenses are required to perform the primary job duties related to the Construction Team. (2 full Xactimate licenses & 23 desktop licenses)

ROUTING SEQUENCE	ORIGINATOR/ RELATIONSHIP MANAGER	DATE ORIGINATED	PERSON TO CONTACT FOR DETAILS/ CONTACT'S NUMBER	DATE	Telephone Number: COMMENTS
1.	Mayra Bontemps		Latisha Guillory / 832-394-6331	5/24/19	832-394-6331
2.	Keith Bynam			5/28/19	
3.	Orson Pate			5/28/19	
4.					
5.					
6.					
7.					

Moton, Clarence - HCD

From: Adams, Jerry - FIN
Sent: Tuesday, June 11, 2019 1:10 PM
To: Shah, Ketan - FIN
Subject: FW: Sole Source Approval
Attachments: RE: Sole Source Approval

Approved

From: Hodge, Shannon - IT
Sent: Tuesday, June 11, 2019 1:05 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>; Kent, Lisa - IT <Lisa.Kent@houstontx.gov>
Cc: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: RE: Sole Source Approval

Jerry,

Please see the attached approval.

Thank you,

Shannon Hodge
Houston IT Services
611 Walker, 8th Floor, Houston, TX 77002
(832) 393-0262
Shannon.Hodge@houstontx.gov

From: Adams, Jerry - FIN
Sent: Tuesday, June 11, 2019 8:54 AM
To: Kent, Lisa - IT <Lisa.Kent@houstontx.gov>
Cc: Hodge, Shannon - IT <Shannon.Hodge@houstontx.gov>; Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: FW: Sole Source Approval

Lisa,
Any issues with this?

From: Shah, Ketan - FIN
Sent: Monday, June 10, 2019 3:30 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: Sole Source Approval

Jerry

Still waiting for your review/approval.

Ketan

From: Shah, Ketan - FIN
Sent: Thursday, June 06, 2019 7:53 AM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: Sole Source Approval

Jerry

As On today, FY19 Citywide non-contract spending w/o council action for Vendor # 142335 XACTWARE SOLUTIONS INC: \$0

Current Sole Source Justification requirement: \$43,495.00

For your review and approval please.

Ketan

From: Moton, Clarence - HCD
Sent: Wednesday, June 05, 2019 12:26 PM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: Sole Source Approval

Ketan,

Attached is the Sole Source Justification to purchase 28 Xactimate Pro Licenses for the Disaster Recovery team.
Please forward the documents to Mr. Jerry Adams for approval.

Thank you,
Clarence
832-394-6212