



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

SRO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# Change to SERVICE RELEASE ORDER

**Vendor Address**  
Vendor Address Number 154262  
MIDTOWN CENTRAL SQUARE LLC  
2100 TRAVIS STREET Suite 250  
HOUSTON TX 77002  
USA

**Mail Invoice to**  
COH HOUSING & COMMUNITY DEV  
FINANCIAL SERVICES SEC, ACCT PAY  
PO Box 1562  
HOUSTON TX 77251-1562  
cdaccountspayable@houstontx.gov

Information	
SRO Number/Date	4500398339-5 / 07/19/2023
CoH Vendor Number	154262
Page	1 of 2
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**

<b>Shipping Address</b>	HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA	
<b>Terms of payment :</b>	Pay immediately w/o deduction	Currency USD
<b>Shipping Terms</b>	FOB(Free on board) /DESTINATION	
<b>Our reference:</b>	2018-0153	
<b>Your person responsible:</b>	JULIET GARCIA	
<b>Your reference:</b>	2018-0153	

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
70	1.00	AU	97145 OFFICE SPACE REN/LE DECEMBER 2023 LEASE Release Order against contract 4600014770 Item 00860 INVOICE # 22704 DATE 12/01/2023 DUE DATE 12/01/2023 Split Funding \$46,894.50	46,894.50 / AU	46,894.50
	Gross Price		46,894.50 USD	1 AU	46,894.50
			Delivery date: Day 11/23/2023 *** Net price changed *** *** Delivery date changed *** *** Services changed *** Changed Expected value of unplanned services: 46,894.50		
			<b>Delivery Date: 11/23/2023</b>		



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2100 TRAVIS STREET Suite 250  
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FINANCIAL SERVICES SEC, ACCT PAY  
PO Box 1562  
HOUSTON TX 77251-1562  
hcdaccountspayable@houstontx.gov

**Information**  
SRO Number/Date 4500398339-4 / 07/19/2023  
CoH Vendor Number 154262  
Page 1 of 2  
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 immediately w/o deduction Currency USD

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

**Our reference:** 2018-0153

**Your person responsible:** JULIET GARCIA

**Your reference:** 2018-0153

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
70	1.00	AU	97145 OFFICE SPACE REN/LE DECEMBER 2023 LEASE Release Order against contract 4600014770 Item 00860 INVOICE # 22704 DATE 12/01/2023 DUE DATE 12/01/2023 Split Funding \$46,984.50	46,984.50 / AU	46,984.50
			Gross Price 46,984.50 USD	1.000	46,984.50
			Delivery date: Day 11/22/2023 *** New item *** <b>Delivery Date: 11/22/2023</b>		
80	1.00	AU	97145 OFFICE SPACE REN/LE DECEMBER 2023 LEASE Release Order against contract 4600014770 Item 00870	46,894.50 / AU	46,894.50

Line 70  
Corrected per  
attached



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**Change to  
SERVICE RELEASE ORDER**

PO number/date 4500398339 -4 / 07/19/2023 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			INVOICE # 22704 DATE 12/01/2023 DUE DATE 12/01/2023 Split Funding \$46,894.50 DECEMBER 2023 LEASE		
	Gross Price		46,894.50 USD	1 AU	46,894.50
			Delivery date: Day 11/23/2023 *** New item ***  <b>Delivery Date: 11/23/2023</b>		
<b>Total ****</b>					<b>USD 469,035.00</b>
ORD# 2018-1026 PASSED 12/19/18 2ND AMENDMENT CS 1/2/2019 ----- 2018-0706 ORD PASSED 9/5/2018 EXECUTED BY MAYOR 9/12/2018 CS 9/12/2018 ----- 2018-0153 ORD PASSED 2/28/2018 EXECUTED BY MAYOR 3/5/2018 CS 3/06/18 ----- 2018-0153 ORD PASSED 2/28/2018 EXECUTED BY MAYOR 3/5/2018 CS 3/06/18					
NOTICE -- This is a contract release order against the contract referenced herein. The terms and conditions in the referenced contract are hereby incorporated into this contract release order as if set forth in full text. All work performed pursuant to this contract release order shall be performed in strict accordance with the referenced contract's statement of work/scope of services.					

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



### 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 up to 50,000 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 *	Midtown Central	HCDD Division: *	Operations
Deadline Date of Request: *	11/9/2023	Purchase Type: *	Service over> 50K
Requester Name: *	Sonya Parker	Created:	11/9/2023
Requester Phone Number: *	832.394.6286	Funding Source's:	Eligible for Funding: Yes Choose an item.

*Brief Description of Scope of Work for Goods/Services:*  
This procurement request is to fund Midtown Central purchase order in the amount of \$93,789.00 to pay for the December 2023 lease of the 9th & 10th floor located at 2100 Travis Street.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
<b>Fund Number:</b> 2409 <b>Funding Source:</b> TIRZ <b>Cost Center:</b> 3200030002 <b>G/L Account:</b> 520115 <b>Business Area:</b> 3200 <b>Internal Order:</b> J-0FY22A-ADMN-1-02-01 <b>BFY:</b> 2022 <b>Grant:</b> <b>Funds Reservation:</b> 300005709/4 <b>Funds Approval Mgr.:</b> Chau-Pham	<b>Status:</b> <b>Purchase Order No#:</b> <b>Name of Vendor:</b> <b>Date Processed:</b> <b>Date Received:</b> <b>Total Amount:</b> \$93,789.00 <b>Procurement Staff:</b> <b>Priority:</b> <b>Notify Department:</b> Procurement <b>Notify Department:</b> Finance
<b>Justification of Need for Goods/Services</b> To pay Midtown Central for the December 2023 lease of the 9th & 10th floor.	<b>Procurement Notes:</b> Split Funding please. DR17 \$46,894.50 - 860 Z TIRZ \$46,894.50 - 870K
<b>Requestors Signature:</b> Sonya Parker Date: 11/9/2023 <small>BCRFA923717340E</small>	<b>Supervising Manager (Purchase under \$5,000)</b> 11/10/2023 <b>Manager:</b> Roxanne Lawson Date:
<b>Buyer's Signature:</b> Tywana Rhone Date: 11/14/2023 <small>A3FBAA0A2C804F9...</small>	<b>Funds Approval Signature:</b> Chau Pham Date: 11/15/2023 <small>DCD9BA83EF3F455...</small>
<b>Procurement DPU Signature:</b> Jamila Glover Date: 11/17/2023 <small>566E746F313247D...</small>	<b>(Purchase over \$5,000) CFO Signature:</b> Temika Jones Date: 11/13/2023 <small>B9760A7ECDDC4F8...</small>
<b>(Purchase over \$5,000) Assistant or Deputy Director:</b> Keith W. Bynum Date: 11/10/2023 <small>69AB087638E6490...</small>	<b>Director Signature (Only Consultant Services)</b> <b>Director or Designee:</b> Date:

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



### PROCUREMENT REQUEST FORM

#### Additional Funding Page

Eligible for Funding: Choose an item.

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 Note:

## Rhone, Tywana - HCD

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**From:** Owens, Mary - HCD  
**Sent:** Monday, November 20, 2023 8:00 AM  
**To:** Rhone, Tywana - HCD  
**Subject:** RE: Completed: Please DocuSign: Procurement Request Form: Midtown Central - December 2023 Lease

Good morning Tywana,  
Please use the information below

<b>Fund Number</b>	5030
<b>Funding Source</b>	DR-Harvey
<b>Cost Center</b>	3200030002
<b>G/L Account</b>	520115
<b>Business Area</b>	3200
<b>Internal Order</b>	AP3200077-19
<b>BFY</b>	FY-2024
<b>Grant</b>	32000077-2019
<b>Funds Reservation</b>	N/A
<b>Amount</b>	\$46,894.50

**Mary Owens**  
Administration Manager

City of Houston  
Housing and Community Development Dept.  
2100 Travis Street | 9th Floor | Houston TX 77002  
832.394.6219 (office)  
281.917.1239 (mobile)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)  
[www.recovery.houstontx.gov](http://www.recovery.houstontx.gov)  
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

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**From:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>  
**Sent:** Friday, November 17, 2023 9:12 AM  
**To:** Owens, Mary - HCD <Mary.Owens@houstontx.gov>  
**Subject:** FW: Completed: Please DocuSign: Procurement Request Form: Midtown Central - December 2023 Lease

Good Morning Mary,

This is the PR that Chau funded without getting your input so Can you please provide the DR17 funding on this email and I will transfer it to the form.

**Midtown Central Square, LLC**  
2100 Travis St Ste 250  
Houston, TX 77002 US  
713-655-0036  
juliet@cpc-tx.com  
www.midtowncentralsquare.com

# INVOICE

**BILL TO**

City of Houston  
Housing Division  
2100 Travis St.  
Houston, Tx 77002

**INVOICE #** 22704  
**DATE** 12/01/2023  
**DUE DATE** 12/01/2023  
**TERMS** Due on 1st

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DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Rent</b>	Monthly Rent	1	85,869.00	85,869.00
	<b>Garage</b>	Parking Garage - Unreserved	120	65.00	7,800.00
	<b>Garage</b>	Parking Garage - #16 Reserved	1	120.00	120.00

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BALANCE DUE

**\$93,789.00**