



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 *	Hou Modular Installation *	HCDD Division: *	Compliance *
Deadline Date of Request: *	08/28/2020 *	Purchase Type: *	Service Under < *
Requester Name: *	Sonya Parker *	Created:	08/26/2020 *
Requester Phone Number: *	832-394-6286		

Brief Description of Scope of Work for Goods/Services:

Procurement request in the amount of \$13,300.00. This is the proposal for shutting down the 2 HRCs. Please see the attached accepted and signed proposal.

Funding Source(s): Operations & Compliance

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: Houston Modular
G/L Account: 520159	Date Processed:
Business Area: 3200	Date Received:
Internal Order: AP3200077-19	Total Amount: 13,300.00
BFY: FY-2021	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: Mary Owens *	Notify Department: Finance

Justification of Need for Goods/Services

This is the proposal for shutting down the 2 HRCs

Procurement Notes:

DR Funds for ICF project.

Requestors Signature: <u>Sonya Parker</u> 8/26/2020 Date: <small>8C8FA923717340E</small>	Supervising Manager (Purchase under \$5,000) Manager: <u>Roxanne Lawson</u> 8/27/2020 Date: <small>839054BE9E0C400...</small>
Buyer's Signature: <u>Clarence Moton</u> 8/27/2020 Date: <small>0B7B7C14D648B498</small>	Funds Approval Signature: <u>Mary Owens</u> 8/27/2020 Date: <small>6F0B53CA4C0E46E</small>
Procurement DPU Signature: <u>Tywana, Rhone</u> 8/27/2020 Date: <small>A3F6AADA2C604F9...</small>	(Purchase over \$5,000) CFO Signature: <u>Floyd Smith</u> 8/27/2020 Date: <small>EDE6FC0D55C840D...</small>
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith W. Byram</u> 8/27/2020 Date: <small>69AB087638E6490...</small>	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments

[Click here to attach a file](#)



Houston Modular Installation, Inc.
 PO BOX 9412
 Houston, TX 77261 US
www.houstonmodular.com

ADDRESS

COH General Services Accts
 Payable
 P.O. Box 61189
 Houston, Tx 77208

Estimate E2834**DATE** 08/25/2020**CUSTOMER**

Lee Lopez

PROJECT

COH Housing

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Services 6464 Savoy Line item 62 - Labor to breakdown and load onto HMI truck 12-64" 6x6 10-80" 11x11 1-25ft conference table 111 chairs 6 side tables 1-60" meeting table 36ft of privacy was 2-48" work tables	120	25.00	3,000.00
	Services Line Item 62 - Off load at HMI warehouse to prepare for storage	24	25.00	600.00
	Services Line Item 61 - Materials (pallets, shrink wrap, gondola boxes)	1	500.00	500.00
	Services Line Item 62 - Labor to organize, palletize, shrink wrap, inventory and place in racks	48	25.00	1,200.00
	Services Line Item 61 - Trucks	3	300.00	900.00
	Services Line item 65 - Mobilization of 2 men	2	50.00	100.00
	Services Line Item 68 - Mobilization of 8 men	2	200.00	400.00
	Services Line Item 61 - Storage per month (can be billed each month)	1	700.00	700.00
				Subtotal: 7,400.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Services Northwest Freeway 12-64" 6x6 1-25ft conference table and 36ft privacy wall 5-72" racetrack tables 87 chairs Misc children items	88	25.00	2,200.00
	Services Line Item 62 - Off load at HMI warehouse to prepare for storage	24	25.00	600.00
	Services Line Item 61 - Materials (pallets, shrink wrap, gondola boxes)	1	500.00	500.00
	Services Line Item 62 - Labor to organize, palletize, shrink wrap, inventory and place in racks	48	25.00	1,200.00
	Services Line item 61 - Trucks	2	300.00	600.00
	Services Line Item 68 - Mobilization of 8 men	2	200.00	400.00
	Services Line Item 65 - Mobilization of 2 men	2	50.00	100.00
	Services Line item 61 - Storage per month (can be billed each month)	1	300.00	300.00

Subtotal: 5,900.00

TOTAL

\$13,300.00

Accepted By

DocuSigned by:
Keith W. Bynam
69AB087638E6490...

Accepted Date

8/26/2020

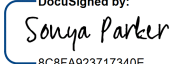
Certificate Of Completion

Envelope Id: 11ABB2381BED4F0FA61F85A3354B34A6	Status: Delivered
Subject: Please DocuSign: Procurement Request Form Houston Modular Installation	
Source Envelope:	
Document Pages: 3	Signatures: 7
Certificate Pages: 3	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sonya Parker
Time Zone: (UTC-06:00) Central Time (US & Canada)	611 Walker St.
	HITS
	Houston, TX 77002
	Sonya.Parker@houston.tx.gov
	IP Address: 75.7.153.50

Record Tracking

Status: Original	Holder: Sonya Parker	Location: DocuSign
8/26/2020 5:08:45 PM	Sonya.Parker@houston.tx.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: City of Houston IT Services	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Sonya Parker	DocuSigned by:  8C8FA923717340E...	Sent: 8/26/2020 5:27:25 PM
sonya.parker@houston.tx.gov		Viewed: 8/26/2020 5:28:17 PM
City of Houston IT Services		Signed: 8/26/2020 5:28:58 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 75.7.153.50	

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Roxanne Lawson	DocuSigned by:  939354BE9E8C486...	Sent: 8/26/2020 5:29:01 PM
Roxanne.Lawson@houston.tx.gov		Viewed: 8/27/2020 9:47:43 AM
City of Houston IT Services		Signed: 8/27/2020 9:47:58 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 204.235.227.150	

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Keith W. Bynam	DocuSigned by:  69AB087638E6490...	Sent: 8/27/2020 9:48:00 AM
Keith.Bynam@houston.tx.gov		Viewed: 8/27/2020 9:48:23 AM
4/15/2020		Signed: 8/27/2020 9:48:47 AM
City of Houston IT Services	Signature Adoption: Pre-selected Style Using IP Address: 204.235.227.150	
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:

Not Offered via DocuSign


Floyd Smith	DocuSigned by:  EDE6FC0D55C840D...	Sent: 8/27/2020 9:48:49 AM
Floyd.Smith2@houston.tx.gov		Viewed: 8/27/2020 10:27:58 AM
City of Houston IT Services		Signed: 8/27/2020 10:28:02 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 204.235.227.150	

Electronic Record and Signature Disclosure:

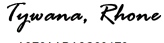
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Signer Events	Signature	Timestamp
Clarence Moton clarence.moton@houston.tx.gov City of Houston IT Services Security Level: Email, Account Authentication (None)	DocuSigned by:  DB7BC14D648B498... Signature Adoption: Pre-selected Style Using IP Address: 99.102.85.121	Sent: 8/27/2020 10:33:21 AM Viewed: 8/27/2020 11:04:41 AM Signed: 8/27/2020 11:06:26 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Mary Owens mary.owens@houston.tx.gov City of Houston IT Services Security Level: Email, Account Authentication (None)	DocuSigned by:  5F0B53CA4C0E46F... Signature Adoption: Pre-selected Style Using IP Address: 70.139.226.136	Sent: 8/27/2020 11:09:14 AM Viewed: 8/27/2020 11:29:39 AM Signed: 8/27/2020 11:35:50 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tywana, Rhone Tywana.Rhone@houston.tx.gov Division Manager City of Houston IT Services Signing Group: HCD Procurement DPU Security Level: Email, Account Authentication (None)	DocuSigned by:  A3F6AADA2C804F9... Signature Adoption: Pre-selected Style Using IP Address: 70.138.156.209	Sent: 8/27/2020 11:35:53 AM Viewed: 8/27/2020 11:39:58 AM Signed: 8/27/2020 11:40:06 AM
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Electronic Record and Signature Disclosure:
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Clarence Moton clarence.moton@houston.tx.gov City of Houston IT Services Security Level: Email, Account Authentication (None)		Sent: 8/27/2020 11:40:09 AM Viewed: 8/27/2020 11:48:47 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Tywana Rhone Tywana.Rhone@houston.tx.gov Division Manager City of Houston IT Services Security Level: Email, Account Authentication (None)	<div>VIEWED</div> Using IP Address: 70.138.156.209	Sent: 8/27/2020 10:28:05 AM Viewed: 8/27/2020 10:28:32 AM Completed: 8/27/2020 10:33:21 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Clarence Moton Clarence.Moton@houston.tx.gov City of Houston IT Services Signing Group: HCD Procurement Team Security Level: Email, Account Authentication (None)	<div>VIEWED</div> Using IP Address: 99.102.85.121	Sent: 8/27/2020 11:06:29 AM Viewed: 8/27/2020 11:07:29 AM Completed: 8/27/2020 11:09:13 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/27/2020 11:40:09 AM
Certified Delivered	Security Checked	8/27/2020 11:48:47 AM
Payment Events	Status	Timestamps



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address

Vendor Address Number 140809
HOUSTON MODULAR INSTALLATION INC
6245 BROOKHILL
HOUSTON TX 77087
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 4500331775-0 / 08/28/2020
CoH Vendor Number 140809
Page 1 of 5
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

Our reference:

2015-0185

Your person responsible:

STEVEN PEREZ

Your reference:

2015-0185

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96246 INSTALLATION & REMOV LABOR- 6464 SAVOY Release Order against contract 4600013058 Item 00180	3,000.00 / AU	3,000.00
			Gross Price 3,000.00 USD 1 AU	1.000	3,000.00
			The item covers the following services:		
	10 LINE ITEM 62		120.000 AU 25.00	3,000.00	
			Delivery Date: 08/31/2020		
20	1.00	AU	96246 INSTALLATION & REMOV OFF LOAD AT HMI Release Order against contract 4600013058 Item 00180	600.00 / AU	600.00
			Gross Price 600.00 USD 1 AU	1.000	600.00
			The item covers the following services:		



PURCHASE ORDER

PO number/date 4500331775 -0 / 08/28/2020 Page 3 of 5

Item	Quantity	UM	Material # / Description			Unit Cost	Extended Cost
10 LINE ITEM 65			2.000	AU	50.00	100.00	
Delivery Date: 08/31/2020							
70	1.00	AU				400.00 / AU	400.00
			96246	INSTALLATION & REMOV			
			MOBILIZATION 8 MEN				
			Release Order against contract 4600013058 Item 00180				
Gross Price			400.00	USD	1	AU	1.000 400.00
			The item covers the following services:				
10 LINE ITEM 68			2.000	AU	200.00	400.00	
Delivery Date: 08/31/2020							
80	1.00	AU				700.00 / AU	700.00
			96246	INSTALLATION & REMOV			
			STORAGE				
			Release Order against contract 4600013058 Item 00180				
Gross Price			700.00	USD	1	AU	1.000 700.00
			The item covers the following services:				
10 LINE ITEM 61			1.000	AU	700.00	700.00	
Delivery Date: 08/31/2020							
90	1.00	AU				2,200.00 / AU	2,200.00
			96246	INSTALLATION & REMOV			
			LABOR-NORTHWEST FWY				
			Release Order against contract 4600013058 Item 00180				
Gross Price			2,200.00	USD	1	AU	1.000 2,200.00
			The item covers the following services:				
10 LABOR			88.000	AU	25.00	2,200.00	
Delivery Date: 08/31/2020							
100	1.00	AU				600.00 / AU	600.00
			96246	INSTALLATION & REMOV			
			OFF LOAD AT HMI				
			Release Order against contract 4600013058 Item 00180				
Gross Price			600.00	USD	1	AU	1.000 600.00
			The item covers the following services:				



PURCHASE ORDER

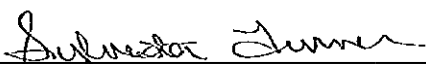
PO number/date 4500331775 -0 / 08/28/2020 Page 5 of 5

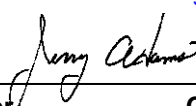
Item	Quantity	UM	Material # / Description			Unit Cost	Extended Cost
10 LINE ITEM 68			2.000	AU	200.00	400.00	
Delivery Date: 08/31/2020							
150	1.00	AU				100.00 / AU	100.00
			96246	INSTALLATION & REMOV			
			MOBILIZATION 2 MEN				
			Release Order against contract 4600013058 Item 00180				
Gross Price			100.00	USD	1	AU	100.00
			The item covers the following services:				
10 LINE ITEM 65			2.000	AU	50.00	100.00	
Delivery Date: 08/31/2020							
160	1.00	AU				300.00 / AU	300.00
			96246	INSTALLATION & REMOV			
			STORAGE				
			Release Order against contract 4600013058 Item 00180				
Gross Price			300.00	USD	1	AU	300.00
			The item covers the following services:				
10 LINE ITEM 61			1.000	AU	300.00	300.00	
Delivery Date: 08/31/2020							
Total ****						USD	13,300.00
2015-0185 ORD PASSED 2/25/2015 EXECUTED							
BY MAYOR 2/28/2015 CS 3/05/2015							


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.


Mayor


Chief Procurement Officer


Controller