

HCD Purchasing Unit 3200

SRO NUMBER MUST APPEAR ON ALL PAYMENT AND **DELIVERY CORRESPONDENCE**

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE 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

Information

SRO Number/Date 4500328626-16 / 07/16/2020

CoH Vendor Number 154262 Page 1 of 10

Clarence Moton 454 **Buyer's Name**

832-394-6212 **Buyer's Telephone Number**

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

Currency USD

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT

PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002

USA

Terms of payment:

Pay immediately w/o deduction

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		
20	1.00	ΑU		62,215.00 / AU	62,215.00		
			97145 OFFICE SPACE REN/LE				
			August Lease Payment 9th and 10th floor				
			Release Order against contract 4600014770 Item 0015	0			
	Gross Price		62,215.00 USD 1 AU	1.000	62,215.00		
			Delivery date: Day 07/16/2020				
			*** Item partially delivered ***				
			Expected value of unplanned services: 62,215.00				
			Delivery Date: 07/16/2020				
30	1.00	AU		45,675.00 / AU	45,675.00		
			97145 OFFICE SPACE REN/LE				
			August Lease - 4th floor				
			Release Order against contract 4600014770 Item 00130				
			Invoice # 21133				
			Date 8/1/2020	· ·			



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PO number/date 4500328626 -16 / 07/16/2020 Page 2 of 10

	UM	Material # / Description	Unit Cost	Extended Cost
Gross Price		45,675.00 USD 1 AU	1.000	45,675.00
		Delivery date: Day 07/16/2020		
		*** Item partially delivered ***		
		Expected value of unplanned services: 45,675.	.00	
		Delivery Date: 07/16/2020		
1.00	AU		45,675.00 / AU	45,675.00
		97145 OFFICE SPACE REN	/LE	
		September Lease - 4th floor		
		Release Order against contract 4600014770 Item 6	00130	
Gross Price		45,675.00 USD 1 AU	1.000	45,675.00
		Delivery date: Day 09/01/2020	•	
		*** Item partially delivered ***		
		Expected value of unplanned services: 45,675.	.00	
		Delivery Date: 09/01/2020		
1.00	AU		62,215.00 / AU	62,215.00
		97145 OFFICE SPACE REN	I/LE	
		September Lease Payment 9th and 10th	n fl	
		Release Order against contract 4600014770 Item	00160	
		Invoice		
		Date 9/1/2020		
			1.000	CO 045 00
Gross Price			1.000	62,215.00
		, ,	00	
		Expected value of unplanned services: 62,215.	.00	
		Delivery Date: 09/01/2020		
1.00	AU		45,675.00 / AU	45,675.00
		97145 OFFICE SPACE REN	I/LE	
		October Lease Payment 4th floor		
		-		
Gross Price		45,675.00 USD 1 AU	1.000	45,675.00
		Delivery date: Day 10/01/2020		
		·		
		Expected value of unplanned services: 45,675	5.00	
	1.00 Gross Price 1.00 1.00	1.00 AU Gross Price 1.00 AU AU AU AU	Delivery date: Day 07/16/2020 *** Item partially delivered *** Expected value of unplanned services: 45,675 Delivery Date: 07/16/2020 1.00 AU 97145 OFFICE SPACE REN September Lease - 4th floor Release Order against contract 4600014770 Item 45,675.00 USD 1 AU Delivery date: Day 09/01/2020 *** Item partially delivered *** Expected value of unplanned services: 45,675 Delivery Date: 09/01/2020 1.00 AU 97145 OFFICE SPACE REN September Lease Payment 9th and 10th Release Order against contract 4600014770 Item Invoice Date 9/1/2020 Invoice #21139 Gross Price 62,215.00 USD 1 AU Delivery date: Day 09/01/2020 *** Item partially delivered *** Expected value of unplanned services: 62,215 Delivery Date: 09/01/2020 1.00 AU 97145 OFFICE SPACE REN October Lease Payment 4th floor Release Order against contract 4600014770 Item 45,675.00 USD 1 AU Delivery Date: Day 10/01/2020 *** Item partially delivered *** Gross Price 45,675.00 USD 1 AU Delivery date: Day 10/01/2020 *** Item partially delivered ***	Delivery date: Day 07/16/2020 **** Item partially delivered **** Expected value of unplanned services: 45,675,00 Delivery Date: 07/16/2020 1.00 AU 97145 OFFICE SPACE REN/LE September Lease - 4th floor Release Order against contract 4600014770 Item 00130 45,675,00 USD 1 AU 1.000 Delivery date: Day 99/01/2020 **** Item partially delivered **** Expected value of unplanned services: 45,675.00 Delivery Date: 09/01/2020 1.00 AU 62,215.00 / AU 97145 OFFICE SPACE REN/LE September Lease Payment 9th and 10th fl Release Order against contract 4600014770 Item 00160 Invoice Date 9/1/2020 Invoice #21139 Gross Price 62,215.00 USD 1 AU 1.000 Delivery date: Day 09/01/2020 1.00 AU 45,675.00 USD 1 AU 1.000 Delivery Date: 09/01/2020 1.00 AU 45,675.00 USD 1 AU 1.000 Delivery Date: 09/01/2020 1.00 AU 45,675.00 USD 1 AU 1.000 Delivery Date: 09/01/2020 1.00 AU 45,675.00 USD 1 AU 1.000 Delivery Date: Day 10/01/2020 1.00 AU 45,675.00 USD 1 AU 1.000 Delivery Date: Day 10/01/2020 *** Item partially delivered *** Expected value of unplanned services: 62,215.00 Delivery Date: Day 10/01/2020 *** Item partially delivered *** Expected value of unplanned services: 62,215.00 Delivery Date: Day 10/01/2020 *** Item partially delivered *** Expected value of unplanned services: 62,215.00 Delivery Date: Day 10/01/2020 *** Item partially delivered ***



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PO number/date 4500328626 -16 / 07/16/2020 Page 3 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Delivery Date: 10/01/2020		
70	1.00	AU		62,215.00 / AU	62,215.00
	,,,,,		97145 OFFICE SPACE REN/LE	•	·
			October Lease Payment 9th and 10th floor		
			Release Order against contract 4600014770 Item 0017	0	
			Date: 10/01/2020		
,			Invoice # 21140		
	Gross Price		62,215.00 USD 1 AU	1.000	62,215.00
			Delivery date: Day 10/01/2020		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 General Fund		1.000 AU 33,620.50 33,620.50		
	20 TIRZ Fund		1.000 AU 28,594.50 28,594.50		
			Expected value of unplanned services: 45,675.00		
			Delivery Date: 10/01/2020		
80	1.00	AU		45,675.00 / AU	45,675.00
			97145 OFFICE SPACE REN/LE		
			November Lease Payment 4th floor		
			Release Order against contract 4600014770 Item 0013	0	
			Invoice # 21136		
			Date 11/01/2020		
	Gross Price		45,675.00 USD 1 AU	1,000	45,675.00
			Delivery date: Day 11/01/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 45,675.00		
			Delivery Date: 11/01/2020		
90	1.00	AU		62,215.00 / AU	62,215.00
		,,,,	97145 OFFICE SPACE REN/LE	,	
	· ·		November Lease Payment 9th and 10th floo		
			Release Order against contract 4600014770 Item 0018		
			Invoice# 21141		
			Date 11/01/2020		
	Gross Price		62,215.00 USD 1 AU	1.000	62,215.00
			Delivery date: Day 11/01/2020		
			*** Item partially delivered ***		



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PO number/date 4500328626 -16 / 07/16/2020 Page 4 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Expected value of unplanned services: 62,215.00)	
			Delivery Date: 11/01/2020		
			Denvery Date. 11/01/2020		
100	1.00	AU		45,675.00 / AU	45,675.00
			97145 OFFICE SPACE REN/L	E	
			December Lease 2020 4th floor		
			Release Order against contract 4600014770 Item 00	130	
			Date: 12/1/2020		
			Invoice # 21137 45.675.00 USD 1 AU	1.000	45,675.00
	Gross Price		45,675.00 USD 1 AU Delivery date: Day 12/01/2020	1.000	45,075.00
			*** Item partially delivered ***		
	•		Expected value of unplanned services: 45,675.00)	
			Expeditor value of unplanted outries.		
			Delivery Date: 12/01/2020		
110	1.00	AU		62,215.00 / AU	62,215.00
110	1.00	7.10	97145 OFFICE SPACE REN/L	·	
			December 2020 Lease Payment 9th, 10th		
			Release Order against contract 4600014770 Item 00		
			Date: 12/1/2020		
			Invoice #21142	4.000	
	Gross Price		62,215.00 USD 1 AU	1.000	62,215.00
			Delivery date: Day 12/01/2020		
			*** Item partially delivered *** Expected value of unplanned services: 62,215.00	n	
			Expected value of unplanned services: 62,215.00	0	
			Delivery Date: 12/01/2020		
120	1.00	AU		45,675.00 / AU	45,675.00
120	1,00	,	97145 OFFICE SPACE REN/L	.E	
			January Lease 2021 4th floor		
		•	Release Order against contract 4600014770 Item 00)130	
			Date 1/1/2021		
			Invoice# 21248	4.000	45.000.00
•	Gross Price		45,675.00 USD 1 AU	1.000	45,675.00
			Delivery date: Day 01/01/2021		
			*** Item partially delivered *** Expected value of unplanned services: 45,675.0	Λ	
			Expected value of unplanned services: 45,675.0	·	



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PO number/date 4500328626 -16 / 07/16/2020 Page 5 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Delivery Date: 01/01/2021		
130	1.00	AU	97145 OFFICE SPACE REN/LE	62,215.00 / AU	62,215.00
			January 2021 Lease Payment 9th, 10th fl		
	Gross Price		Release Order against contract 4600014770 Item 00200 62,215.00 USD 1 AU	1.000	62,215.00
			Delivery date: Day 01/04/2021 *** Item partially delivered ***		
			The item covers the following services:		
	10 January 2021 I		1.000 AU 53,597.93 53,597.93		
	20 January 2021 I	Lease p	1.000 AU 8,617.07 8,617.07 Expected value of unplanned services: 45,675.00		
			Expected value of displainted services. 45,075.00		
·			Delivery Date: 01/04/2021		
140	1.00	AU		45,675.00 / AU	45,675.00
			97145 OFFICE SPACE REN/LE		
			February Lease 2021 4th fl		
			Release Order against contract 4600014770 Item 00210	4.000	45.075.00
	Gross Price		45,675.00 USD 1 AU	1.000	45,675.00
			Delivery date: Day 02/01/2021 *** Item partially delivered ***		
			The item covers the following services:		
	10 4th floor		1.000 AU 45,675.00 45,675.00		
			Expected value of unplanned services: 45,675.00		
			Delivery Date: 02/01/2021		
150	1.00	AU		62,215.00 / AU	62,215.00
			97145 OFFICE SPACE REN/LE		
			February Lease 2021 9th and 10th fl		
			Release Order against contract 4600014770 Item 00210		
	Gross Price		62,215.00 USD 1 AU	1.000	62,215.00
			Delivery date: Day 02/01/2021		
			*** Item partially delivered ***		
	10 9th and 10th fl		The item covers the following services: 1.000 AU 62,215.00 62,215.00		
	าง ยนา สกด างเก ก	OOI	Expected value of unplanned services: 45,675.00		



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PO number/date 4500328626 -16 / 07/16/2020 Page 6 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Delivery Date: 02/01/2021		
160	1.00	AU		46,588.50 / AU	46,588.50
100	1.00	AU	97145 OFFICE SPACE REN/LE	10,000.007710	
			March Lease 2021 4th floor		
			Release Order against contract 4600014770 Item 00220		
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
	G1033 1 1100		Delivery date: Day 03/01/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 March Lease	2021 4th	1.000 AU 46,588.50 46,588.50		
			Expected value of unplanned services: 45,675.00		•
			Delivery Date: 03/01/2021		
170	1.00	AU		64,042.00 / AU	64,042.00
,,,,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		97145 OFFICE SPACE REN/LE		
			March Lease 2021 9th and 10th floor		
			Release Order against contract 4600014770 Item 00230		
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 03/01/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 March Lease	2021 9th	1.000 AU 64,042.00 64,042.00		
			Expected value of unplanned services: 45,675.00		
			Delivery Date: 03/01/2021		
180	1.00	AU		3,654.00 / AU	3,654.00
			97145 OFFICE SPACE REN/LE		
			Additional Lease payments - Jan, Feb 21		
			Release Order against contract 4600014770 Item 00240		
	Gross Price		3,654.00 USD 1 AU	1.000	3,654.00
			Delivery date: Day 02/25/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 January 2021	1 9th and	1.000 AU 1,827.00 1,827.00		
	20 February 202	21 9th an	1.000 AU 1,827.00 1,827.00		
			Expected value of unplanned services: 45,675.00		



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PO number/date 4500328626 -16 / 07/16/2020 Page 7 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Delivery Date: 02/25/2021		
190	1.00	AU	97145 OFFICE SPACE REN/LE	46,588.50 / AU	46,588.50
			April Lease 2021 4th floor		
	Gross Price		Release Order against contract 4600014770 Item 00250 46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 03/24/2021 *** Item partially delivered ***		
			The item covers the following services:		
	10 April Lease 2	021	1.000 AU 46,588.50 46,588.50		
			Expected value of unplanned services: 45,675.00		
			Delivery Date: 03/24/2021		
200	1.00	AU		64,042.00 / AU	64,042.00
			97145 OFFICE SPACE REN/LE		
			April Lease 2021 9th and 10th floor		
			Release Order against contract 4600014770 Item 00260		
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 03/24/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 April Lease 2	021 9th	1.000 AU 64,042.00 64,042.00		
			Expected value of unplanned services: 45,675.00		
			Delivery Date: 03/24/2021		
210	1.00	AU		46,588.50 / AU	46,588.50
			97145 OFFICE SPACE REN/LE		
			May Lease 2021 4th floor		
			Release Order against contract 4600014770 Item 00270	1	
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 04/30/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 May Lease P	ayment 20	1.000 AU 46,588.50 46,588.50		
			Expected value of unplanned services: 45,675.00		
			Delivery Date: 04/30/2021		



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PO number/date 4500328626 -16 / 07/16/2020 Page 8 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
220	1.00	AU		64,042.00 / AU	64,042.00
			97145 OFFICE SPACE REN/LE		
			May Lease 2021 9th and 10 th floor		
	Gross Price		Release Order against contract 4600014770 Item 00280 64,042.00 USD 1 AU	1.000	64,042.00
	Gross Price		Delivery date: Day 04/30/2021	1.000	04,042.00
			*** Item partially delivered ***		
			The item covers the following services:		•
	10 May Lease Pa	avment 20	1.000 AU 64,042.00 64,042.00		
	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Expected value of unplanned services: 45,675.00		
			Delivery Date: 04/30/2021		
230	1.00	AU		46,588.50 / AU	46,588.50
			97145 OFFICE SPACE REN/LE		
			June Lease 2021 4th floor		
			Release Order against contract 4600014770 Item 00290		
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 05/17/2021		
			*** Item partially delivered ***		
			The Item covers the following services:		
	10 2100 Travis S	St.	1,000 AU 46,588.50 46,588.50		
			Expected value of unplanned services: 45,675.00		
			Delivery Date: 05/17/2021		
240	1.00	AU		64,042.00 / AU	64,042.00
			97145 OFFICE SPACE REN/LE		
			June Lease 2021 9th and 10th floor		
			Release Order against contract 4600014770 Item 00300		
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 05/17/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 Monthly Rent	2100 Tr	1.000 AU 64,042.00 64,042.00 Expected value of unplanned services: 45,675.00		
			Expedied value of unplantied services. 40,075.00		
			Delivery Date: 05/17/2021		



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PO number/date 4500328626 -16 / 07/16/2020 Page 9 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
250	1.00	AU		46,588.50 / AU	46,588.50
			97145 OFFICE SPACE REN/	LE .	
			July Lease 2021 4th floor		
			Release Order against contract 4600014770 Item 0	00310	
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 06/30/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 2100 Travis st.		1.000 AU 46,588.50 46,588.50		
			Expected value of unplanned services: 45,675.0	00	
			Delivery Date: 06/30/2021		
260	1.00	ΑÙ		64,042.00 / AU	64,042.00
			97145 OFFICE SPACE REN/	'LE	
			July Lease 2021 9th and 10th fl		
			Release Order against contract 4600014770 Item 0	00320	
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 06/30/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 2100 Travis St	.,	1.000 AU 64,042.00 64,042.00		
			Expected value of unplanned services: 45,675.0	00	



CITY OF HOUSTON

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Total ****	USD	1,312,036.50

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.

MB. Perour

Mayor

Chief Procurement Officer

Controller

ung askins



PROCUREMENT REQUEST FORM



A MANAGEMENT					
Note: The Procurement Reques and 53,000 to 49,0000 using no Signature of this document is st * Required Fields (must be com	n-Federal funds (COH AP 5-8, Executiv ill required.	nformal (Small Pu e Order 1.14).	rchase) bid process for purchasing tran	osactions \$100,000 or less using Federal Funds (2 CFR 200.3).	
Description of Purchase *	Midtown Central Square, LLC		HCDD Division: *	Compliance	
Deadline Date of Request: *	7/15/2020DS		Purchase Type: *	Service Under <50K	
Requester Name: #	Parker, Sonya - HCD	SP	Created:	7/13/2020	
Requester Phone Number: *	832.394,6286				
Brief Description of Scope of Wo	ork for Goods/Services;				
will cover lease payment for		e PO#450030632	29 in the amount of \$45,675.00 for i	lease of the d th floor focated at 2100 Travis St. This amo	
	FINANCE USE ONLY			PROCURMENT USE ONLY	
Funding Source: D Cost Center: 3 G/L Account: 5 Business Area: 3 Internal Order: F BFY: F	030 R-Harvey 200030002 20115 200 03200077-19 Y-2021 2000077-2019		Status: Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: Procurement Staff Priority: Hotify Department: Procurement Notes:	Pending	
Requestors Signature Date: //14/2020	Docusigned by: Kozanne Lai	wson	Supervising Manager (Purcha Manager: Date:		
Buyer's Signature Date: 7/15/2020	Clarence Moto	n	Funds Approval Signature: Date: 7/15/2020	Mary Owens	
Procurement DPU Signature: Date: 7/15/2020	A3F6AADA2C604F9.	ML	(Purchase over \$5,000) CFO Signature Date: //15/2020	Hoyd Smth EDE6FC0D55C840D	
(Purchase over \$5,000) Assistant or Deputy/14, Director: Date		Bynam	Director Signature (Only Cons Director or Designee: Date:	sultant Services)	

Midtown Central Square, LLC

2100 Travis Street, Suite 250 Houston, Texas 77002

Invoice

Date	Invoice #
8/1/2020	21133

Bill To	
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002	
·	

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.0
		W. Carlotte	
		Total	\$45,675

Total

\$45,675.00

Balance Due

\$45,675.00

Attachments

& Click here to attach a file



The strong of th	PROCUREMENT REQU	EST FORM		
Note: The Procurement Reques and \$3,000 to 49,0000 using no Signature of this document is st * Required Fields (must be com	n-Federal funds (COH AP 5-8, Executive Order 1.14). ill required.	hose) bid process for purchasing transac	ctions \$100,000 or less using Federal Funds (2 CFR 200.318))
Description of Purchase *	Midtown Central Square	HCDD Division: *	Compliance *	
Deadline Date of Request: *	10/12/2020	Purchase Type: *	Service Under < .	.]
·Requester Name: *	Sonya Parker	Created:	10/9/2020	HP
Requester Phone Number: *	832.394.6286			
of \$45,675.00 Funding Source(s)	t request is to fund Midto for November 2020 lease of	the 4th floor lo	PO#4500328626 in the amou cated at 2100 Travis Stree	nt
	FINANCE USE ONLY		PROCURMENT USE ONLY	
	S030 DR-Harvey 3200030002	Status: Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: Procurement Staff Priority: Notify Department: Notify Department:		
	10/0/2020	Supervising Manager (Purchase		
Requestors Signature: Date:	- Docusigned by: 10/9/2020 Sonya Parker - Compagnetissus	Manager: Date:	Pocusigned by: 10/13/2020 Population (aw/son and asserting the control of the con	
Buyer's Signature: Date:	Clarence Hoton 10/14/2020	Funds Approval Signature: Date:	Docustigned by: 10/20/2020 Mary Owns SERRICALCUELEE	
Procurement DPU Signature: Date:	— Docusiqued by: 10/20/2020 Typeanso, Rhone — AJFBAADAZC694F9.	(Purchase over \$5,000) CFO Signature Date:	Docusigned by: 10/14/2020 Timika Johns —BYTERATECHDICHTS	
(Purchase over \$5,000) Assistant or Deputy Director: Date	Docusioned by: 10/13/2020 Leville W. Barram, Deputy Director	Director Signature (Only Consult Director or Designee: Date:	tant Services)	

Bill To

City of Houston
Housing Division
2100 Travis Street
Houston, Texas 77002

Midtown Central Square, LLC 2100 Travis Street. Suite 250

2100 Travis Street, Suite 250 Houston, Texas 77002

Invoice

\$45,675.00

\$45,675.00

Total

Balance Due

Date	Invoice #
11/1/2020	21136

uantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.0



ina cata	PROCUREMENT REQU	EST FORM	
LUGOMU WASAN			
Note: The Procurement Reques and \$3,000 to 49,0000 using no Signature of this document is st * Required Fields [must be com	n-Federal funds (COH AP 5-8, Executive Order 1.14). Il required.	hase) bid process for purchasing transac	ttians \$100,000 or less using Federal Funds (2 CFR 200.318)
Description of Purchase *	Midtown Central Square	HCDD Division: *	Compliance
Deadline Date of Request: *	11/08/2020 ***	Purchase Type: *	Service Under < *
Requester Name: *	Sonya Parker ♣®*	Created:	11/04/2020 編
Requester Phone Number: *	832.394.6286		
amount of \$45 Street.	equest to fund the Midtow, 675.00 to pay for Decemb, 675.00 to pay for Decemb Operations and Complot three (3) days for bid responses.	er 2020 lease of 4	ourchase order in the th floor at 2100 Travis
	FINANCE USE ONLY	F	ROCURMENT USE ONLY
Fund Number:	5030	Status:	Pending
Funding Source:	DR-Harvey	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	
G/L Account:	520115	Date Processed:	(
Business Area:	3200	Date Received:	100
Internal Order:	AP3200077-19	Total Amount:	
BFY:	FY-2021	Procurement Staff	AND
Grant:	32000077-2019	Priority:	
Funds Reservation:	1.	Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens 🔖 🖽	Notify Department:	Finance
Justification of Need for Go December 20	ods/Services 20 4th Floor Lease Paymen		
	Docusigned by: 11/4/2020	Supervising Manager (Purchase	under \$5,000)
Requestors Signature: Date:	Sonya Parker	Manager: Date:	Royanu Lawson 11/5/2020
Buyer's Signature: Date:	Clarence Moton 11/9/2020	Funds Approval Signature: Date:	Docusional by: Mary Owens SF0833CANC0E4F 11/9/2020
Procurement DPU Signature: , Date:	— Bocusigned by: 11/12/2020 Тумонно, Rhono — АЭГВЛАДАХОВЯГР.	(Purchase over \$5,000) CFO Signature Date:	Docusigned by: 1.1/6/2020 Timika Yous B9760AYECDDC4F8
(Purchase over \$5,000)	— Docusigned by: 11/5/2020	Director Signature (Only Consult	tant Services)
Assistant or Deputy Director: Date	ELIL W. Bynam.	Director or Designee: Date:	

Attachments & Click here to attach a file

Midtown Central Square, LLC

2100 Travis Street, Suite 250 Houston, Texas 77002

Invoice

Date	Invoice #
12/1/2020	21137

Bill To	
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002	

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.00
	Parking is on Level 9/10 invoice		
		Total	\$45,675.

Balance Due

\$45,675.00

Director: Date Attachments

& Click here to attach a file



The contraction	PROCUREMENT REQU	IEST FORM	
CONTROL CONTROL			
Note: The Procurement Reques and \$3,000 to 49,0000 using no Signature of this document is st * Required Fields [must be com	n-Federal funds (COH AP 5-8, Executive Order 1.14). ill required.	hase) bid process for purchasing transac	ctions \$100,000 or less using Federal Funds (2 CFR 200.318)
Description of Purchase *	Midtown Central Square	HCDD Division: *	Compliance *
Deadline Date of Request: *	12/8/2020 🐚	Purchase Type: *	Service Under &1t *
Requester Name: *	Sonya Parker 🍫 🖽 *	Created:	12/2/2020 III
Requester Phone Number: *	832.394.6286		
amount of \$45 Travis Street	ent request is to fund Mic ,675.00 for January 2021	lease of the 4th f	re PO#4500328626 in the loor located at 2100
	FINANCE USE ONLY	p	PROCURMENT USE ONLY
Fund Number:	5030	Status;	Pending
Funding Source:	DR-Harvey	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	
G/L Account:	520115	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	BD3200077-19	Total Amount:	
BFY:	FY-2021	Procurement Staff	* ⊞
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens 🍇 🖽	Notify Department:	Finance
	ods/Services uest to pay the January Toor) Tease payment	Procurement Notes:	
Requestors Signature: (Date:	—Docusigned by: 12/7/2020 Solvya Parker —808789237173108	Supervising Manager (Purchase Manager: Date:	under \$5,000) Docustaned by: Roy anne Lawson 12/7/2020 - 039354666666466.
Buyer's Signature: Date:	— Docustigned by: 12/10/2020 Clarence Hoton — 122/2004084848	Funds Approval Signature: Date:	Docusioned by: 12/10/2020 Brown Dwens 12/10/2020
Procurement DPU Signature: Date:	— Docusigned by: 12/10/2020 Tyswana, Rhone — ANEAADA2CEG4F9.	(Purchase over \$5,000) CFO Signature Date:	Docusioned by: 12/7/2020 TUMIKA SUUS B9760APECDICAFE
(Purchase over \$5,000) Assistant or Deputy Director: Date	Leville W. Explain SUBBOOKSEEGOO.	Director Signature (Only Consult Director or Designee: Date:	tant Services)

Midtown Central Square, LLC 2100 Travis Street, Suite 250

Houston, Texas 77002

Invoice

Date	Invoice #
1/1/2021	21248

Bill To	
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002	

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.00
W			

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.

Total

\$45,675.00

Balance Due

\$45,675.00



Attachments

a Click here to attach a file

PROCUREMENT REQUEST FORM



* Required Fields [must be co Description of Purchase		HCDD Division: *	Compliance
Deadline Date of Request: *	1/13/2021 1	Purchase Type: *	Service Under < *
Requester Name: *	Sonya Parker	Created:	11/11/2021
Requester Phone Number: *	832.394.6286		
Funding Source(sote: Please allow a minimum	Operations and Compline of three (3) days for bid responses.	Tance	
Funding Source(s lote: Please allow a minimu.	S) Operations and Complim of three (3) days for bid responses. FINANCE USE ONLY	Tance	PROCURMENT USE ONLY
	n of three (3) days for bid responses.	Status:	PROCURMENT USE ONLY Pending
und Number:	n of three (3) days for bid responses. FINANCE USE ONLY		
und Number: unding Source:	n of three (3) days for bid responses. FINANCE USE ONLY 5030	Status:	
und Number; unding Source: ast Center;	fin of three (3) days for bid responses. FINANCE USE ONLY 5030 DR-Harvey	Status: Purchase Order No#:	
und Number: unding Source: 'ost Center: i/L Account:	fin of three (3) days for hid responses. FINANCE USE ONLY 5030 DR-Harvey	Status: Purchase Order No#: Name of Vendor:	
und Number: unding Source: iost Center: i/L Account: usiness Area:	FINANCE USE ONLY	Status: Purchase Order No#: Name of Vendor: Date Processed:	
iund Number: iunding Source: iast Center: 6/L Account: iusiness Area: internal Order:	FINANCE USE ONLY	Status: Purchase Order No#: Name of Vendor: Date Processed: Date Received:	
und Number; unding Source: ost Center: is/L Account: tusiness Area: nternal Order;	FINANCE USE ONLY	Status: Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount:	Pending
Funding Source (sote: Please allow a minimu. Fund Number: Funding Source: Cost Center: GJL Account: Business Area: Internal Order: BFY: Grant: Funds Reservation:	FINANCE USE ONLY	Status: Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: Procurement Staff	Pending

Supervising Manager (Purchase under \$5,000) 1/11/2021 1/11/2021 Manager: Requestors Signature: Romanne Lawson Sonya Parker Date: -939354BE9E8C486._ Date: -8C8FA923717340E... Funds Approval Signature: DocuSigned by: 1/13/2021 1/13/2021 Buyer's Signature: Mary Owens Clarence Motor Date: (Purchase over \$5,000) Procurement DPU 1/13/2021 1/12/2021 Tywana, Rhone Signature: Temika Jones CFO Signature Date: A3F8AADA2C601F9_ Date: Director Signature (Only Consultant Services) (Purchase over \$5,000) 1/12/2021 Leitle W. Byram Director or Designee: Assistant or Deputy -59AB087638E6490. Director: Date

Midtown Central Square, LLC

2100 Travis Street, Suite 250 Houston, Texas 77002

Invoice

Date	Invoice #
2/1/2021	21249

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.00
	•		
·			

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.

Total

\$45,675.00

Balance Due

\$45,675.00



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] Compliance Description of Purchase * Midtown Central HCDD Division: * Service Under < Deadline Date of 03/31/2021 *||| Purchase Type: * Request: * 03/29/2021 Sonya Parker 謹 ₩. Created: Requester Name: * Requester Phone 832.394.6286 Number: * Brief Description of Scope of Work for Goods/Services: This procurement request is for funding in the amount of \$46,588.50 to pay the Midtown Central Square May 2021 lease of the 4th floor located at 2100 Travis Street. Funding Source(s) Compliance and Operations

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

	FINANCE USE ONLY		PROCURMENT USE ONLY
Fund Number:	5030	Status:	Pending
Funding Source:	DR-Harvey	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	Midtown Central Square
G/L Account:	520115	Date Processed:	i i:
Business Area:	3200	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	46,588.50
BFY:	FY-2021	Procurement Staff	
Grant:	32000077-2019	Priority:	
Funds Reservation:	n/a	Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens *	Notify Department:	Finance
2100 Travi	s Street.		
Requestors Signature: Date:	Soupe Parker 3/29/2021 Soupe Parker SCOPERAGESTITABLE	Supervising Manager (Purchas Manager: Date:	se under \$5,000) (Royalum Lawson 3/29/2021
Buyer's Signature: Date:	Occusigned by: 3/30/2021	Funds Approval Signature: Date:	Oocustigned by: Many Owens 3/30/2021
Procurement DPU Signature: Date:	Docusinged by: Typwana, Rhone ASFENDADAZCEGIFE	(Purchase over \$5,000) CFO Signature Date:	Docusioned by: 1 Unika Jours B9750ATECODCAFS 3/30/2021
(Purchase over \$5,000) Assistant or Deputy Director: Date	Leith W. Bylaam 69AD097638EE490.	Director Signature (Only Const Director or Designee: Date:	ultant Services)
Attachments	g Click here to attach a file		

Midtown Central Square, LLC 2100 Travis Street, Suite 250 Houston, Texas 77002

Invoice

Date	Invoice #
5/1/2021	21252

Bill To	
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002	

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	46,588.50	46,588.50
	•		

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.

Total

\$46,588.50

Balance Due

\$46,588.50



Assistant or Deputy Director: Date

Attachments

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Click here to attach a file



indopeda overeza	PROCUREMENT REQU	EST FORM	
Note: The Procurement Reque and \$3,000 to 49,0000 using m Signature of this document is s * Required Fields [must be con	on-Federal funds (COH AP 5-8, Executive Order 1.14). till required.	hase) bid process for purchasing transc	actions \$100,000 or less using Federal Funds (2 CFR 200.318)
Description of Purchase *	Midtown Central *	HCDD Division: *	Compliance *
Deadline Date of Request: *	5/13/2021 🏥	Purchase Type; *	Service Under < *
Requester Name: *	Sonya Parker ❖ા	Created:	5/10/2021
Requester Phone Number: *	832-394-6286	***************************************	
Midtown Centr Street.	ent request is for funding al Square June 2021 lease	g in the amount of of the 4th floor lance	located at 2100 Travis
	FINANCE USE ONLY		PROCURMENT USE ONLY
Fund Number:	5030	Status:	Pending
Funding Source:	DR-Harvey	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	Midtown Central Square
G/L Account:	520115	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	вн3200077-19	Total Amount:	46,588.50
BFY:	FY-2021	Procurement Staff	♦ 🕮
Grant:	32000077-2019	Priority:	Emmerse and research and a design of the control of
Funds Reservation:	n/a	Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens & B	Notify Department:	Finance
Justification of Need for Go Funding for	r 4th Floor Lease payment	Procurement Notes:	
	— DocuSigned by: 5 /1 0 / 2021	Supervising Manager (Purchase	e under \$5,000) Docustigned by:
Requestors Signature: Date:	Sonya Parker 371072021	Manager: Date:	Royanu Lawson 5/10/2021
Buyer's Signature: Date:	DocuSigned by: 5/11/2021 LANAU DOZET MARKENSA	Funds Approval Signature: Date:	Docustqued by: Mary Owens 5/11/2021 spousscanceers
Procurement DPU Signature: Date:		(Purchase over \$5,000) CFO Signature Date:	Docustaned by: Timica James BY60ATECDOCAFE 5/11/2021
(Purchase over \$5,000) Assistant or Deputy	— Docusiyaed by: 5/10/2021 Kotth W. Bygram	Director Signature (Only Consu Director or Designee:	ltant Services)

Midtown Central Square, LLC

2100 Travis Street, Suite 250 Houston, Texas 77002

Invoice

Date	Invoice #
6/1/2021	21253

Bill To	
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002	

Quantity	Description	Rate	Amount
· · · · · · · · · · · · · · · · · · ·	Monthly Rent Parking is on Level 9/10 Invoice	46,588.50	46,588.50

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.

Total

\$46,588.50

Balance Due

\$46,588.50



Attachments

9 Click here to attach a file



DESCRIPTION OF THE PROPERTY OF	PROCUREMENT REQU	EST FORM		
Note: The Procurement Reques and \$3,000 to 49,0000 using no Signature of this document is st * Required Fields [must be com	n-Federal funds (COH AP 5-8, Executive Order 1.14). ill required.	hase) bid process for purchasing transact	tions \$100,000 or less using Federal Funds (2 CFR 200.318)	
Description of Purchase *	Midtown Central *	HCDD Division: *	Compliance *	
Deadline Date of Request: *	6/8/2021	Purchase Type: *	Service Under < *	
Requester Name: *	Sonya Parker ♣®*	Created:	06/4/2021 福	
Requester Phone Number: *	832.394.6286			
Midtown Centr Street.	ork for Goods/Services: ent request is for funding al Square July 2021 lease Compliance and Operat of three (3) days for bid responses.	of the 4th floor	\$46,588.50 to pay the located at 2100 Travis	
	FINANCE USE ONLY	PI	ROCURMENT USE ONLY	
Fund Number:	5030	Status:	Pending	
Funding Source:	DR-Harvey	Purchase Order No#:		
Cost Center:	3200030002	Name of Vendor:	Midtown Central Square	
G/L Account:	522430	Date Processed:		
Business Area:	3200	Date Received:		
Internal Order:	AP3200077-19	Total Amount:	46,588.50	
BFY:	FY-2021	Procurement Staff		
Grant:	32000077-2019	Priority:	Flams personny or proposed semanticum association in the control of the control o	
Funds Reservation:	n/a	Notify Department:	Procurement	
Funds Approval Mgr:	Mary Owens	Notify Department:	Finance	
	pay for the lease of the t 2100 Travis Street.	Procurement Notes;		
Requestors Signature: (—Bocustageed by: 6/4/2021 Sonya Parkur —BODFA923717340E	Supervising Manager (Purchase t Manager: Date:	under \$5,000) Roy ann Lawson 6/7/2021 Son ann Lawson 6/7/2021	
Buyer's Signature: Date:	Docustigned by: 6/22/2021	Funds Approval Signature: Date:	—Bocusigned by: Mary Owens SF0853CMC0E48F 6/23/2021.	
Procurement DPU Signature: Date:	Typeans, Rhone AFRADAZC694F9.	(Purchase over \$5,000) CFO Signature Date:	Docusioned by: 6/9/2021 Timika Johns 89760ATECODCIFE.	
(Purchase over \$5,000)	—Docusigned by: 6/8/2021	Director Signature (Only Consulta	ant Services)	
Assistant or Deputy Director: Date	Ketth W. Bynam —69A9087638E6490	Director or Designee: Date:		

Midtown Central Square, LLC 2100 Travis Street, Suite 250

2100 Travis Street, Suite 250 Houston, Texas 77002

Invoice

Date	Invoice #
7/1/2021	21395

Bill To	
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002	

Quantity	Description	Rate	Amount
A	Monthly Rent Parking is on Level 9/10 Invoice	46,588.50	46,588.50
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			1

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.

Total

\$46,588.50

Balance Due

\$46,588.50