

CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

Change to PURCHASE ORDER

Vendor Address

Vendor Address Number 150133
PROFESSIONAL JANITORIAL SERVICE OF
HOUSTON INC
2303 NANCE ST

2303 NANCE ST HOUSTON TX 77020

Mail Invoice to

COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC. ACCT PAY

P.O. Box 1562

HOUSTON TX 77251-1562

Information

Page

Purchase Order Number/Date 4500302742-4 / 05/17/2019

CoH Vendor Number 150133

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 immediately w/o deduction

Currency USD

Shipping Terms

FOB(Free on board) /DESTINATION

Your person responsible: JIMMIE FAUTH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
40	1.00	AU		838.93 / AU	838.93
			91039 JANITORIAL		
			Day Porter Services 4th floor		
			Services for the Month of June 2019 Invoice # 222416-2		
,	Gross Price		838.93 USD 1 AU	1.000	838,93
			Delivery date: Day 06/18/2019		
			*** New item ***		
			Delivery Date: 06/18/2019		
50	1.00	ΑƯ	•	1,677.87 / AU	1,677.87
			91039 JANITORIAL		·
			Day Porter Services 9th and 10th floor		
,			Services for the Month of June 2019 Invoice # 222416-2		
	Gross Price		1,677.87 USD . 1 AU	1.000	1,677.87
			Delivery date: Day 06/18/2019		
			*** New item ***		





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.
and \$3,000 to 49,0000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).
Ci

Signature of this document is still required.
* Required Fields [must be completed]

Description of Purchase *	Professional Janitorial Services	HCDD Division: *	Compliance	
Deadline Date of Request: *	6/14/2019	Purchase Type: *	Service Under <50K	
Requester Name: *	Parker, Sonya - HCD	Created:	6/10/2019	
Requester Phone Number: *	832-394-6286			

Brief Description of Scope of Work for Goods/Services:

June 2019 Payment Request for 9th and 10th floors at 2100 Travis St.

Invoice # 222416 -1

\$1677.87

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

FINANCE USE ONLY	PROCURMENT USE ONLY		
Fund Number: 5000	Status: Pending		
Funding Source: COBLT	Purchase Order No#:		
Cost Center: 32000 3000 Z G/L Account: 322430	Name of Vendor:		
G/L Account: 522430	Date Processed:		
Business Area: 3200	Date Received:		
Internal Order: (- 3200000 / - 17	Total Amount: \$ 1,677,87		
BFY: 2017	Procurement Staff		
Grant: 32000001- 2017	Priority:		
Funds Reservation:	Notify Department:		
Funds Approval Mgr:	Notify Department:		

Justification of Need for Goods/Services

Reg 10263468

Requestors Signature: Date: 16/10/2019 Songar Fackur	Supervising Manager (Purchase under \$5,000) 2 Manager: Kuth W. Lyram Date: 6/12/19
Buyer's Signature: Date: (13) 19 Clarence Motor	Funds Approval Signature: Date: 6/13/19
Procurement DPU Signature: WATTIMO LANDING	(Purchase over \$5,000)
Date: 6 18 19	CFO Signature Date:
(Purchase over \$5,000)	Director Signature (Only Consultant Services)
Assistant or Deputy Director: Date	Director or Designee: Date:

Attachments

PJS June 2019 invoice 222416.pdf

Home CityPointe Support City of Houston





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 200.5) 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 *	Professional Janitorial Services	HCDD Division: *	Compliance	
Deadline Date of Request: *	6/13/2019	Purchase Type: *	Service Under <50K	
Requester Name: *	Parker, Sonya - HCD	Created:	6/10/2019	
Requester Phone Number: *	832-394-6286			

Brief Description of Scope of Work for Goods/Services: June 2019 Payment Request for 4th floor at 2100 Travis St.

Invoice # 222416 -2 \$838.93

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 -++++NE	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor:
G/L Account: 52010	Date Processed:
Business Area: 3200	Date Received:
Internal Order: 8D3200077-19	Total Amount \$838,93
BFY:	Procurement Staff
Grant: 320000 77-2019	Priority:
Funds Reservation:	. Notify Department:
Funds Approval Mgr:	Notify Department:

Justification of Need for Goods/Services

Rep. 1026 3468 P.O. 4500302 742

Requestors Signature: Date: 6/10/2019 ONM factor	Supervising Manager (Purchase under \$5,000) Manager: Kith W. Zynam Date: 6/12/19
Buyer's Signature: 9 Owner Mala	Funds Approval Signature: Date: Let 13 1 9 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Procurement DPU Signature: Date: 1 8 19 19 19 19 19 19 19 19 19 19 19 19 19	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000)	Director Signature (Only Consultant Services)
Assistant or Deputy Director: Date	Director or Designee: Date:

Attachments

PJS June 2019 Invoice 222416.pdf

Home CityPointe Support City of Houston



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

Change to PURCHASE ORDER

Vendor Address

Vendor Address Number 150133
PROFESSIONAL JANITORIAL SERVICE OF
HOUSTON INC
2303 NANCE ST

HOUSTON TX 77020

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 4500302742-3 / 05/17/2019

CoH Vendor Number 150133

Page 1 of 2

Buyer's Name Clarence Moton 454

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

832-394-6212

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

Your person responsible: JIMMIE FAUTH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	ΑU		1,887.59 / AU	1,887.59
			91039 JANITORIAL	•	
			Day Porter Services - 4th Floor		
	Gross Price		1,887.59 USD 1 AU	1.000	1,887.59
			*** Net price changed ***		
			*** Item reactivated ***		
			*** Services changed ***	•	
			Changed Expected value of unplanned services:	1,887.59	
			Delivery Date: 12/31/2019	•	
20	1.00	AU		1,929.56 / AU	1,929.56
			91039 JANITORIAL		
			Day Porter Services - 9th and 10th floor		
	Gross Price		1,929.56 USD 1 AU	1.000	1,929.56
			*** Net price changed ***		
			*** Item reactivated ***		
			*** Services changed ***		
			Changed Expected value of unplanned services:	1,929.56	



CITY OF HOUSTON HCD Purchasing Unit 3200

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

Change to

PO number/date 4500302742 -3 / 05/17/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Delivery Date: 12/31/2019		
Total ***	*			USE	5.662.80

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.

Controller



ousing and Community Development





PROCUREMENT REQUEST FORM



No. of the last of			The state of the s
Note: The Procurement Request and \$3,000 to 49,0000 using no Signature of this document is si * Required Fields fmust be com	nn-Federal funds (COH AP 5-8, Executive Order 1.14). ill required.	rchase) bid process for purchasing tra	ansactions \$100,000 or less using Federal Funds (2 CFR 200.318)
Description of Purchase *	Professional Janitorial Service of Housto	HCDD Division; *	Compliance Y
Deadline Date of Request: *	5/10/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lawson, Roxanne - HCD;	Created:	5/8/2019
Requester Phone Number: *	4-6307		
	ork for Goods/Services: at 2100 Travis - May 2019 - \$880,88 of three (3) days for bid responses.		
	FINANCE USE ONLY		PROCURMENT USE ONLY
Fund Number:	5030	Status:	Pending
Funding Source:	DR-HARVEY 320030002	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	:
G/L Account:	<i>522430</i>	Date Processed:	
Business Area:	3200	Date Received:	hear ad
Internal Order:	AP3200077-19	Total Amount:	8880.80
BFY:	FY2019 .	Procurement Staff	8/11
Grant:	32000077-2019	Priority:	*
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:	8/W	Notify Department:	Finance
Justification of Need for Go	oods/Services	Procurement Notes:	
Requestors Signatures Date: 5/8/19	Aciarine Jan Ben	Supervising Manager (Pure Manager: Date: 5/1/1	hase under \$3,000) (U). (E) prosess
Buyer's Signature: Date: 5 0	Clarena Molo	Funds Approval Signature: Date:	Alwa 5/13/19
Procurement DPU Signature:	Ywana I Khom	(Purchase over \$5,000) CFO Signature Date:	
(Purchase over \$5,000) Assistant or Deputy	V	Director Signature (Only Co	insultant Services)
Director: Date		Date:	
Attachments	9. Click horn to attach a file		

8 Click here to attach a file



SHousing and Community Development





PROCUREMENT REQUEST FORM



			The state of the s
	n-Federal funds (COH AP 5-8, Executive Order 1.14). ill required.	chose) bid process for purchasing tra	insactions \$100,000 or less using Federal Funds (2 CFR 200.318)
Description of Purchase *	Professional Janitorial Service of Housto	HCDD Division: *	Compliance • •
Deadline Date of Request: *	5/10/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lawson, Roxanne - HCO;	Created:	5/8/2019
Requester Phone Number: *	4-6307		
Brief Description of Scope of Wo Purchase order for day porter s	ork for Goods/Services; ervices for level 4 at 2100 Travis - April 2019 - \$922.83		
Nate: 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:	
G/L Account:	522430	Date Processed:	<u> </u>
Business Area:	3200	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	492283
BFY:	32000077-2019	Procurement Staff	\$\0
Grant:	3200077-2019	Priority:	▼
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:	8/13	Notify Department:	Finance
Justification of Need for Go	ods/Services	Procurement Notes:	
Requestors Signolure: Date: 5 4 19	Gerpere Jawen	Supervising Manager (Purch Manager: Kuth U Date: 5,9,19	use und 2\$5,000) W. W. Lynam
Buyer's Signature:	Clarence Motor)Funds Approval Signature: Date:	MOWS 5/13/19
Procurement DPU		(Purchase over \$5,000)	
Signature: Date:		CFO Signature Date:	
(Purchase over \$5,000)		Director Signature (Only Con	nsultant Services)
Assistant or Deputy Director: Date		Director or Designee: Date:	
Attachments	Click here to attach a file		



Housing and Community Development





PROCUREMENT REQUEST FORM



Limoran					
	n-Federal funds (COH AP 5-8, Executive Order 1.14). ill required.	chase) bid process for purchasing tro	ansactions \$100,000 or less using Federal Funds (2 CFR 200.318)		
Description of Purchase *	Professional Janitorial Service of Housto	HCDD Division: *	Compliance		
Deadline Date of Request: *	5/10/2019	Purchase Type: *	Service Under <50K		
Requester Name: *	Lawson, Roxanne - HCD;	Created:	5/8/2019		
Requester Phone Number: *	4-6307				
	ork for Goods/Services: ervices for levels 9 and 10 at 2100 Travis - April 2019 - \$\$ of three (3) days for bid responses.	1,845.65			
	FINANCE USE ONLY		PROCURMENT USE ONLY		
Fund Number:	5000	Status:	Pending		
Funding Source:	HOME	Purchase Order No#:	1		
Cost Center:	3200030002	Name of Vendor:			
G/L Account:	522430	Date Processed:			
Business Area:	3200	Date Received:			
Internal Order:	F32000043-19	Total Amount:	\$11845.65		
BFY:	2019	Procurement Staff	\$\@		
Grant:	32000043 - 2019	Priority:	v)		
Funds Reservation:		Notify Department:	Procurement		
Funds Approval Mgr:	& u	Notify Department:	Finance		
Justification of Need for Go	ods/Services	Procurement Notes: Purchase P.O.45	Reg - 10262395 00302742		
Requestors gignature: Date: 5 8 19 Adams Supervising Manager: Curth W. Synam Date: 5 9 19					
Buyer's Signature: Date: 5/13/19					
Procurement DPU Signature: Date: 5/17/19	Tywana L. Thone	(Purchase over \$5,000) CFO Signature Date:			
(Purchase over \$\$,000)	U	Director Signature (Only Co	nsultant Services)		
Assistant or Deputy Director: Date		Director or Designee; Date:			
Attachments					

& Click here to attach a file



Housing and Community Development





PROCUREMENT REQUEST FORM



Deadline Date of Request: * Solution Follows Indicated Follo	EXALOPMENT				
Decelline Date of Requester 1 Sistand Sossions 1503: Sistand Sossio	and \$3,000 to 49,0000 using a Signature of this document is	non-Federal funds (COH AP 5-8, Executive Order 1.14). still required.	chase) bid process for purchasing t	ransactions \$100,000 or less using Federal Funds (2 CFR 200.31	18)
Requester Name:			HCDD Division: *	Compliance	*
Requester Phone Number: Finance Use ONLY Final Number: Final Number: Final Number: Finance Use ONLY Final Number: Finance Use ONLY Final Number: Finance Order Non: Name of Vendor: GA Account: 522430 Final Date Processed: Business Area: 3200001-19 Finance Annount: Finance Fina		5/10/2019	Purchase Type: *	Service Under <50K	▼ ;
Note: Please allow a minimum of three (1) days for the responses. FINANCE USE ONLY	Requester Name: *	Lawson, Roxanne - HCD;	Created:	5/8/2019	#
Procurement Dulings of the Goods/Services Finance Use only Fund Number: Finance Use only Fund Number: Finance Use only Funding Source: CDL-{ TOStotus: Purchase Order NoR: Purchase Order NoR: Anome of Vendor: Date Procusement Staff Business Area: Alexandre Use Only Funds Approval Mag: Funds Approval Mag: Funds Approval Mag: Funds Approval Signature: Date: Funds Over85,000) Director Signature (Only Consultant Services) Director of Designace: Dir		4-6307			
Fund Number: Status: Pending Purchase Order Noth: funding Source: COBUT Name of Vendor: GALACCOUNT: 52,2430 Date Processed: Business Area: 32,000,000 Pate Processed: Internal Order: X3,200000 Pate Processed: Internal Order: X3,00000 Pate Processed: Internal Order: X3,00000 Procurement Staff Procurement Staff Procurement Staff Procurement Procurement Funds Reservation: Procurement Procurement Funds Approval Mag: Procurement Notes: Requestors Signature: Procurement Notes: Internal Order:	Increase to purchase order fo	or day porter services for levels 9 and 10 at 2100 Travis - M	ay 2019 - \$1,761.76		
Fund Number: 9000 v Status: Pending Funding Source: COBA v Purchase Order Noil: Cost Center: 320703000 2 v Name of Vendor: GA Account: 522430 v Date Processed: Business Area: 3200 v Date Received: Internal Order: X32000001 - 9 Total Amount: 1761,76 v Noily Department Staff Frocurement Staff Frocurement Staff Priority: Noily Department: Procurement Funds Approval Mgr: 8 W Notly Department: Finance Requestors Signature: Date: 5 19 19 Funds Approval Signature: Date: 5 19 19 Frocurement DPU Signature: V Procurement DPU Signature: Order: 1719 GPurchase over \$5,000 Assistant or Deputy Director of Designee: Director of Designee:	-	PANALOT UCE ONIV		ODOCHDMENT HEE ONLY	
Business Area: Business Area: Business Area: Bey: Bey: Bey: Books Agront: Books Agront: Books Agront: Books Agrontation of Need for Goods/Services Business Area: Business Area: Books Agrontation: Books Agrontation: Books Agrontation of Need for Goods/Services Browness Sighatufe: Business Area: Books Agrontation Books Sighatufe: Business Area: Books Agrontation Books Sighatufe: Business Area: Books Agrontation Books Sighatufe: Business Agrontation Books Sighatufe: Business Sighatufe: Business Agrontation Books Sighatufe: Business Sighatufe: Business Agrontation Books Sighatufe: Business Agrontation Business Agrontation Books Sighature: Books Approval Sighature: Books Sighature: Books Sighature: Books Sighature Books Sig	Fund Mumbor		Stratus		.
Business Area: Business Area: Business Area: Bey: Bey: Bey: Books Agront: Books Agront: Books Agront: Books Agrontation of Need for Goods/Services Business Area: Business Area: Books Agrontation: Books Agrontation: Books Agrontation of Need for Goods/Services Browness Sighatufe: Business Area: Books Agrontation Books Sighatufe: Business Area: Books Agrontation Books Sighatufe: Business Area: Books Agrontation Books Sighatufe: Business Agrontation Books Sighatufe: Business Sighatufe: Business Agrontation Books Sighatufe: Business Sighatufe: Business Agrontation Books Sighatufe: Business Agrontation Business Agrontation Books Sighature: Books Approval Sighature: Books Sighature: Books Sighature: Books Sighature Books Sig		7000		i Giuliig	
Business Area: Business Area: Business Area: Bey: Bey: Bey: Book Received: Total Amount: Procurement Staff Bey: Bey: Book Reservation: Funds Approval Mgr: Bequestors Signatufe: Date: Business Area: Business	-	CUBLE			
Internal Order: Intern		3200036002			
Internal Order: BFY: Cold Procurement Staff Regular St		522430			
BFY: Grant: Grant: Funds Reservation: Funds Approval Mgr: Notify Department: Notify Department: Procurement Notes: Procurement Notes: Procurement Notes: Supervising Manager (Purchase under £5,000) Manager: Date: Supervising Manager: Date: Supervising Manager: Supervisin				41,761,76	
Grant: Funds Reservation: Funds Approval Mgr: Notify Department: Procurement Notify Department: Procurement Notify Department: Procurement Notes: Supervising Managgr (Purchase under \$5,000) Manager: Funds Approval Signature: Date: Supervising Managgr (Purchase under \$5,000) Manager: Funds Approval Signature: Date: Supervising Managgr (Purchase under \$5,000) Manager: Funds Approval Signature: Date: Supervising Managgr (Purchase under \$5,000) Manager: Funds Approval Signature: Date: Supervising Managgr (Purchase under \$5,000) Date: Supervising Managgr (Purcha				P // *	. 631
Funds Approval Mgr: Requestors Signature: Date: 5 Procurement DPU Signature: Date: 5 Procurement DPU Signature: Date: 7 Director Signature (Only Consultant Services) Director or Designee:	BFY:				/ ISBN
Requestors Signature: Date: Da		32000001- 2019		:	. *
Requestors Signatufe: Date: Da					
Requestors Sighatufe: Date: 5 9 10 10 10 10 10 10 10	Funds Approval Mgr:	8/14	Notify Department:	Finance	
Requestors Signature: Date: 5 9 9 9 9 9 9 9 9 9	Justification of Need for a	Goods/Services	Procurement Notes:	·	The state of the s
Procurement DPU Signature: Date: Date: (Purchase over \$5,000) CFO Signature Date: (Purchase over \$5,000) Director Signature (Only Consultant Services) Director or Designee:	Date: 5 8 15 Buyer's Signature:	Robert Hausen	Manager: Sight Date: 5/9/14 Funds Approval Signature;		
Assistant or Deputy Director or Designee:	Procurement DPU Signature: Date: 5/17/19	Tywara L. Rhow	CFO Signature Date:		
	Assistant or Deputy	U	Director or Designee:	onsultant Services)	

Lawson, Roxanne - HCD

From:

Houston Invoices <invoices@pjs.com>

Sent:

Thursday, May 2, 2019 5:09 PM

To:

Lawson, Roxanne - HCD

Cc:

Victoria Caldera

Subject:

PJS Invoice #221545

Attachments:

221545.pdf; 221545.xml

[Message Came from Outside the City of Houston Mail System]

Dear Customer,

Please see the attached invoice(s). You may use the attachment as an original for remittance purposes.

Feel free to contact us directly, should you need further assistance:

For monthly and special services billing:

Victoria Caldera

Vcaldera@pjs.com

For special services billing:

Laura Fonseca

Ifonseca@pjs.com

For supply billing:

Gabriella Villarreal

APPurchasing@pjs.com

You can also call our main office number at 713-850-0287 during business hours and you will be referred to the appropriate person.

Thank you for your continued business!

Sincerely,

PJS Accounting Department



City of Houston Finance-Strategic Procurement Division

Sole Source Justification

General Information	Date: 5/13/2019					
Department: Housing and Community Development	Phone No.: 832.394.6307					
Contact Name: Roxanne Lawson	Email: Roxanne.lawson@houstontx.gov					
Vendor Information	Requisition No.: 1026 25 95					
Name: Professional Janitorial Service of Houston, Inc.	Purchase Order No.:					
Address: 2303 Nance Street	Contract No.:					
Houston, Texas 77020						
Description. Please provide a description of the goods or service	es required, the duration or frequency of the					
requirement, and the location where the services or goods will be	e delivered. Please also identify the annual cost of					
this good or service.						
PJS performs daily janitorial and cleaning maintenance services	for the HCD spaces at 2100 Travis, including					
frequent cleaning of restrooms, conference spaces, cleaning of g	lass doors and windows throughout the office,					
disposal of garbage, and spot vacuuming when necessary. PJS f	urnishes all materials and equipment necessary to					
perform the foregoing services.						
•						
The annual cost of this service is \$33,000.00; the remainder of the	ne annual cost is \$30,000.00.					
The role of the desired and the latest testing to the latest testing to the latest testing to the latest testing testing to the latest testing						
Type. Please select one of the options and explain below.	41.72					
[uipment Compatibility					
☐ Patented Product ☐ Exclusive or Unique Capability						
Other:						
Explanation: Why is this product or service the only one that w	ould satisfy the requirement(s)?					
Explanation: Why is this product of service the only one that w	ond sansiy the requirement(s):					
PJS is the current contracted janitorial service for the landlord/m	anagement company and is already familiar with					
the building spaces and cleaning requirements. Their service has	been utilized by the management company for					
the last 2 years. This is the preferred company of the management	nt company and the one to whom HCD was					
	at company and the one to whom rest was					
referred for janitorial service.						
Due Diligence. Describe the due diligence performed that led to	the conclusion that this is a sole source					
Due Dingence. Describe the due dingence periorifica that fod a	THE CONCIUSION THAT THIS IS A SOLE SOLECC.					
This is the preferred janitorial service for the Midtown Central S	Guare LLC					
This is the preferred jaintornal solvice for the middown Central C	quia o, paro.					
,						
Department Pagement Addition						
Department Recommendation	Date: 5/13/19					
Requestor: (10/11/10) AUSON	Date: 5/13/19					
Department Director: Kuthw. Dynam	Date. MIMIN					
Chief Procurement Officer's Approval						
Signature: Date:						

Moton, Clarence - HCD

From: Adams, Jerry - FIN

Sent: Thursday, May 16, 2019 10:55 AM

- FW

ö

Shah, Ketan - FIN

Subject: Attachments: Sole Source Justification PJS.PDF; Professional Janitorial Services Legal Department.pdf FW: Professional Janitorial Services Sole Source

Approved

From: Shah, Ketan - FIN

Sent: Thursday, May 16, 2019 10:00 AM

To: Adams, Jerry - FIN < Jerry. Adams@houstontx.gov>

Subject: FW: Professional Janitorial Services Sole Source

Jerry

As On today, FY19 Citywide non-contract spending w/o council action for Vendor # 150133 PROFESSIONAL JANITORIAL SERVICE OF HOUSTON INC: \$2,642.64

Current Sole Source Justification requirement: \$30,000.00

For your review and approval please.

Ketan

From: Moton, Clarence - HCD

Sent: Thursday, May 16, 2019 7:47 AM

To: Shah, Ketan - FIN < Ketan. Shah@houstontx.gov>

O Dhan Taisan LCD (Taisan Bhana bhairtanty av

Cc: Rhone, Tywana - HCD < Tywana. Rhone@houstontx.gov>

Subject: RE: Professional Janitorial Services Sole Source

Ketan,

The average monthly cost for the Janitorial Service is 2800.00. Roxanne Lawson is requesting \$30,000 to cover the remaining seven months.

Thank you, Clarence

From: Shah, Ketan - FIN

Sent: Thursday, May 16, 2019 7:00 AM

To: Moton, Clarence - HCD < Clarence. Moton@houstontx.gov>

Cc: Rhone, Tywana - HCD < Tywana. Rhone@houstontx.gov>

Subject: RE: Professional Janitorial Services Sole Source

How much money are you requesting for?

From: Moton, Clarence - HCD

Sent: Wednesday, May 15, 2019 10:27 AM

To: Shah, Ketan - FIN < Ketan. Shah@houstontx.gov>

Cc: Rhone, Tywana - HCD < Tywana. Rhone @houstontx.gov>

Subject: Professional Janitorial Services Sole Source

Hello Ketan,

I have attached the Sole Source Justification Form (Professional Janitorial Services) for Mr. Adams approval.

Thank you, Clarence

832-394-6212



CITY OF HOUSTON

HCD Purchasing Unit 3200

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

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE **PURCHASE ORDER**

Vendor Address

Vendor Address Number 150133 PROFESSIONAL JANITORIAL SERVICE OF

HOUSTON INC 2303 NANCE ST HOUSTON TX 77020

Mail Invoice to

COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC, ACCT PAY

PO Box 1562

HOUSTON TX 77251-1562

Information

Purchase Order Number/Date

4500302742-5 / 05/17/2019

CoH Vendor Number

150133

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:

Shipping Terms

Pay immediately w/o deduction

FOB(Free on board) /DESTINATION

Your person responsible: JIMMIE FAUTH

Currency USD

ltem	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU		1,887.59 / AU	1,887.59
			91039 JANITORIAL		
			Day Porter Services - 4th Floor		
	Gross Price		1,887.59 USD 1 AU	1,000	1,887.59
			Delivery date: Day 12/31/2019	•	
			*** Item partially delivered ***		
•			Expected value of unplanned services: 1,887.5	9	
			Delivery Date: 12/31/2019		
20	1.00	AU		1,929.56 / AU	1,929.56
			91039 JANITORIAL		
			Day Porter Services - 9th and 10th floor		
	Gross Price		1,929.56 USD 1 AU	1.000	1,929.56
			Delivery date: Day 12/31/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 1,929.5	6	
			Delivery Date: 12/31/2019		



CITY OF HOUSTON

HCD Purchasing Unit 3200

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

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PO number/date 4500302742 -5 / 05/17/2019 Page 2 of 2

ltem	Quantity	UM	Material # / Description		Unit Cost	Extended Cos
30	1.00	· AU			1,845.65 / AU	1,845.6
•			91039 JANITORIAL			
			Day Porter Services - 9th and 10 th	floo		
			Housing and Community Development - 210	00 Travis St	. 77002	
	Gross Price		1,845.65 USD 1	AU .	1.000	1,845.65
	,		Delivery date: Day 12/31/2019			•
			*** Item partially delivered ***			
			Expected value of unplanned services:	1,845.65		
			Delivery Date: 12/31/2019			
40	1.00	ΑU			838.93 / AU	838.93
	•		91039 JANITORIAL		•	
			Day Porter Services 4th floor			
			Services for the Month of June 2019			_
	_, _,		Invoice # 222416-2		4 000	000.00
	Gross Price			AU	1.000	838.93
			Delivery date: Day 06/18/2019 *** Item partially delivered ***			
			•	838.93		
			Expected value of unplanned services:	030.83		
			Delivery Date: 06/18/2019			
50	1.00	AU			1,677.87 / AU	1,677.87
			91039 JANITORIAL			
			Day Porter Services 9th and 10th flo	oor		
			Services for the Month of June 2019			
	Gross Price		Invoice # 222416-2 1,677.87 USD 1	AU	1.000	1,677.87
	Gross Price		Delivery date: Day 06/18/2019	AU	1.000	1,077.07
		*** Item partially delivered ***			×	
			, ,	1,677.87		
			Delivery Date: 06/18/2019			
					,	
otal ***	**				USD	8,179.60

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.

Controller



Professional Janitorial Service of Houston, Inc.

2303 Nance Street Houston, TX 77020 (713) 850-0287

INVOICE NO.	220729
DATE	04/01/19

FED. I.D. #76-0221812

CUSTOMER

2100 Travis Street c/o City Of Houston 2100 Travis Street 9th Floor Houston, TX 77002-8766

SERVICE LOCATION

2100 Travis Street 2100 Travis St FI 9 Houston, TX 77002-8766

TERMS: Net 25 days	CUSTOMER NO. 1895A	P.O. NO.	P.O. NO.	
Description	Quantity U	nit of Price	Amount	
APRIL 2019 Day Porter Services 8 Hours per Day	176.00 HR	15.73	2,768.48	
PLEASE PAY FROM THIS INVOICE		Sub-Total	2,768.48	
UPON RECEIPT	PAGE 1 OF	1		
NO STATEMENT SENT UNLESS REQUESTED		TOTAL	\$2,768.48	

lacktriangledown to insure proper credit, please detach and mail bottom portion with your payment lacktriangledown

ATTENTION:

2100 Travis Street c/o City Of Houston 2100 Travis Street 9th Floor Houston, TX 77002-8766

PLEASE SEND REMITTANCE TO:

PJS OF HOUSTON, INC. P.O. BOX 4346, DEPT. 195 HOUSTON, TX 77210-4346

Customer No.	1895A
Job No.	1895A
Invoice No.	220729
Invoice Date	04/01/19
Amount Due	\$2,768.48
Amount Remitted	



invoice



Professional Janitorial Service of Houston, Inc.

2303 Nance Street Houston, TX 77020 (713) 850-0287

FED. I.D. #76-0221812

INVOICE NO.	221545
DATE	05/01/19

CUSTOMER

SERVICE LOCATION

2100 Travis Street c/o City Of Houston 2100 Travis Street 9th Floor Houston, TX 77002-8766 2100 Travis Street 2100 Travis St Fl 9 Houston, TX 77002-8766

TERMS: Net 25 days	CUSTOMER NO.	95A	P.O. NO.	
Description	Quantity	Unit of Measure	Price .	Amount
May 2019 Day Porter Services 8 Hours per Day	184.00	HR	15.73	2,894.32
			1	
PLEASE PAY FROM THIS INVOICE	PAGE 1 OF 1		2,894.32	
UPON RECEIPT				
NO STATEMENT SENT UNLESS REQUESTED			TOTAL	\$2,894.32

▼ TO INSURE PROPER CREDIT, PLEASE DETACH AND MAIL BOTTOM PORTION WITH YOUR PAYMENT ▼

ATTENTION:

2100 Travis Street c/o City Of Houston 2100 Travis Street 9th Floor Houston, TX 77002-8766

PLEASE SEND REMITTANCE TO:

PJS OF HOUSTON, INC. P.O. BOX 4346, DEPT. 195 HOUSTON, TX 77210-4346

Customer No.	1895A
Job No.	1895A
Invoice No.	221545
Invoice Date	05/01/19
Amount Due	\$2,894.32
Amount Remitted	



invoice

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

	RECORD OF CONCURRENCE FOR APPROVAL						
	SUBJECT: Professional Janitorial Services of Houston, Inc. DUE DATE DATE SUBMITTED 4/23/19 4500299863						
EXPLANATION	N: Day porter services for	the month of April 2019 – Inv	oice #220729 - \$2,768.48				
ORIGINATOR		DATE ORIGINATED	PERSON TO CONTACT FOR DETAILS	TELEPHONE NUMBER			
Ro	exanne Lawson	4/23/19	R. Lawson	4-6307			
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS			
1.	Keith Bynam	Keith W. Bynam	4/24/19				
2.	Jessica Lavergne						
3.	Krupa Desai						
4.							
5.							
6.							
7.							

2019 APR 24 AM 10: 23

RECEIVED

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL						
SUBJECT: Professional Janitorial Services of Houston, Inc.		DUE DATE ASAP	DATE SUBMITTED 5/3/19	PO # 4500299863		
EXPLANATION	N: Day porter services for	the month of May 2019 – Inv	oice #221545 \$ - \$2,894.32			
ORIGINATOR		DATE ORIGINATED	PERSON TO CONTACT FOR DETAILS	TELEPHONE NUMBER		
Roxanne Lawson		5/2/19	R. Lawson	4-6307		
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS		
1.	Keith Bynam	Keith W. Lynam	5/3/19			
2.	Jessica Lavergne					
3.	Krupa Desai					
4.						
5.						
6.						
7.						



City of Houston Finance-Strategic Procurement Division

Sole Source Justification

General Information	Date: 5/13/2019			
Department: Housing and Community Development	Phone No.: 832.394.6307			
Contact Name: Roxanne Lawson	Email: Roxanne.lawson@houstontx.gov			
Vendor Information	Requisition No.: 1026 25 95			
Name: Professional Janitorial Service of Houston, Inc.	Purchase Order No.:			
Address: 2303 Nance Street	Contract No.:			
Houston, Texas 77020				
Description. Please provide a description of the goods or service	s required, the duration or frequency of the			
requirement, and the location where the services or goods will be	delivered. Please also identify the annual cost of			
this good or service.				
PJS performs daily janitorial and cleaning maintenance services				
frequent cleaning of restrooms, conference spaces, cleaning of gl				
disposal of garbage, and spot vacuuming when necessary. PJS for	irnishes all materials and equipment necessary to			
perform the foregoing services.				
	1			
The annual cost of this service is \$33,000.00; the remainder of the	e annual cost is \$30,000.00.			
Type. Please select one of the options and explain below.				
	uipment Compatibility			
□ Patented Product □ Exclusive or Unique Capability				
Other:				
Explanation: Why is this product or service the only one that we	ould satisfy the requirement(s)?			
	•			
PJS is the current contracted janitorial service for the landlord/management company and is already familiar with				
the building spaces and cleaning requirements. Their service has been utilized by the management company for				
the last 2 years. This is the preferred company of the management company and the one to whom HCD was				
referred for janitorial service.				
Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.				
This is the preferred janitorial service for the Midtown Central Square, LLC.				
Department Recommendation				
Requestor: (ROLLING) ausgr	Date: 5/13/19			
Department Director: Kuthw Bynam	Date: 5/13/19			
<i>'</i>				
Chief Procurement Officer's Approval				
Signature:	Date:			



Professional Janitorial Service of Houston, Inc.

2303 Nance Street Houston, TX 77020 (713) 850-0287 INVOICE NO. 222416 - 2 DATE 06/01/19

FED. I.D. #76-0221812

CUSTOMER

SERVICE LOCATION

2100 Travis Street c/o City Of Houston 2100 Travis Street 9th Floor Houston, TX 77002-8766 2100 Travis Street 2100 Travis St Fl 9 Houston, TX 77002-8766

TERMS:	CUSTOMER NO.		P.O. NO.	
Net 25 days Description	Quantity	1895A Unit of	Price :	
	GUERRITY	Measure	rrice	Amount
June 2019 Day Porter Services 8 Hours per Day	160.00	HR	15.73	2,516.80
\$2514.8 /3=	B36.93			
7201-01			4	
PLEASE PAY FROM THIS INVOICE			Sub-Total	2,516.80
UPON RECEIPT NO STATEMENT SENT UNLESS REQUESTED	PAGE 1	OF 1	TOTAL	\$638.93

▼ TO INSURE PROPER CREDIT, PLEASE DETACH AND MAIL BOTTOM PORTION WITH YOUR PAYMENT ▼

ATTENTION:

2100 Travis Street c/o City Of Houston 2100 Travis Street 9th Floor Houston, TX 77002-8766

PLEASE SEND REMITTANCE TO:

PJS OF HOUSTON, INC.

P.O. BOX 4346, DEPT. 195 HOUSTON, TX 77210-4346

Customer No.	1895A		
Job No.	1895A		
Invoice No.	222416		
Invoice Date	06/01/19		
Amount Due	\$2,516.80		
Amount Remitted			



invoice

City of Houston Housing and Community Development

Admin. Purchase Order or Miscellaneous Payment Request

Vendor: Professional Janitorial Services of Houston, Inc.

Purchase Order# (If applicable):

Invoice #: 222416 - 2

Payment Amount: \$838.93

Date Invoice Received by City of Houston: 6/5/2019

By signature below, I certify a full understanding of my accountability for having performed the following procedures and do not expect them to be validated again. I certify that all items were received or services were rendered.

- Confirmed that all invoice(s) are attached.
- Confirmed that all invoices are in compliance with OMB Super Circular 2 CFR 200.
- Confirm that all required documentation is included with this request.

Deputy Director Name: Keit	h Bynam
Deputy Director Signature:	Keith W. Dynam
Date: 6/12/19	, O

Parker, Sonya - HCD

From:

Lawson, Roxanne - HCD

Sent:

Wednesday, June 5, 2019 1:45 PM

To:

Parker, Sonya - HCD; Bynam, Keith - HCD

Cc:

Desai, Krupa - HCD

Subject:

FW: PJS Invoice #222416

Attachments:

222416.pdf; 222416.xml

This is the invoice for day porter and should be divided by 3 to identify the cost for floors 9/10 and 4 separately.

Roxanne Lawson

City Council Liaison/Division Manager

City of Houston

Housing and Community Development Dept. 2100 Travis Street | 9th floor | Houston, TX 77002

832.394.6307 (office)

713.471.8675 (mobile)

www.houstontx.gov/housing

www.recovery.houstontx.gov

Follow us: Facebook | Twitter | Instagram | YouTube

----Original Message----

From: Houston Invoices <invoices@pjs.com> Sent: Wednesday, June 5, 2019 1:34 PM

To: Lawson, Roxanne - HCD <Roxanne.Lawson@houstontx.gov>

Cc: Victoria Caldera < VCaldera@Pjs.com>

Subject: PJS Invoice #222416

[Message Came from Outside the City of Houston Mail System]

Dear Customer,

Please see the attached invoice(s). You may use the attachment as an original for remittance purposes.

Feel free to contact us directly, should you need further assistance:

For monthly and special services billing:

Victoria Caldera

Vcaldera@pjs.com

For special services billing:

Laura Fonseca

Ifonseca@pis.com

For supply billing:

Gabriella Villarreal

APPurchasing@pjs.com

You can also call our main office number at 713-850-0287 during business hours and you will be referred to the appropriate person.

Thank you for your continued business!

Sincerely,

PJS Accounting Department