



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 131235
ASTRO APPAREL AND UNIFORMS LLC
DBA AAU PRINTING
6019 WINSOME LANE # 09
HOUSTON TX 77057

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 4500312226-0 / 10/22/2019
CoH Vendor Number 131235
Page 1 of 4
Buyer's Name Bunny Arita 455
Buyer's Telephone Number 832-394-6123
Buyer's Fax Number
Buyer's E-mail Address Bunny.Arita@houstontx.gov

**CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER
TO BUYER'S E-MAIL ADDRESS**

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Terms of payment : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: GENIVA SYED

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	51.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make POLO Model L528 COH POLO-WOMENS-XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	15.75 / EA	803.25
	Gross Price		15.75 USD	1 EA	51.000 803.25
Delivery Date: 11/12/2019					
20	16.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make POLO Model L528 COH POLO-WOMEN-2XL SHIRTS, DRESS AND CASUAL	16.75 / EA	268.00



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		16.75 USD	1 EA	16.000 268.00
			Delivery Date: 11/12/2019		
30	10.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make POLO Model L528	17.75 / EA	177.50
			COH POLO-WOMEN-3XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		17.75 USD	1 EA	10.000 177.50
			Delivery Date: 11/12/2019		
40	7.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make POLO Model L528	19.75 / EA	138.25
			COH POLO-WOMEN-4XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		19.75 USD	1 EA	7.000 138.25
			Delivery Date: 11/12/2019		
50	36.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make POLO Model K528	15.75 / EA	567.00
			COH-POLO-MEN-S-XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS		
	Gross Price		15.75 USD	1 EA	36.000 567.00



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 11/12/2019					
60	10.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make POLO Model K528 COH POLO-MEN-2XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	16.75 / EA	167.50
	Gross Price		16.75 USD	1 EA	10.000 167.50
Delivery Date: 11/12/2019					
70	3.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make POLO Model K528 COH POLO-MEN-3XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	17.75 / EA	53.25
	Gross Price		17.75 USD	1 EA	3.000 53.25
Delivery Date: 11/12/2019					
80	9.00	EA	10043571 SHIRT, SPORT TYPE, POLO, LADIES SZ SM-XL Int. Article No. 20070274483 Make POLO Model K528 COH POLO-MEN-4XL SHIRTS, DRESS AND CASUAL SHIRTS, MEN'S AND WOMEN'S, POLO, PIQUE WOMEN'S, SIZE SMALL- XL, POLY/COTTON BLEND FABRIC, VARIOUS COLORS	19.75 / EA	177.75
	Gross Price		19.75 USD	1 EA	9.000 177.75
Delivery Date: 11/12/2019					



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
90	1.00	AU	96278 SEWING, EMBROIDERY, CUSTOM EMBROIDERY-STITCHES CUSTOM EMBROIDERY-STITCHES	639.00 / AU	639.00
	Gross Price		639.00 USD	1 AU	639.00
			Expected value of unplanned services:	639.00	
			Delivery Date: 11/12/2019		
Total ****				USD	2,991.50

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Superior Turner

Mayor

Jung Adams

Chief Procurement Officer

Cliff Brown

Controller

PR10268410

Housing and Community Development

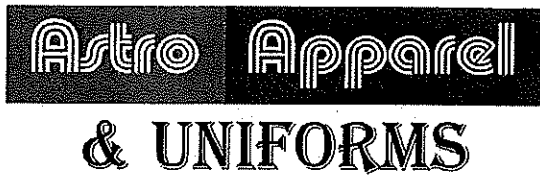
PROCUREMENT REQUEST FORM			
<p>Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.3) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required. * Required Fields (must be completed)</p>			
Description of Purchase *	Polo shirts for new hires	HCDD Division: *	Finance
Deadline Date of Request: *	10/18/2019	Purchase Type: *	Office Supplies
Requester Name: *	Blanton, Chunichi - HCO;	Created:	10/11/2019
Requester Phone Number: *	832-394-6304		
<p>Brief Description of Scope of Work for Goods/Services: Please see attachment</p>			
<p>Note: Please allow a minimum of three (3) days for bid responses.</p>			
FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5030	Status:	Pending
Funding Source:	DR-HARVEY	Purchase Order No#:	
Cost Center:	350003000	Name of Vendor:	
G/L Account:	511070	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	A03200077-19	Total Amount:	\$2,971.50
BFY:	F120	Procurement Staff	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance
Justification of Need for Goods/Services:		Procurement Notes:	
Requestor's Signature:	<i>[Signature]</i>	Supervising Manager (Purchase under \$5,000)	<i>[Signature]</i>
Date:	10/16/19	Manager:	
Date:	10/11/19	Date:	10/16/19
Requester's Signature:	<i>[Signature]</i>	Funds Approval Signature:	<i>[Signature]</i>
Date:	10/16/19	Date:	10/18/19
Procurement DPU Signature:	<i>[Signature]</i>	(Purchase over \$5,000)	
Date:	10/18/19	CFO Signature:	
Date:		Date:	
(Purchase over \$5,000)		Director Signature (Only Consultant Services)	
Assistant or Deputy Director:		Director or Designee:	
Date:		Date:	

Attachments

Click here to attach a file

X Astro Apparel 10-11-2019.pdf

[Home](#) [CityPointe Support](#) [City of Houston](#)



6019 Winsome Lane
 Ste. 09
 Houston, TX 77057

Quote

Date	Estimate #
10/10/2019	1412

Name / Address
Housing and Community Development Dept. Ms. Kimberly Hunt 2100 Travis St. Houston, TX 77002

Ship To
Housing and Community Development Dept. Ms. Kimberly Hunt 2100 Travis St. Houston, TX 77002

P.O. No.	Terms	Rep	Account #	Note
	COD	MS		Office Uniforms

Description	Qty	Unit Price	Total
Golf Shirts: Style # L528: S-XL	51	15.75	803.25T
Golf Shirts: Style # L528: 2XL	16	16.75	268.00T
Golf Shirts: Style # L528: 3XL	10	17.75	177.50T
Golf Shirts: Style # L528: 4XL	7	19.75	138.25T
Golf Shirts: Style # K528: S-XL	36	15.75	567.00T
Golf Shirts: Style # K528: 2XL	10	16.75	167.50T
Golf Shirts: Style # K528: 3XL	3	17.75	53.25T
Golf Shirts: Style # K528: 4XL	9	19.75	177.75T
Custom Embroidery - Stitches:	142	4.50	639.00T

Offer valid for 30 days from the above date

Prices are quoted after 2.5% discount for Cash Payment. Other forms of payment disqualify the discount.
 Please Sign and fax or email back to Place Order:

Sales Tax (0.0%)	\$0.00
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Sign: _____

Total	\$2,991.50
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Print Name: _____

Phone #	Fax #	E-mail	Web Site
(713) 975-0787	(713) 975-1190	accounting@aauniforms.net	www.aauniforms.net