



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 155095  
BEST BLUE PRINT LLC  
4520 WEST 34TH STREET SUITE I  
HOUSTON TX 77092  
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 4500308566-0 / 08/23/2019  
CoH Vendor Number 155095  
Page 1 of 1  
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

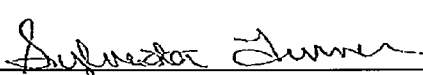
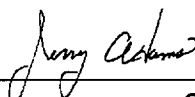
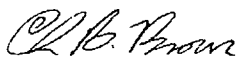
**Your person responsible:** MEGAN RYAN

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96546 GRAPHIC DESIGN SVCS Flooded in Harvey Signs 100 Signs w/stakes  18"x24" Double -Sided (4/4) No Bleed UV printed on 4mm Corugated Plastic	877.50 / AU	877.50
			Gross Price	877.50 USD	1.000 877.50
			Expected value of unplanned services:	877.50	
<b>Delivery Date: 08/30/2019</b>					
<b>Total ****</b>					<b>USD 877.50</b>

**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



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 200.31 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]

Description of Purchase *	Yard Signs Printing	HCDD Division: *	Director's Office
Deadline Date of Request: *	8/16/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Garcia, Rebecca - HCD	Created:	8/12/2019
Requester Phone Number: *	832-394-0111		

Brief Description of Scope of Work for Goods/Services:

Yard Signs

Full Color

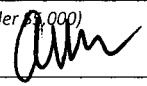
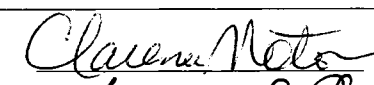
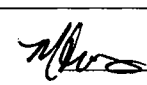
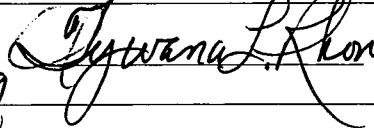
Size: 24" x 18" (landscape)

Quantity: 100

Material: Fluted polypropylene (corrugated)

Please include stakes to mount the signs

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030 Funding Source: DR-HARVEY Cost Center: 3200030002 G/L Account: 511055 Business Area: 3200 Internal Order: BD320077-19 BFY: FY20 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:	Status: Pending Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: \$877.50 Procurement Staff Priority: Notify Department: Notify Department:
Justification of Need for Goods/Services	Procurement Notes: DR-HARVEY
Requestors Signature: _____ Date: _____	Supervising Manager (Purchase under \$5,000) Manager:  8/12/19 Date: _____
Buyer's Signature:  Date: 8/15/19	Funds Approval Signature:  Date: _____
Procurement DPU Signature:  Date: 8/22/19	(Purchase over \$5,000) CFO Signature _____ Date: _____
(Purchase over \$5,000)	Director Signature (Only Consultant Services) Director or Designee: _____

## Moton, Clarence - HCD

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**From:** Megan Ryan <megan@best-blueprint.com>  
**Sent:** Wednesday, August 21, 2019 3:11 PM  
**To:** Moton, Clarence - HCD  
**Subject:** RE: Coroplast Signs (Best Blue Print SEPERATE QUOTES for Signs + Stakes and Delivery) LET'S DO IT!

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

Hello Clarence – I apologize that I misunderstood your most recent request. Please see the original quote broken down by sign, below.

The price for the below order of *250 total signs (with stakes) delivered to 2100 Travis is \$2,187.50 plus tax\**

*\*Tax exemption certificate required in order to waive sales tax.*

**\$1310.00 for 150 – Section 3 Signs + Stakes (print ready file provided)**

18" x 24"

Double-Sided (4/4)

No Bleed

UV printed on 4mm Corrugated Plastic

**\$877.50 for 100-Flooded in Harvey Signs + Stakes (print ready file provided)**

18" x 24"

Double-Sided (4/4)

No Bleed

UV printed on 4mm Corrugated Plastic

**Price includes delivery to 2100 Travis – provided all 250 signs + stakes are delivered same day, same location.**

**This order can be produced and ready within 2 business days after PO# is provided.**

Thank you,

Megan Ryan  
Owner

*HLSR School Art Auction Committee Member – seeking sponsors for the scholarship program*

Best Blue Print

4520 W. 34th Street; Suite I  
Houston, Texas 77092  
713-957-3333  
[www.best-blueprint.com](http://www.best-blueprint.com)

**Need SITE SIGNAGE or MESH BANNER FENCING? We design, print and install. Call today!**

*Do you have a project that requires you work with a HUB or that requires MWBE points?  
Best Blue Print is certified with the State of Texas as a HUB and with the City of Houston as a WBE.*



**CERTIFIED WBE**



*Quotes are honored for 30 days.*

*Kindly report order discrepancies within 7 days from receipt of an order; later reports will be addressed as a new order.*

*Best Blue Print is not responsible for orders left over 60 days.*



August 15, 2019

**Quote for:**

**Clarence Moton**

City of Houston

Housing and Community Development Dept.

2100 Travis Street, 9<sup>th</sup> Floor

Houston, TX 77002

**832.394.6212**

[clarence.moton@houstontx.gov](mailto:clarence.moton@houstontx.gov)

100 Yard signs

18" x 24"

4mm white Coroplast

Full Color, 4/4

Vertical flutes for H stakes

\$1410.00 total print and finishing stakes/pack  
( includes delivery to 77002 )

Thanks!

Carla J Stabley



6650 Roxburgh Drive, Suite 180, Houston, TX 77041

Direct: (832) 369-1933 | Mobile: (713) 825-2435 | Main: (713) 956-3400

[c2spark.com](http://c2spark.com) | [vomela.com](http://vomela.com) | [seeing is believing](#)

# FLOODED IN HARVEY? HELP IS HERE



Call **832-393-0550**  
[www.recovery.houstontx.gov](http://www.recovery.houstontx.gov)



This project is funded by the City of Houston, the Texas General Land Office of the State of Texas and the United States Department of Housing and Urban Development through the Community Development Block Grant Program to provide for disaster recovery and restoration of infrastructure for communities impacted by Hurricane Harvey.

**Moton, Clarence - HCD**

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**From:** Chandra Young <chandra@thedocgrp.com>  
**Sent:** Tuesday, August 20, 2019 4:01 PM  
**To:** Moton, Clarence - HCD  
**Subject:** Re: Coroplast Signs

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

Hello Mr. Moton,

It was great speaking to you as well. Your quote is below. Please review and let me know via email confirmation if you would like to move forward with the project and when you need to have the signs in hand.

FYI Delivery with in the Houston Metroplex area is free.

**150 – Section 3 Signs @ \$16.00 ea = \$2,400.00**

18" x 24"

Double-Sided (4/4)

No Bleed

Coroplast w/wire stakes

**100-Flooded in Harvey Signs @ \$16.00 ea = \$1,600.00**

18" x 24"

Double-Sided (4/4)

No Bleed

Coroplast w/wire stakes

*Chandra Young-Pierce*

The Document Group/Encase Legal

1010 Lamar

Suite 120

Houston, Texas 77002

Cell: (713) 344-3958

Direct: (832) 856-6130

Office: (713) 343-4000

Fax: (713) 343-4005

[chandra@thedocgrp.com](mailto:chandra@thedocgrp.com)

[www.thedocgrp.com](http://www.thedocgrp.com)



On Tue, Aug 20, 2019 at 3:14 PM Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)> wrote:



Hello Chandra,

It was great speaking with you today.

Please provide a quote for the Yard Signs listed below.

**150 – Section 3 Signs**

18" x 24"

Double-Sided (4/4)

No Bleed

Coroplast w/wire stakes

**100-Flooded in Harvey Signs**

18" x 24"

Double-Sided (4/4)

No Bleed

Coroplast w/wire stakes

Thank you,

Clarence Moton

832-394-6212

**From:** Chandra Young <[chandra@thedocgrp.com](mailto:chandra@thedocgrp.com)>  
**Sent:** Tuesday, August 20, 2019 3:02 PM  
**To:** Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Subject:** Coroplast Signs

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

*Chandra Young-Pierce*

**The Document Group/Encase Legal**

**1010 Lamar**

**Suite 120**

**Houston, Texas 77002**

**Cell: (713) 344-3958**

**Direct: (832) 856-6130**

**Office: (713) 343-4000**

**Fax: (713) 343-4005**

[chandra@thedocgrp.com](mailto:chandra@thedocgrp.com)

