



**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 138512  
THE CAPTIONING COMPANY INC  
565 S MASON RD STE 358  
KATY TX 77450  
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 4500308914-0 / 08/29/2019  
CoH Vendor Number 138512  
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 :** 10 days 2%, 20 days 1%, net 30 Currency USD

**Shipping Terms** FOB(Free on board) /DESTINATION

**Your person responsible:** LYNDA MARIE BRYANT

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96172 TRANSCRIPTION SVCS: Transcription Services -Town Hall Disaster Recovery Town Hall Fifth Ward Multiservice Center 4014 Market St. Houston, Texas 77020 Thursday, August 29,2019 6:30pm to 9:30pm	452.50 / AU	452.50
	Gross Price		452.50 USD	1 AU	452.50
			Delivery date: Day 08/29/2019		
			Expected value of unplanned services: 452.50		
			<b>Delivery Date:</b> 08/29/2019		
20	1.00	AU	96172 TRANSCRIPTION SVCS: Transcription Services - Public Hearings Fall Public Hearing - 1 Cultural Center	675.00 / AU	675.00



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# PURCHASE ORDER

PO number/date 4500308914 -0 / 08/29/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			3018 Emancipation Avenue Wednesday, September 4, 2019 6:00pm - 8:00pm		
			Fall Public Hearing - 2 Southwest Multiservice Center 6400 High Star Drive Tuesday, September 10, 2019 6:00pm - 8:00pm		
	Gross Price		675.00 USD	1 AU	1.000 675.00
			Delivery date: Day 09/10/2019		
			Expected value of unplanned services: 675.00		
			<b>Delivery Date: 09/10/2019</b>		
<b>Total ****</b>					<b>USD 1,127.50</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.

*Debra Turner* Mayor      *Jerry Adams* Chief Procurement Officer      *Cliff Brown* Controller

# Housing and Community Development



## 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 200.3) 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]**

Description of Purchase *	C.A.R.T. Services for Fall Public Hearing	HCDD Division: *	Director's Office
Deadline of Request: *	9/4/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lawson, Ashley - HCD;	Created:	8/22/2019
Requester Phone Number: *	8323945438		

**Brief Description of Scope of Work for Goods/Services:**

Transcription Service for Fall Public Hearings on 9/4/2019 from 6pm -8pm at 3018 Emancipation Ave., Houston, Texas 77004 and on 9/10/2019 from 6pm 8pm at 6400 High Star Drive, Houston, Texas 77074.

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: <u>5070</u> <input checked="" type="checkbox"/>	Status: Pending
Funding Source: <u>CDBG</u> <input type="checkbox"/>	Purchase Order No#:
Cost Center: <u>3200010002</u> <input type="checkbox"/>	Name of Vendor:
G/L Account: <input type="checkbox"/>	Date Processed:
Business Area: <u>3200</u> <input type="checkbox"/>	Date Received:
Internal Order: <u>C32000001-20</u>	Total Amount: <u>\$675.00</u>
BFY: <u>2020</u> <input type="checkbox"/>	Procurement Staff: <input type="text"/>
Grant: <u>32000001-2020</u>	Priority:
Funds Reservation: <input type="text"/>	Notify Department: <input type="text" value="Procurement"/>
Funds Approval Mgr: <input type="text"/>	Notify Department: <input type="text" value="Finance"/>

*Justification of Need for Goods/Services*

*Procurement Notes:*

PR# 10266474

Requestors Signature: <u>Ashley Lawson</u> Date: <u>8/22/19</u>	Supervising Manager (Purchase under \$5,000) Manager: <u>[Signature]</u> Date: _____
Buyer's Signature: <u>Clarence Moton</u> Date: <u>8/26/19</u>	Funds Approval Signature: Date: <u>8/27/19</u> <u>[Signature]</u>
Procurement DPU Signature: <u>Jywan L. Rhone</u> Date: <u>8/27/19</u>	(Purchase over \$5,000) CFO Signature Date: _____
(Purchase over \$5,000) Assistant or Deputy Director: Date _____	Director Signature (Only Consultant Services) Director or Designee: Date: _____

**THE CAPTIONING COMPANY, INC.**

565 South Mason Road, Ste. 358

Katy, Texas 77450

(281) 684-8973 (phone)

(281) 347-2881 (fax)

mariebryant@captioningco.com

**DATE:** August 26, 2019

**TO:** Clarence Moton, COH-HCDD

**RE:** Quote for CART/Captioning Services

This memo is in response to an email request to provide a quote for CART/Captioning services for the City of Houston, Housing and Community Development Department, upcoming public meetings.

The Captioning Company, Inc. will provide CART services (Communication Access Realtime Translation) including all labor, materials and supervision necessary. The charges for said services will be at \$115 an hour with a two hour minimum, plus a half hour setup fee. A small admin/editing fee of \$50 will be charged to provide the notes recorded from the meeting within 10 days.

**Thursday, August 29, 2019 :**

Disaster Recovery Town Hall  
Fifth Ward Multiservice Center  
4014 Market Street  
6:30 p.m. -- 9:30 p.m.

Setup Fee	0.5 hrs. at \$115	\$ 57.50
CART Time	3.0 hrs. at \$115	345.00
Meeting Notes	at \$ 50	<u>50.00</u>

TOTAL \$452.50

**Wednesday, September 4, 2019:**

Fall Public Hearing  
Cultural Center  
3018 Emancipation Avenue  
6:00 p.m. -- 8:00 p.m.

Setup Fee	0.5 hrs. at \$115	\$ 57.50
CART Time	2.0 hrs. at \$115	230.00
Meeting Notes	at \$ 50	<u>50.00</u>

TOTAL \$337.50

**Tuesday, September 10, 2019:**

Fall Public Hearing  
Southwest Multiservice Center  
6400 High Star Drive  
6:00 p.m. -- 8:00 p.m.

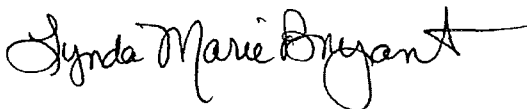
Setup Fee	0.5 hrs. at \$115	\$ 57.50
CART Time	2.0 hrs. at \$115	230.00
Meeting Notes	at \$ 50	<u>50.00</u>

TOTAL \$337.50

**GRAND TOTAL: \$1,127.50**

Thank you for considering The Captioning Company, Inc. Do not hesitate to contact me if you have any questions.

Sincerely,



Lynda Marie Bryant,  
RPR, RMR, CRR, CRC  
Level V CART Provider (Texas)