



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address
Vendor Address Number 118070
CONTRACT RESOURCE GROUP, L.L.C.
7108 OLD KATY ROAD - SUITE 150
HOUSTON TX 77024
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 4500296128-0 / 01/28/2019
CoH Vendor Number 118070
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 : 10 days 2%, 20 days 1%, net 30 Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

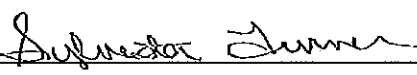
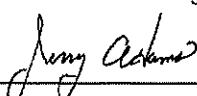

Your person responsible: MARK BALLARD

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	93145 FURNITURE INSTALLATI Installation - 4th floor -2100 Travis Order Number : 101630 Date : 01/22/2019	1,808.33 / AU	1,808.33
	Gross Price		1,808.33 USD	1 AU	1,808.33
			Expected value of unplanned services:	1,808.33	
			Delivery Date: 01/31/2019		
Total ****					USD 1,808.33

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

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 200.1 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 *	Early installation of 4th floor	HCDD Division: *	Compliance
Deadline Date of Request: *	1/28/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lawson, Roxanne - HCD;	Created:	1/24/2019
Requester Phone Number: *	4-6307		

Brief Description of Scope of Work for Goods/Services:

Additional Labor to complete the Installation of the 4th floor early \$1,808.33

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

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5030	Status:	Pending
Funding Source:	DR-HARVEY	Purchase Order No#:	
Cost Center:	3000030002	Name of Vendor:	
G/L Account:	322430	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	\$1808.33
BFY:	FY2019	Procurement Staff	
Grant:	320000 77-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services

Procurement Notes:

Pur Req. 10258532
P.O 4500296128

Requester's Signature: <i>Roxanne Lawson</i> Date: 1/24/19	Supervising Manager (Purchase under \$5,000) Manager: <i>Keith W. Dyanam</i> Date: 1/24/19
Buyer's Signature: <i>Clara Mot</i> Date: 1/24/19	Funds Approval Signature: <i>M. Dwyer</i> Date: 1/25/19
Procurement DPU Signature: Date:	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy	Director Signature (Only Consultant Services) Director or Designee:



... Expect More

Proposal

Contract Resource Group (007)
7108 Old Katy Rd. Suite 150
Houston, TX 77024
Phone: (713) 803-0100
Fax: (713) 803-0138
Web: www.crgoffice.com

Order Number	101630
Date	01/22/2019
Customer PO No	
Customer Name	CITY OF HOUSTON HOUSING & COMMUNITY DEVISION
Salesperson	RANDI SCHRAMM
Project Number	
Terms	NET 20 DAYS
Page	1 of 2

T CITY OF HOUSTON HOUSING & COMMUNITY DIVISION
 O FINANCIAL SERVICES SEC., ACCT PAY
 P.O. BOX 1562
 HOUSTON, TX 77251

ATTN: INTAN
 Phone: 281-813-6962

S CITY OF HOUSTON
 H 2100 TRAVIS STREET
 I 4th FLOOR
 P HOUSTON, TX 77002
 T
 O ATTN: INTAN
 Phone: 281-813-6962

Prepared for : INTAN

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	CRG ADDITIONAL LABOR ADDITIONAL LABOR TO COMPLETE THE INSTALLATION OF THE 4TH FLOOR EARLY	1,808.33	1,808.33

Order Sub-Total : \$1,808.33
TOTAL ORDER : \$1,808.33

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE
 A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature:  Name: Roxanne Lawson Title: Div. Mgr Date: 1/24/19



... Expect More

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Date	01/22/2019
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Customer Name	CITY OF HOUSTON HOUSING & COMMUNITY DEVISION
Salesperson	RANDI SCHRAMM
Project Number	
Terms	NET 20 DAYS
Page	2 of 2

Terms & Conditions

- ORDERS:** Buyer's order will not be processed until Seller has approved and received:
 - _____ Signed Terms & Conditions
 - _____ Signed quote or binding purchase order
 - _____ Approved and signed drawings and specifications, if applicable
 - _____ Completed and signed credit application and Buyer's good credit rating and standing with Seller
- PAYMENT:** Net 30 days from invoice date. A 50% deposit is required for all orders, subsequent orders under \$5,000 a deposit is not required unless otherwise noted. If projects are delayed or interrupted due to no fault of Seller or due to factors beyond Seller's control, the product will be billable upon shipment and Buyer remains obligated to pay each invoice when due. Seller can ship/install or provide services from a single purchase order, and invoice Buyer, in stages and Buyer agrees to pay Seller for products and services when invoiced per established credit terms. Unpaid invoices past the due date will accrue interest at 1.5% per month or the maximum amount allowed by law. All fees, including reasonable attorneys fees, incurred in collection of monies due to the Seller will be paid by Buyer. Buyer may reject and withhold payment only for furniture noted on a delivery ticket or punch list as rejected, but in no event may Buyer withhold payment for more than 10% of an invoice.
- CANCELLATIONS:** All or part of a furniture order cannot be cancelled without prior written approval by Seller. If Buyer cancels after an order is initiated, Buyer will pay all charges incurred through cancellation date including any applicable restocking fees. These charges vary based on specific manufacturer policies. **CANCELLATION OF LABOR + SERVICES:** Service and labor must be cancelled a minimum of 24 hours prior to start time/date. Failure to so cancel will subject Buyer to a minimum fee equal to four (4) hours times the number of men scheduled in the crew times the hourly bill rate of each crew member; direct ship reassignment; double handling fees; storage; and redelivery. Design costs accrued up to time of cancellation are payable by Buyer.
- RETURNS:** Manufacturers do not accept the return of furnishings. Merchandise may not be returned or replaced, credit or deduction taken, or refund requested without prior written authorization from Seller and payment by Buyer of restocking, pick-up, uninstal and freight fees. Damaged or defective items will be repaired or replaced at the manufacturer's discretion.
- PRICES:** Prices quoted are valid for 30 days. Quotes may not include all applicable taxes. Taxes will be added to invoice.
- TITLE AND RISK OF LOSS:** Title and risk of loss pass to Buyer (a) on delivery to Buyer's dock, or (b) if product is shipped directly from manufacturer at FOB manufacturer's factory, or (c) if Buyer is unable to take delivery of product and requests that Seller store product, on earlier of date of storage or initial delivery date. Seller has a security interest in the product until all invoices have been paid in full and Buyer will execute documents to perfect that security interest.
- DELIVERY AND INSTALLATION:**
 - Business Hours:** Normal working hours are from 8:00am – 4:00pm, Monday through Friday unless otherwise noted and agreed to, excluding holidays. Overtime labor costs will be added when overtime work is performed at the Buyer's request or if Seller incurs additional labor costs due to unfavorable building conditions.
 - Condition of Job Site:** The job site will be clean and free of debris prior to delivery and installation. If other trades on the job site delay the installation, the Buyer shall pay any additional fees. It is the Buyer's responsibility to clear the area prior to the start of the installation. Buyer is responsible for moving computers and all related equipment.
 - Building Electrical Connections:** It is the responsibility of the Buyer to make electrical connections from the building power supply to the furniture and/or panel systems unless otherwise agreed to. Data and telephone cabling is also the responsibility of the Buyer.
 - Protection of Delivered Goods:** Property damage/replacement insurance costs are the responsibility of the Buyer. Buyer is responsible for all loss or damage by trades such as painting or plastering, electrical or telephone installation, fire or other elements.
 - Job Site Services:** Electric current, HVAC and elevator services will be furnished without charge to Seller. Adequate facilities for off-loading, staging and handling of merchandise will be provided by the Buyer without charge to Seller. For any services or conditions outside the norm, which incur additional costs, the Buyer will pay the fees.
 - Storage:** If Buyer is unable to take delivery of product processed through Seller's distribution center, at the agreed upon date, Seller, at Buyer's request, will store the product for the Buyer for a 30 day period at no charge to the Buyer. After 30 days, storage and handling fees will apply and will be paid by Buyer. Delay of direct deliveries to the Buyer's site will incur storage and handling fees and will be paid by the Buyer.
 - Scope:** Any services requested outside the original scope of work will be considered as a change order and will be subject to billing at the current hourly rate.
- INDUSTRY STANDARDS:** All merchandise, including veneers, are subject to reasonable variations in color, pattern, grain and finish according to the trade customs of the industry. These variations, or any subtle changes over time, are not considered defects.
- CLAIMS:** Seller will file claims for transportation damage except drop shipments which are the responsibility of Buyer.
- DELAY:** Seller is not liable for failure, delay or interruption in performance which is beyond Seller's control including strikes, lockouts, work stoppages, accidents, manufacturers' production schedule and acts of God including weather, war and terrorism.
- LIMITATION OF LIABILITY:** Seller is not liable to Buyer for any indirect, incidental, consequential or punitive damages. Seller's maximum liability for breach of these Terms and Conditions is the amount received from Buyer hereunder.
- LOSS:** Buyer agrees to hold Seller harmless from all claims, expenses, fees and losses related to its breach of these Terms and Conditions and any related document.
- AGREEMENT:** These Terms and Conditions supersede all prior oral and written agreements related hereof. These Terms and Conditions can only be amended in a writing signed by Seller and Buyer's authorized officers. If these Terms and Conditions conflict with the documents in section 1, these Terms and Conditions control. These Terms and Conditions are governed by the laws of the State of _____, without regard to its conflict of laws provisions. Buyer waives application of Article 2 of the Uniform Commercial Code. If any term of these Terms and Conditions is invalid, illegal or unenforceable it will not apply but the remaining terms will continue to apply. Headings are for reference only and are not to be used in interpreting these Terms and Conditions.
- WARRANTY:** Product warranty is provided by each manufacturer. Seller disclaims all express or implied warranties.

Name/Signature:

Date: 1/24/19