



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address
Vendor Address Number 134889
KEVIN BLACKWELL
10743 VILLA LEA
HOUSTON TX 77071
USA

Information
Purchase Order Number/Date 4500308636-0 / 08/26/2019
CoH Vendor Number 134889
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**

Mail Invoice to
COH HOUSING & COMMUNITY DEV
FINANCIAL SERVICES SEC, ACCT PAY
P.O. Box 1562
HOUSTON TX 77251-1562

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: KEVIN BLACKWELL

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	96145 INSPECTION/CERT SVC TREC Inspections Provide all labor and supplies for three TRECC Inspections. All Inspections must be completed within 10 days from the date of this Purchase Order. The addresses for the TREC Inspections are listed below: 10926 Gulf Freeway, 77075 - 1,424 sf 8118 Garden Parks Drive, 77075 - 1,754 sf 8034 Misty Vale Lane, 77075 - 1,728 sf	1,350.00 / AU	1,350.00
Gross Price			1,350.00 USD	1 AU	1,350.00
Expected value of unplanned services:				1,350.00	
Delivery Date: 09/06/2019					
Total ****					USD 1,350.00

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.

Supervisor Turner *Jerry Adams* *C. B. Brown*

Mayer Chief Procurement Officer Controller

Housing and Community Development



PROCUREMENT REQUEST FORM

RUSH



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 49,0000 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 *	Vendors for TREC Inspection	HCDD Division: *	Director's Office
Deadline Date of Request: *	8/26/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Guillory, Beverly - HCD	Created:	8/23/2019
Requester Phone Number: *	832-394-6335		

Brief Description of Scope of Work for Goods/Services:

Vendor needed for TREC inspections on the 3 projects that are in the close out phase in the HoAP.

Addresses are as follows.

- 10926 Gulf Valley, 77075
- 8118 Garden Parks Drive, 77075
- 8034 Misty Vale Lane, 77075

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: 32000 3000 2	Name of Vendor: Kevin Blackwell
G/L Account: 520159	Date Processed: 134889
Business Area: 3200	Date Received:
Internal Order: BH32000077-19	Total Amount:
BFY: FY20	Procurement Staff
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:

Justification of Need for Goods/Services

Procurement Notes:

Requestors Signature: <i>Beverly Guillory</i>	Supervising Manager (Purchase under \$5,000)
Date: _____	Manager: <i>[Signature]</i>
Buyer's Signature: <i>[Signature]</i>	Funds Approval Signature: <i>[Signature]</i>
Date: 8/23/19	Date: 8/23/19
Procurement Staff Signature: _____	(Purchase over \$5,000)
Date: _____	CFO Signature _____
(Purchase over \$5,000)	Date: _____
	Director Signature (Only Consultant Services) <i>[Signature]</i>
	Director or Designee: _____

<i>Assistant or Deputy Director: Date</i>	<i>Date:</i>
<i>Attachments</i>	Price Sheet_First Class Inspections 8-23-19.pdf Kevin Blackwell Inspector Resume 2019.pdf TREC Professional License 4370.pdf

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

Kevin E Blackwell

10743 Villa Lea LN Houston, Texas 77071-1509

Hm (281-933-8447) Alt. Phone (832-563-9384) Email:blackwellkevin@sbcglobal.net

Resume

Professional Inspector (PI) with over 20 years' experience in professionally performing structural and mechanical inspections of commercial and residential properties. Also proficient in construction management of renovation projects commercial and residential. Experience in disaster property condition assessment, mold / lead testing and termite inspection. Experience in the setup and operation of Retro Tec 2000 for Weatherization Blower Door Testing & Monoxor. Information Technology (IT) with over 20 years experience in the technology field, 9 years experience in field trouble shooting positions and project deployment, 11 years experience directing cross-functional teams of technical experts to analyze systems and processes and implement infrastructure improvements. Recognized for leadership in project planning, scheduling, prioritizing contingency and risk planning, work assignments, and definition of scope for enterprise information systems projects. Responsibilities include troubleshooting, prioritizing client spending to meet business objectives, and developing solutions that improve the efficiency of IT operations.

Experience

FIRST CLASS INSPECTIONS (FCI) Houston, TX 5/1997 to PRESENT

Professional Real Estate Inspector

- Detail examination of commercial and residential properties
- Construction and renovation of commercial and residential properties.
- Commercial and residential construction project management.
- WDI termite inspection.
- Renovator and testing for mold/ lead and asbestos.
- Preparation of detail scope reports
- Write up of detail business contracts and proposals
- Sponsor and train Apprentice Inspectors.
- Management of General Ledger of all inspections reports to date.
- Perform Weatherization Assessments for Single Family Dwellings also complete Blower Door Testing & Data Sheet.
- Complete Multi-Family Project Checklist & Blower Door Testing/ Data Sheet to determine BTL of each unit.
- Perform Weatherization Assessments and Site Built NEAT Audit

Education

TSU Texas Southern University 8/1983
Bachelor Degree/ Business Management

International Business machine (IBM) Houston, TX 10/1985
Corporate Training Institute /Major Customer Engineering

ITT Technical Institute Houston, TX 8/1987
Associate Degree, Basic Electronics

Monroe Business System, New Jersey 11/1992
Corporate Training Institute /Major Customer Engineering

Houston Community College, Houston, TX 1/1997
Certificate, Real Estate Inspections

TDHCA Weatherization Training Academy 1/2010
Lee College, Baytown TX

TDHCA Weatherization Training Academy 6/2010
Site Built Neat Audit

Expertise/ Qualifications

- Professionally Perform Structural and Mechanical inspections of Commercial and Residential Properties
- Training new Entry Level Inspectors into the field.
- Licensed by the Texas Real Estate Commission as Professional Inspector Lic# 4370
- Licensed by Texas Department of Insurance as Professional Inspector Lic# 20102071070
- Licensed by Texas Department of Agriculture Lic# 0730859
- Certified and Regulated by U.S Department of Housing & Urban Development HQS #10-397
- Certificate of Completion by TDHCA Weatherization
- Certified by TDHCA Lead Safe Renovator
- Certified by ICC & IRC International Code Council , International Residential Code
- Certified by ICC Uniform Building Code
- Certified by CABO Council of American Building Officials
- Certified by (FEMA) Federal Emergency Management Agency, Disaster Response Inspector Lic#52225

Past Performance/ Achievements

NASA – Mission Control Center (DOD)
IBM – Corporate training Institute/Morris Plains New jersey
ITT- Technical Institute / Houston TX
HHA-Houston Housing Authority (Prime Contractor)
TDCHA- Sheltering Arms (Prime Contractor)
LRGVDC- Lower Rio Grande valley Development Council (Prime)
HGAC- Houston Galveston Area Council (Prime Contractor)
COH/City of Houston (Subcontractor and Prime Contractor)
FEMA- Federal Emergency management Agency (Contractor)

Key Accomplishments

- Management - build and lead teams of experts to achieve project goals.
- Customer relations - develop and maintain mutually beneficial partnerships between business and contractors.
- Efficiency - realize significant cutting-edge solutions based on specifications and thorough research and testing.
- Planning - design long-range strategies based on forecasts of industry trends.
- Project management - identify, allocate, and manage company resources to complete projects on time and within budget.
- Able to handle multiple assignments under high pressure and consistently meet tight deadlines.



FIRST CLASS INSPECTIONS

10743 Villa Lea Lane, Houston Texas, 77071
Phone: 832-563-9384 Fax: 713-772-0763
E-mail: blackwellkevin@sbcglobal.net

August 23, 2019

First Class Inspections

PRICE PROPOSAL – INSPECTION SERVICES

Flat Rate Inspections	Flat Rate
Cost TREC Final Inspection 100% (Inside City Jurisdiction)	\$450.00
Cost per Final Inspection 100% (Outside City Jurisdiction)	\$550.00
Progress Inspection 50% (Outside City Jurisdiction)	\$550.00
Progress Inspection 50% (Intside City Jurisdiction)	\$450.00

Flat Rate Energy Start Certification	Price
Energy Start Plan review (Outside City Jurisdiction)	\$300.00
Energy Start Blower Door BTL Reading (Outside City Jurisdiction)	\$300.00
Energy Start Duct Blaster Reading (Outside City Jurisdiction)	\$300.00
Energy Start Certification Input & Registration(Outside City Jurisdiction)	\$300.00

Kevin E. Blackwell P.I.

Owner

You may wish to laminate the pocket identification card to preserve it.

KEVIN EARL BLACKWELL
10743 VILLA LEA LANE
HOUSTON, TX 77071

The person named on the reverse is licensed by the Texas Real Estate Commission.

Inquiry as to the status of this license may be made to:

Texas Real Estate Commission
P.O. Box 12188
Austin, TX 78711-2188
www.trec.texas.gov
(512) 936-3000
Fax:(512) 936-3864



Texas Real Estate Commission
P.O. Box 12188 Austin, Texas 78711-2188
Professional Inspector License

Professional Inspector License #: **4370** License Expires: **09/30/2020**

Professional Inspector: **KEVIN EARL BLACKWELL**

10743 Villa Lea Lane
HOUSTON, TX 77071

The person named above is licensed by the Texas Real Estate Commission as a professional inspector.


Douglas E. Oldmixon
Administrator



Texas Real Estate Commission
P.O. Box 12188 Austin, Texas 78711-2188
Professional Inspector License

Professional Inspector License#: **4370** License Expires: **09/30/2020**

Professional Inspector: **KEVIN EARL BLACKWELL**

10743 Villa Lea Lane
HOUSTON, TX 77071

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Douglas E. Oldmixon
Administrator