



CITY OF HOUSTON
HCD Purchasing Unit 3200

SRO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE** **SERVICE RELEASE ORDER**

Vendor Address	Information
Vendor Address Number 154262 MIDTOWN CENTRAL SQUARE LLC 2100 TRAVIS STREET Suite 250 HOUSTON TX 77002 USA	SRO Number/Date 4500296367-5 / 01/31/2019 CoH Vendor Number 154262 Page 1 of 5 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
Mail Invoice to	
COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC, ACCT PAY PO Box 1562 HOUSTON TX 77251-1562	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 immediately w/o deduction	Currency USD
Shipping Terms	FOB(Free on board) /DESTINATION	
Our reference:	2018-0153	
Your person responsible:	JULIET GARCIA	
Your reference:	2018-0153	

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	97145 OFFICE SPACE REN/LE February Lease 2019 Release Order against contract 4600014770 Item 00030 Date: 02/1/2019 Invoice #20680	59,884.41 / AU	59,884.41
			2100 Travis - Floors 9 and 10		
	Gross Price		59,884.41 USD	1 AU	59,884.41
			Delivery date: Day 02/01/2019 *** Item partially delivered *** Expected value of unplanned services: 59,884.41		
			Delivery Date: 02/01/2019		
20	1.00	AU	97145 OFFICE SPACE REN/LE March Lease 2019- 4th Floor	44,761.50 / AU	44,761.50



CITY OF HOUSTON SRO NUMBER MUST APPEAR ON ALL PAYMENT AND
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OR SERVICE **SERVICE RELEASE ORDER**

PO number/date 4500296367 -5 / 01/31/2019 Page 2 of 5 ..

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Release Order against contract 4600014770 Item 00040		
	Gross Price		44,761.50 USD 1 AU	1.000	44,761.50
			Delivery date: Day 03/22/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 44,761.50		
			Delivery Date: 03/22/2019		
30	1.00	AU		44,761.50 / AU	44,761.50
			97145 OFFICE SPACE REN/LE		
			April Lease 2019 - 4th Floor		
			Release Order against contract 4600014770 Item 00040		
	Gross Price		44,761.50 USD 1 AU	1.000	44,761.50
			Delivery date: Day 03/22/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 44,761.50		
			Delivery Date: 03/22/2019		
40	1.00	AU		10,153.83 / AU	10,153.83
			97145 OFFICE SPACE REN/LE		
			April Lease 2019 - 9th and 10th Floor		
			Release Order against contract 4600014770 Item 00050		
	Gross Price		10,153.83 USD 1 AU	1.000	10,153.83
			Delivery date: Day 03/22/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 10,153.83		
			Delivery Date: 03/22/2019		
50	1.00	AU		23,346.08 / AU	23,346.08
			97145 OFFICE SPACE REN/LE		
			May Lease 2019 - 9th and 10 th floor		
			Release Order against contract 4600014770 Item 00050		
			2100 Travis St. Houston, Texas 77002		
	Gross Price		23,346.08 USD 1 AU	1.000	23,346.08
			Delivery date: Day 05/14/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 23,346.08		



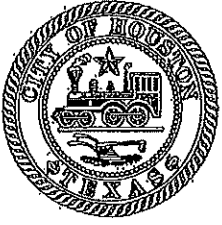
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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 05/14/2019					
60	1.00	AU	97145 OFFICE SPACE REN/LE May Lease 2019 - 4th floor Release Order against contract 4600014770 Item 00040 2100 Travis St. Houston, Texas 77002	44,761.50 / AU	44,761.50
	Gross Price		44,761.50 USD	1 AU	44,761.50
			Delivery date: Day 05/22/2019 *** Item partially delivered *** Expected value of unplanned services: 44,761.50		
Delivery Date: 05/22/2019					
70	1.00	AU	97145 OFFICE SPACE REN/LE June Lease 2019 - 4th floor Release Order against contract 4600014770 Item 00040 Invoice #20797 2100 Travis Houston, Texas, 77002	44,761.50 / AU	44,761.50
	Gross Price		44,761.50 USD	1 AU	44,761.50
			Delivery date: Day 06/06/2019 *** Item partially delivered *** Expected value of unplanned services: 44,761.50		
Delivery Date: 06/06/2019					
80	1.00	AU	97145 OFFICE SPACE REN/LE June Lease 2019 - 9th and 10th floor Release Order against contract 4600014770 Item 00050 Invoice #20802 2100 Travis St. Houston, Texas 77002	23,846.08 / AU	23,846.08
	Gross Price		23,846.08 USD	1 AU	23,846.08
			Delivery date: Day 06/06/2019 *** Item partially delivered *** Expected value of unplanned services: 23,846.08		
Delivery Date: 06/06/2019					



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
90	1.00	AU	97145 OFFICE SPACE REN/LE July Lease 2019 - 4th floor Release Order against contract 4600014770 Item 00040 Invoice # .154262 2100 Travis St. Houston, Texas 77002	44,761.50 / AU	44,761.50
	Gross Price		44,761.50 USD	1 AU	44,761.50
			Delivery date: Day 06/20/2019 *** Item partially delivered *** Expected value of unplanned services: 44,761.50 Delivery Date: 06/20/2019		
100	1.00	AU	97145 OFFICE SPACE REN/LE July Lease 2019 - 9th and 10th floor Release Order against contract 4600014770 Item 00050 Invoice # 20809 2100 Travis St. Houston, Texas 77002	23,846.08 / AU	23,846.08
	Gross Price		23,846.08 USD	1 AU	23,846.08
			Delivery date: Day 06/20/2019 *** Item partially delivered *** Expected value of unplanned services: 23,846.08 Delivery Date: 06/20/2019		



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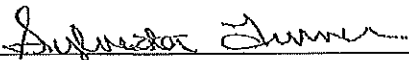
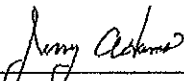
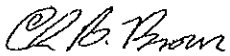
PO number/date 4500296367 -5 / 01/31/2019 Page 5 of 5

Total ****	USD 364,883.98
ORD# 2018-1026 PASSED 12/19/18 2ND AMENDMENT CS 1/2/2019	

2018-0706 ORD PASSED 9/5/2018 EXECUTED BY MAYOR 9/12/2018 CS 9/12/2018	

2018-0153 ORD PASSED 2/28/2018 EXECUTED BY MAYOR 3/5/2018 CS 3/06/18	

2018-0153 ORD PASSED 2/28/2018 EXECUTED BY MAYOR 3/5/2018 CS 3/06/18	
NOTICE -- This is a contract release order against the contract referenced herein. The terms and conditions in the referenced contract are hereby incorporated into this contract release order as if set forth in full text. All work performed pursuant to this contract release order shall be performed in strict accordance with the referenced contract's statement of work/scope of services.	

<p>I hereby certify a certificate of the necessity of this expenditure is on file in this department.</p>	<p>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.</p>
 Mayor	 Chief Procurement Officer
	 Controller

Midtown Central Square, LLC

2100 Travis Street, Suite 250
Houston, Texas 77002

Invoice

Date	Invoice #
3/1/2019	20721

Bill To
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Vendor #
154262

Quantity	Description	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	44,761.50

Total	\$44,761.50
Balance Due	\$44,761.50

Midtown Central Square, LLC

2100 Travis Street, Suite 250
Houston, Texas 77002

Invoice

Date	Invoice #
4/1/2019	20733

Bill To
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Vendor #
154262

Quantity	Description	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	44,761.50
Total		\$44,761.50
Balance Due		\$44,761.50

RECEIVED

CITY OF HOUSTON
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

2626655




2019 JUN -4 PM 3:26

RECORD OF CONCURRENCE AND APPROVAL
Directors Office DIVISION

SUBJECT: Midtown Central Square, LLC.	DUE DATE 6/3/2019	DATE SUBMITTED 6/3/2019	Amount: \$44,761.50
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EXPLANATION: June rent for the 4th floor Housing and Community Development, 2100 Travis location. Invoice # 20797

ORIGINATOR: Rupert Castillo	DATE ORIGINATED: 6/3/2019	PERSON TO CONTACT FOR DETAILS: Rupert Castillo	PHONE NUMBER: 713-775-1742
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ROUTING SEQUENCE	REVIEW/APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1	Rupert Castillo		6/3/19	
2	Keith Bynam		6/4/19	
3	FINANCE		6/5/19	
4				
5				
6				

City of Houston Housing and Community Development
Admin. Purchase Order or Miscellaneous Payment Form

Vendor: Midtown Central Square

Purchase Order# 4600014770

Invoice # 20797

Payment Amount: \$44,761.50

Date Invoice Received by City of Houston: 6/1/2019

By signature below, I certify a full understanding of my accountability for having performed the following procedures and do not expect them to be validated again. I certify that all items were received or services were rendered.

- Confirmed that all invoice(s) are attached.
- Confirmed that all invoices are in compliance with OMB Super Circular 2 CFR 200.
- Confirm that all required documentation is included with this request.

Deputy Director Name: Keith Bynam

Deputy Director Signature: Keith W. Bynam

Date: 6/4/19

Midtown Central Square, LLC

2100 Travis Street, Suite 250
Houston, Texas 77002

Invoice

Date	Invoice #
6/1/2019	20797

Bill To
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Vendor #
154262

Quantity	Description	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	44,761.50
Total		\$44,761.50
Balance Due		\$44,761.50

Midtown Central Square, LLC

2100 Travis Street, Suite 250
Houston, Texas 77002

Invoice

Date	Invoice #
7/1/2019	20815

Bill To
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Vendor #
154262

Quantity	Description	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	44,761.50
Total		\$44,761.50
Balance Due		\$44,761.50

City of Houston Housing and Community Development

Admin. Purchase Order or Miscellaneous Payment Request

Vendor: Midtown Central Square, LLC.

Purchase Order# (If applicable): 4600014770

Payment Amount: \$44,761.50

Date Invoice Received by City of Houston: 6/12/2019

By signature below, I certify a full understanding of my accountability for having performed the following procedures and do not expect them to be validated again. I certify that all items were received or services were rendered.

- Confirmed that all invoice(s) are attached.
- Confirmed that all invoices are in compliance with OMB Super Circular.
- Confirm that all required documentation is included with this request.

Project Manager Name: Keith Bynam

Project Manager Signature: *Keith W. Bynam*

Date: 6/12/19

2019 JUN 13 AM 8:55
 RECEIVED

CITY OF HOUSTON
 HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT


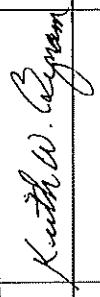
2026729

RECORD OF CONCURRENCE AND APPROVAL
 Directors Office DIVISION

SUBJECT: Midtown Central Square, LLC.	DUE DATE 6/12/2019	DATE SUBMITTED 6/12/2019	Amount: \$44,761.50
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EXPLANATION: July rent for Housing and Community Development Department, 2100 Travis Street. Invoice # 20815

ORIGINATOR: Rupert Castillo	DATE ORIGINATED: 6/12/2019	PERSON TO CONTACT FOR DETAILS: Rupert Castillo	PHONE NUMBER: 713-775-1742
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ROUTING SEQUENCE	REVIEW/APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1	Rupert Castillo		6/12/19	
2	Keith Bynam		6/12/19	Make sure Roxanna reviewed this invoice!
3				
4				
5				
6				



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 200.318) 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 *	Midtown Central Square, LLC.	HCDD Division: *	Compliance
Deadline Date of Request: *	6/14/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Castillo, Ruperto - HCD	Created:	6/14/2019
Requester Phone Number: *	713-775-1742		

Brief Description of Scope of Work for Goods/Services:
July rent for the Housing and Community Development Department. 4th floor, 2100 Travis location. Invoice 20815 in the amount of \$44,761.50

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: 320003000 2 G/L Account: 520115 Business Area: 3200 Internal Order: BD3200077-19 BFY: 19 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:	Status: Pending Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: Procurement Staff Priority: Notify Department: Notify Department:
Justification of Need for Goods/Services	Procurement Notes: SRD 4580296307

Requestor's Signature: Date: 6/14/19	Supervising Manager (Purchase under \$5,000) Manager: _____ Date: _____
Buyer's Signature: Date: 6/18/19	Funds Approval Signature: Date: 6/18/19 (Purchase over \$5,000)
Procurement DPI Signature: _____ Date: _____	CFO Signature Date: _____
(Purchase over \$5,000) Assistant or Deputy Director: Date 6/14/19	Director Signature (Only Consultant Services) Director or Designee: Date: _____

Attachments

HCD PAYMENTS REQUEST

DocID

2026729

Vendor | Agency | Employee

Midtown Central Square, LLC.

Activity Type

PUBLIC SERVICES

Division

COMPLIANCE

Amount

\$44,761.50

PO Number

4600014770

Contract Number*

00

Comments

July rent for the 4th floor, Housing and Community Development, 2100 Travis street location. Invoice # 20815

FOR FINANCE DEPT ENTRY ONLY

Assigned Finance Analyst

Finance Approval

SAP Number

SAP Entry Date

Invoice Number

Check Funds / Release Date

SAP Number - 2nd Fund

SAP Entry Date - 2nd Fund

Invoice Number - 2nd Fund

Release Date - 2nd Fund

SAP Number 3rd Fund

SAP Entry Date 3rd Fund

Invoice Number 3rd Fund

Release Date - 3rd Fund

Vendor Name

Vendor Address

Retention FundingSource

Retention Period

Finance Comments

X
Keith W. Bynam 6/12/19

Parker, Sonya - HCD

From: centralsquarerentalpayment@gmail.com
Sent: Wednesday, May 29, 2019 8:47 AM
To: Lawson, Roxanne - HCD
Subject: Invoice 20815 from Midtown Central Square, LLC
Attachments: Inv_20815_from_Midtown_Central_Square_LLC_16840.pdf

Midtown Central Square, LLC

Invoice *Due:07/01/2019*
20815

Amount Due: **\$44,761.50**

Dear Customer:

Your invoice-20815 for 44,761.50 is attached. Please remit payment at your earliest convenience.

Please do not reply to this email address as it is not monitored and is for invoicing purposes only. Any questions or concerns can be sent to juliet@cpc-tx.com

Thank you for your business - we appreciate it very much.

Sincerely,
Midtown Central Square, LLC
713-655-0036

[View & Pay Invoice](#)