



**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**  
 Vendor Address Number 154262  
 MIDTOWN CENTRAL SQUARE LLC  
 2100 TRAVIS STREET Suite 250  
 HOUSTON TX 77002  
 USA

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

**Information**  
**SRO Number/Date** 4500328626-16 / 07/16/2020  
**CoH Vendor Number** 154262  
**Page** 1 of 10  
**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 immediately w/o deduction Currency USD

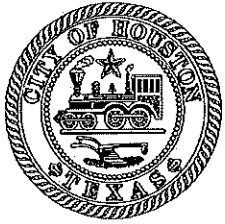
**Shipping Terms** FOB(Free on board) /DESTINATION

**Our reference:** 2018-0153

**Your person responsible:** JULIET GARCIA

**Your reference:** 2018-0153

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
20	1.00	AU	97145 OFFICE SPACE REN/LE August Lease Payment 9th and 10th floor Release Order against contract 4600014770 Item 00150	62,215.00 / AU	62,215.00
	Gross Price		62,215.00 USD 1 AU	1.000	62,215.00
			Delivery date: Day 07/16/2020 *** Item partially delivered *** Expected value of unplanned services: 62,215.00		
			<b>Delivery Date: 07/16/2020</b>		
30	1.00	AU	97145 OFFICE SPACE REN/LE August Lease - 4th floor Release Order against contract 4600014770 Item 00130 Invoice # 21133 Date 8/1/2020	45,675.00 / AU	45,675.00



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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 2 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Gross Price	45,675.00 USD	1 AU 1.000 45,675.00
			Delivery date: Day 07/16/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 45,675.00		
			<b>Delivery Date: 07/16/2020</b>		
40	1.00	AU	97145 OFFICE SPACE REN/LE September Lease - 4th floor	45,675.00 / AU	45,675.00
			Release Order against contract 4600014770 Item 00130		
			Gross Price	45,675.00 USD	1 AU 1.000 45,675.00
			Delivery date: Day 09/01/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 45,675.00		
			<b>Delivery Date: 09/01/2020</b>		
50	1.00	AU	97145 OFFICE SPACE REN/LE September Lease Payment 9th and 10th fl	62,215.00 / AU	62,215.00
			Release Order against contract 4600014770 Item 00160		
			Invoice		
			Date 9/1/2020		
			Invoice #21139		
			Gross Price	62,215.00 USD	1 AU 1.000 62,215.00
			Delivery date: Day 09/01/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 62,215.00		
			<b>Delivery Date: 09/01/2020</b>		
60	1.00	AU	97145 OFFICE SPACE REN/LE October Lease Payment 4th floor	45,675.00 / AU	45,675.00
			Release Order against contract 4600014770 Item 00130		
			Gross Price	45,675.00 USD	1 AU 1.000 45,675.00
			Delivery date: Day 10/01/2020		
			*** Item partially delivered ***		
			Expected value of unplanned services: 45,675.00		



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HCD Purchasing Unit 3200

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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 3 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
<b>Delivery Date: 10/01/2020</b>					
70	1.00	AU	97145 OFFICE SPACE REN/LE October Lease Payment 9th and 10th floor Release Order against contract 4600014770 Item 00170 Date: 10/01/2020 Invoice # 21140	62,215.00 / AU	62,215.00
	Gross Price		62,215.00 USD	1 AU	62,215.00
			Delivery date: Day 10/01/2020 *** Item partially delivered *** The item covers the following services:		
	10 General Fund	1.000 AU	33,620.50	33,620.50	
	20 TIRZ Fund	1.000 AU	28,594.50	28,594.50	
			Expected value of unplanned services: 45,675.00		
<b>Delivery Date: 10/01/2020</b>					
80	1.00	AU	97145 OFFICE SPACE REN/LE November Lease Payment 4th floor Release Order against contract 4600014770 Item 00130 Invoice # 21136 Date 11/01/2020	45,675.00 / AU	45,675.00
	Gross Price		45,675.00 USD	1 AU	45,675.00
			Delivery date: Day 11/01/2020 *** Item partially delivered *** Expected value of unplanned services: 45,675.00		
<b>Delivery Date: 11/01/2020</b>					
90	1.00	AU	97145 OFFICE SPACE REN/LE November Lease Payment 9th and 10th floor Release Order against contract 4600014770 Item 00180 Invoice# 21141 Date 11/01/2020	62,215.00 / AU	62,215.00
	Gross Price		62,215.00 USD	1 AU	62,215.00
			Delivery date: Day 11/01/2020 *** Item partially delivered ***		



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HCD Purchasing Unit 3200

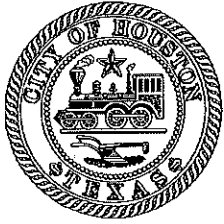
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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 4 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Expected value of unplanned services: 62,215.00		
			<b>Delivery Date: 11/01/2020</b>		
100	1.00	AU		45,675.00 / AU	45,675.00
			97145 OFFICE SPACE REN/LE December Lease 2020 4th floor Release Order against contract 4600014770 Item 00130 Date: 12/1/2020 Invoice # 21137		
Gross Price			45,675.00 USD	1 AU	45,675.00
			Delivery date: Day 12/01/2020 *** Item partially delivered ***		
			Expected value of unplanned services: 45,675.00		
			<b>Delivery Date: 12/01/2020</b>		
110	1.00	AU		62,215.00 / AU	62,215.00
			97145 OFFICE SPACE REN/LE December 2020 Lease Payment 9th, 10th fl Release Order against contract 4600014770 Item 00190 Date: 12/1/2020 Invoice #21142		
Gross Price			62,215.00 USD	1 AU	62,215.00
			Delivery date: Day 12/01/2020 *** Item partially delivered ***		
			Expected value of unplanned services: 62,215.00		
			<b>Delivery Date: 12/01/2020</b>		
120	1.00	AU		45,675.00 / AU	45,675.00
			97145 OFFICE SPACE REN/LE January Lease 2021 4th floor Release Order against contract 4600014770 Item 00130 Date 1/1/2021 Invoice# 21248		
Gross Price			45,675.00 USD	1 AU	45,675.00
			Delivery date: Day 01/01/2021 *** Item partially delivered ***		
			Expected value of unplanned services: 45,675.00		



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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 5 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
<b>Delivery Date: 01/01/2021</b>					
130	1.00	AU	97145 OFFICE SPACE REN/LE January 2021 Lease Payment 9th, 10th fl Release Order against contract 4600014770 Item 00200	62,215.00 / AU	62,215.00
	Gross Price		62,215.00 USD 1 AU	1,000	62,215.00
Delivery date: Day 01/04/2021 *** Item partially delivered *** The item covers the following services:					
	10 January 2021 Lease p		1.000 AU 53,597.93 53,597.93		
	20 January 2021 Lease p		1.000 AU 8,617.07 8,617.07		
Expected value of unplanned services: 45,675.00					
<b>Delivery Date: 01/04/2021</b>					
140	1.00	AU	97145 OFFICE SPACE REN/LE February Lease 2021 4th fl Release Order against contract 4600014770 Item 00210	45,675.00 / AU	45,675.00
	Gross Price		45,675.00 USD 1 AU	1,000	45,675.00
Delivery date: Day 02/01/2021 *** Item partially delivered *** The item covers the following services:					
	10 4th floor		1.000 AU 45,675.00 45,675.00		
Expected value of unplanned services: 45,675.00					
<b>Delivery Date: 02/01/2021</b>					
150	1.00	AU	97145 OFFICE SPACE REN/LE February Lease 2021 9th and 10th fl Release Order against contract 4600014770 Item 00210	62,215.00 / AU	62,215.00
	Gross Price		62,215.00 USD 1 AU	1,000	62,215.00
Delivery date: Day 02/01/2021 *** Item partially delivered *** The item covers the following services:					
	10 9th and 10th floor		1.000 AU 62,215.00 62,215.00		
Expected value of unplanned services: 45,675.00					



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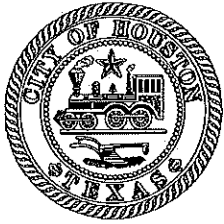
DELIVERY CORRESPONDENCE

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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 6 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
<b>Delivery Date: 02/01/2021</b>					
160	1.00	AU	97145 OFFICE SPACE REN/LE March Lease 2021 4th floor	46,588.50 / AU	46,588.50
			Release Order against contract 4600014770 Item 00220		
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 03/01/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 March Lease 2021 4th		1.000 AU 46,588.50 46,588.50		
			Expected value of unplanned services: 45,675.00		
<b>Delivery Date: 03/01/2021</b>					
170	1.00	AU	97145 OFFICE SPACE REN/LE March Lease 2021 9th and 10th floor	64,042.00 / AU	64,042.00
			Release Order against contract 4600014770 Item 00230		
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 03/01/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 March Lease 2021 9th		1.000 AU 64,042.00 64,042.00		
			Expected value of unplanned services: 45,675.00		
<b>Delivery Date: 03/01/2021</b>					
180	1.00	AU	97145 OFFICE SPACE REN/LE Additional Lease payments - Jan, Feb 21	3,654.00 / AU	3,654.00
			Release Order against contract 4600014770 Item 00240		
	Gross Price		3,654.00 USD 1 AU	1.000	3,654.00
			Delivery date: Day 02/25/2021		
			*** Item partially delivered ***		
			The item covers the following services:		
	10 January 2021 9th and		1.000 AU 1,827.00 1,827.00		
	20 February 2021 9th an		1.000 AU 1,827.00 1,827.00		
			Expected value of unplanned services: 45,675.00		



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HCD Purchasing Unit 3200

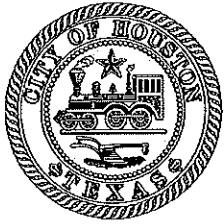
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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 7 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
<b>Delivery Date: 02/25/2021</b>					
190	1.00	AU	97145 OFFICE SPACE REN/LE April Lease 2021 4th floor	46,588.50 / AU	46,588.50
Release Order against contract 4600014770 Item 00250					
Gross Price			46,588.50 USD 1 AU	1.000	46,588.50
Delivery date: Day 03/24/2021					
*** Item partially delivered ***					
The item covers the following services:					
10 April Lease 2021			1.000 AU 46,588.50 46,588.50		
Expected value of unplanned services: 45,675.00					
<b>Delivery Date: 03/24/2021</b>					
200	1.00	AU	97145 OFFICE SPACE REN/LE April Lease 2021 9th and 10th floor	64,042.00 / AU	64,042.00
Release Order against contract 4600014770 Item 00260					
Gross Price			64,042.00 USD 1 AU	1.000	64,042.00
Delivery date: Day 03/24/2021					
*** Item partially delivered ***					
The item covers the following services:					
10 April Lease 2021 9th			1.000 AU 64,042.00 64,042.00		
Expected value of unplanned services: 45,675.00					
<b>Delivery Date: 03/24/2021</b>					
210	1.00	AU	97145 OFFICE SPACE REN/LE May Lease 2021 4th floor	46,588.50 / AU	46,588.50
Release Order against contract 4600014770 Item 00270					
Gross Price			46,588.50 USD 1 AU	1.000	46,588.50
Delivery date: Day 04/30/2021					
*** Item partially delivered ***					
The item covers the following services:					
10 May Lease Payment 20			1.000 AU 46,588.50 46,588.50		
Expected value of unplanned services: 45,675.00					
<b>Delivery Date: 04/30/2021</b>					



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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 8 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
220	1.00	AU	97145 OFFICE SPACE REN/LE May Lease 2021 9th and 10 th floor Release Order against contract 4600014770 Item 00280	64,042.00 / AU	64,042.00
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 04/30/2021 *** Item partially delivered *** The item covers the following services:		
	10 May Lease Payment 20		1.000 AU 64,042.00 64,042.00 Expected value of unplanned services: 45,675.00		
			<b>Delivery Date: 04/30/2021</b>		
230	1.00	AU	97145 OFFICE SPACE REN/LE June Lease 2021 4th floor Release Order against contract 4600014770 Item 00290	46,588.50 / AU	46,588.50
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 05/17/2021 *** Item partially delivered *** The item covers the following services:		
	10 2100 Travis St.		1.000 AU 46,588.50 46,588.50 Expected value of unplanned services: 45,675.00		
			<b>Delivery Date: 05/17/2021</b>		
240	1.00	AU	97145 OFFICE SPACE REN/LE June Lease 2021 9th and 10th floor Release Order against contract 4600014770 Item 00300	64,042.00 / AU	64,042.00
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 05/17/2021 *** Item partially delivered *** The item covers the following services:		
	10 Monthly Rent 2100 Tr		1.000 AU 64,042.00 64,042.00 Expected value of unplanned services: 45,675.00		
			<b>Delivery Date: 05/17/2021</b>		





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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 9 of 10

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
250	1.00	AU	97145 OFFICE SPACE REN/LE July Lease 2021 4th floor Release Order against contract 4600014770 Item 00310	46,588.50 / AU	46,588.50
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 06/30/2021 *** Item partially delivered *** The item covers the following services: 10 2100 Travis st. 1.000 AU 46,588.50 46,588.50 Expected value of unplanned services: 45,675.00		
			<b>Delivery Date: 06/30/2021</b>		
260	1.00	AU	97145 OFFICE SPACE REN/LE July Lease 2021 9th and 10th fl Release Order against contract 4600014770 Item 00320	64,042.00 / AU	64,042.00
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 06/30/2021 *** Item partially delivered *** The item covers the following services: 10 2100 Travis St.. 1.000 AU 64,042.00 64,042.00 Expected value of unplanned services: 45,675.00		
			<b>Delivery Date: 06/30/2021</b>		



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**SERVICE RELEASE ORDER**

PO number/date 4500328626 -16 / 07/16/2020 Page 10 of 10

**Total \*\*\*\***

**USD 1,312,036.50**

ORD# 2018-1026 PASSED 12/19/18  
2ND AMENDMENT  
CS 1/2/2019

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

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

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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.

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 200.318) 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: *	7/15/2020	Purchase Type: *	Service Under <50K
Requester Name: *	Parker, Sonya - HCD	Created:	7/13/2020
Requester Phone Number: *	832.394.6286		

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

This procurement request is to fund the Midtown Central Square PO#4500306329 in the amount of \$45,675.00 for lease of the 4<sup>th</sup> floor located at 2100 Travis St. This amount will cover lease payment for August 2020.

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: 3200030002	Name of Vendor:
G/L Account: 520115	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BD3200077-19	Total Amount:
BFY: FY-2021	Procurement Staff
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:
Justification of Need for Goods/Services	Procurement Notes:

Requester's Signature Date: 7/14/2020	DocuSigned by: Roxanne Lawson	Supervising Manager (Purchase under \$5,000) Manager: Date:
Buyer's Signature Date: 7/15/2020	DocuSigned by: Clarence Moton	Funds Approval Signature: Date: 7/15/2020
Procurement DPU Signature: Date: 7/15/2020	DocuSigned by: Tyanara Klone	(Purchase over \$5,000) CFO Signature: Date: 7/15/2020
(Purchase over \$5,000) Assistant or Deputy Director: Date 7/14/2020	DocuSigned by: Keith W. Byram	Director Signature (Only Consultant Services) Director or Designee: Date:

Midtown Central Square, LLC

2100 Travis Street, Suite 250  
Houston, Texas 77002

# Invoice

Date	Invoice #
8/1/2020	21133

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

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.00
<b>Total</b>			\$45,675.00
<b>Balance Due</b>			\$45,675.00



**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	HCDD Division: *	Compliance
Deadline Date of Request: *	10/12/2020	Purchase Type: *	Service Under &lt
Requester Name: *	Sonya Parker	Created:	10/9/2020
Requester Phone Number: *	832.394.6286		

Brief Description of Scope of Work for Goods/Services:

This procurement request is to fund Midtown Central Square PO#4500328626 in the amount of \$45,675.00 for November 2020 lease of the 4th floor located at 2100 Travis Street.

**Funding Source(s):** Operations and Compliance

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: 3200030002	Name of Vendor:
G/L Account: 521705	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BD3200077-19	Total Amount:
BFY: FY-2021	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation: n/a	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance

Justification of Need for Goods/Services

Funding request to pay the November 2020 (4th floor) lease payment

Procurement Notes:

Requestors Signature: Date: 10/9/2020 Sonya Parker	Supervising Manager (Purchase under \$5,000) Manager: Date: 10/13/2020 Roxanne Lawson
Buyer's Signature: Date: 10/14/2020 Clarence Moton	Funds Approval Signature: Date: 10/20/2020 Mary Owens
Procurement DPU Signature: Date: 10/20/2020 Tywana Rhone	(Purchase over \$5,000) CFO Signature Date: 10/14/2020 Temika Jones
(Purchase over \$5,000) Assistant or Deputy Director: Date: 10/13/2020 Keith W. Exum, Deputy Director	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments [Click here to attach a file](#)

Midtown Central Square, LLC

2100 Travis Street, Suite 250  
Houston, Texas 77002

# Invoice

Date	Invoice #
11/1/2020	21136

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

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.00
<b>Total</b>			\$45,675.00
<b>Balance Due</b>			\$45,675.00



### 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	HCDD Division: *	Compliance
Deadline Date of Request: *	11/08/2020	Purchase Type: *	Service Under &lt
Requester Name: *	Sonya Parker	Created:	11/04/2020
Requester Phone Number: *	832.394.6286		

Brief Description of Scope of Work for Goods/Services:

Procurement request to fund the Midtown Central Square purchase order in the amount of \$45,675.00 to pay for December 2020 lease of 4th floor at 2100 Travis Street.

**Funding Source(s)** Operations and Compliance

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:	3200030002	Name of Vendor:	
G/L Account:	520115	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	
BFY:	FY-2021	Procurement Staff:	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens	Notify Department:	Finance

Justification of Need for Goods/Services

December 2020 4th Floor Lease Payment

Procurement Notes:

Requestors Signature: Date:	DocuSigned by: <i>Sonya Parker</i> 3C8FA923717340E 11/4/2020	Supervising Manager (Purchase under \$5,000) Manager: Date:	DocuSigned by: <i>Rozanne Lawson</i> 939354BE9E8C486 11/5/2020
Buyer's Signature: Date:	DocuSigned by: <i>Clarence Maton</i> 0512BC1AD045F8A9 11/9/2020	Funds Approval Signature: Date:	DocuSigned by: <i>Mary Owens</i> 5F0B33CA1C0E48F 11/9/2020
Procurement DPU Signature: Date:	DocuSigned by: <i>Tywana Rhone</i> A3F8AADA2C004F9 11/12/2020	(Purchase over \$5,000) CFO Signature Date:	DocuSigned by: <i>Temika Jones</i> 99760A7ECCDC4F8 11/6/2020
(Purchase over \$5,000) Assistant or Deputy Director: Date	DocuSigned by: <i>Keith W. Byram</i> 69AB087633E6490 11/5/2020	Director Signature (Only Consultant Services) Director or Designee: Date:	

Attachments

[Click here to attach a file](#)

Midtown Central Square, LLC

2100 Travis Street, Suite 250  
Houston, Texas 77002

# Invoice

Date	Invoice #
12/1/2020	21137

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

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.00
		<b>Total</b>	\$45,675.00
		<b>Balance Due</b>	\$45,675.00





## 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*	HCDD Division: *	Compliance *
Deadline Date of Request: *	12/8/2020 *	Purchase Type: *	Service Under &lt *
Requester Name: *	Sonya Parker *	Created:	12/2/2020 *
Requester Phone Number: *	832.394.6286		

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

This procurement request is to fund Midtown Central Square PO#4500328626 in the amount of \$45,675.00 for January 2021 lease of the 4th floor located at 2100 Travis Street.

**Funding Source(s)** Operations and Compliance

*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: 3200030002	Name of Vendor:
G/L Account: 520115	Date Processed:
Business Area: 3200	Date Received:
Internal Order: BD3200077-19	Total Amount:
BFY: FY-2021	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance

**Justification of Need for Goods/Services**

Funding request to pay the January 2021 (4th floor) lease payment

**Procurement Notes:**

Requestors Signature: <u>Sonya Parker</u> 12/7/2020 Date: <small>8CF4923717340E</small>	Supervising Manager (Purchase under \$5,000) Manager: <u>Royanne Lawson</u> 12/7/2020 Date: <small>939354BEBE8C480</small>
Buyer's Signature: <u>Clarence Moton</u> 12/10/2020 Date: <small>8D79C14D41E8488</small>	Funds Approval Signature: <u>Mary Owens</u> 12/10/2020 Date: <small>5F8B33C4C0E46F</small>
Procurement DPU Signature: <u>Tywana Rhone</u> 12/10/2020 Date: <small>A3F8AADA2C684F9</small>	(Purchase over \$5,000) CFO Signature: <u>Temika Jones</u> 12/7/2020 Date: <small>99760A1ECDDC4F8</small>
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith W. Byham</u> 12/7/2020 Date: <small>89AB087638E6490</small>	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments [Click here to attach a file](#)

Midtown Central Square, LLC  
 2100 Travis Street, Suite 250  
 Houston, Texas 77002

# Invoice

Date	Invoice #
1/1/2021	21248

<b>Bill To</b>
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.00

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.	<b>Total</b>	\$45,675.00
	<b>Balance Due</b>	\$45,675.00



### 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 49,0000 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 *	Midtown Central Square	HCDD Division: *	Compliance
Deadline Date of Request: *	1/13/2021	Purchase Type: *	Service Under &lt
Requester Name: *	Sonya Parker	Created:	11/11/2021
Requester Phone Number: *	832.394.6286		

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

This procurement request is to fund Midtown Central Square in the amount of \$45,675.00 for February 2021 lease of the 4th floor located at 2100 Travis Street.

**Funding Source(s)** Operations and Compliance

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:	3200030002	Name of Vendor:	
G/L Account:	520115	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	BD3200077-19	Total Amount:	
BFY:	FY-2021	Procurement Staff	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens	Notify Department:	Finance
<b>Justification of Need for Goods/Services</b> Funding request to pay the February 2021 (4th floor) lease payment		<b>Procurement Notes:</b>	

Requestors Signature: Date:	DocuSigned by: Sonya Parker 8C8FA923717340E 1/11/2021	Supervising Manager (Purchase under \$5,000) Manager: Date:	DocuSigned by: Roxanne Lawson 039354BEE8C486 1/11/2021
Buyer's Signature: Date:	DocuSigned by: Clarence Moton DB79C14DK4B90A 1/13/2021	Funds Approval Signature: Date:	DocuSigned by: Mary Owens 5F8B3C4C6E48F 1/13/2021
Procurement DPU Signature: Date:	DocuSigned by: Tywana Rhone A3F8AAD2C661F9 1/13/2021	(Purchase over \$5,000) CFO Signature Date:	DocuSigned by: Temika Jones 99756A7ECDDCF8 1/12/2021
(Purchase over \$5,000) Assistant or Deputy Director: Date:	DocuSigned by: Keith W. Byham 59AB087638E5490 1/12/2021	Director Signature (Only Consultant Services) Director or Designee: Date:	

Attachments [Click here to attach a file](#)

Midtown Central Square, LLC

2100 Travis Street, Suite 250  
Houston, Texas 77002

# Invoice

Date	Invoice #
2/1/2021	21249

<b>Bill To</b>
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	45,675.00	45,675.00

<p>Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.</p>	<b>Total</b>	\$45,675.00
	<b>Balance Due</b>	\$45,675.00



### 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 *	HCDD Division: *	Compliance *
Deadline Date of Request: *	03/31/2021 *	Purchase Type: *	Service Under &lt *
Requester Name: *	Sonya Parker *	Created:	03/29/2021 *
Requester Phone Number: *	832.394.6286 *		

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

This procurement request is for funding in the amount of \$46,588.50 to pay the Midtown central square May 2021 lease of the 4th floor located at 2100 Travis Street.

**Funding Source(s)** Compliance and Operations

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 <input type="checkbox"/>	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	Midtown Central Square
G/L Account:	520115	Date Processed:	
Business Area:	3200 <input type="checkbox"/>	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	46,588.50
BFY:	FY-2021	Procurement Staff:	
Grant:	32000077-2019	Priority:	
Funds Reservation:	n/a	Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens *	Notify Department:	Finance

**Justification of Need for Goods/Services**

To pay Midtown Central Square for the May 2021 lease of the 4th floor at 2100 Travis Street.

**Procurement Notes:**

Requestors Signature: Date: <small>DocuSigned by: Sonya Parker 3/29/2021 EC8FA923717340E...</small>	Supervising Manager (Purchase under \$5,000) Manager: Date: <small>DocuSigned by: Rosamund Lawson 3/29/2021 939354B6E8E8C486...</small>
Buyer's Signature: Date: <small>DocuSigned by: Harvett 3/30/2021 D078FC14D848B40A...</small>	Funds Approval Signature: Date: <small>DocuSigned by: Mary Owens 3/30/2021 5F0B53C4C6E48F...</small>
Procurement DPU Signature: Date: <small>DocuSigned by: Tywana Rhone 3/30/2021 A3FBAD42C654F9...</small>	(Purchase over \$5,000) CFO Signature Date: <small>DocuSigned by: Temika Jones 3/30/2021 B9750A7ECDDC4F8...</small>
(Purchase over \$5,000) Assistant or Deputy Director: Date: <small>DocuSigned by: Keith W. Byham 3/30/2021 69AB081638E5490...</small>	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments [Click here to attach a file](#)

Midtown Central Square, LLC  
 2100 Travis Street, Suite 250  
 Houston, Texas 77002

# Invoice

Date	Invoice #
5/1/2021	21252

<b>Bill To</b>
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	46,588.50	46,588.50

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.	<b>Total</b>	\$46,588.50
	<b>Balance Due</b>	\$46,588.50



### 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 *	HCDD Division: *	Compliance *
Deadline Date of Request: *	5/13/2021 *	Purchase Type: *	Service Under &lt *
Requester Name: *	Sonya Parker *	Created:	5/10/2021 *
Requester Phone Number: *	832-394-6286		

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

This procurement request is for funding in the amount of \$46,588.50 to pay the Midtown Central square June 2021 lease of the 4th floor located at 2100 Travis Street.

**Funding Source(s)** Operations and Compliance

*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 <input type="checkbox"/>	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	Midtown Central Square
G/L Account:	520115	Date Processed:	
Business Area:	3200 <input type="checkbox"/>	Date Received:	
Internal Order:	BH3200077-19	Total Amount:	46,588.50
BFY:	FY-2021	Procurement Staff:	
Grant:	32000077-2019	Priority:	
Funds Reservation:	n/a	Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens *	Notify Department:	Finance
<b>Justification of Need for Goods/Services</b> Funding for 4th Floor Lease payment		<b>Procurement Notes:</b> [Empty Box]	

Requestors Signature: <u>Sonya Parker</u> Date: 5/10/2021	Supervising Manager (Purchase under \$5,000) Manager: <u>Rozanne Lawson</u> Date: 5/10/2021
Buyer's Signature: <u>Charne</u> Date: 5/11/2021	Funds Approval Signature: <u>Mary Owens</u> Date: 5/11/2021
Procurement DPU Signature: <u>Tywana Rhone</u> Date: 5/11/2021	(Purchase over \$5,000) CFO Signature: <u>Temika Jones</u> Date: 5/11/2021
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith W. Bynam</u> Date: 5/10/2021	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments [Click here to attach a file](#)

Midtown Central Square, LLC  
 2100 Travis Street, Suite 250  
 Houston, Texas 77002

# Invoice

Date	Invoice #
6/1/2021	21253

<b>Bill To</b>
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	46,588.50	46,588.50

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.		<b>Total</b>	\$46,588.50
		<b>Balance Due</b>	\$46,588.50





### 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	HCDD Division: *	Compliance
Deadline Date of Request: *	6/8/2021	Purchase Type: *	Service Under &lt
Requester Name: *	Sonya Parker	Created:	06/4/2021
Requester Phone Number: *	832.394.6286		

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

This procurement request is for funding in the amount of \$46,588.50 to pay the Midtown Central square July 2021 lease of the 4th floor located at 2100 Travis Street.

**Funding Source(s)** Compliance and Operations

*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: 3200030002	Name of Vendor: Midtown Central Square
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: AP3200077-19	Total Amount: 46,588.50
BFY: FY-2021	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation: n/a	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance
Justification of Need for Goods/Services: Funding to pay for the lease of the 4th floor at 2100 Travis Street.	Procurement Notes:

Requestors Signature: <u>Sonya Parker</u> 6/4/2021 Date: 2C8FA923717340E...	Supervising Manager (Purchase under \$5,000) <u>Rozanne Lawson</u> 6/7/2021 Manager: 9193548E9EBC489...
Buyer's Signature: <u>Clarissa</u> 6/22/2021 Date: 0B2BFC14D64E81488...	Funds Approval Signature: <u>Mary Owens</u> 6/23/2021 Date: 5F0B53C4C6E48F...
Procurement DPU Signature: <u>Tywana Rhone</u> 6/23/2021 Date: A3FBAA2A2C684F9...	(Purchase over \$5,000) CFO Signature: <u>Temika Jones</u> 6/9/2021 Date: 89760A7ECDDC4F8...
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith W. Bynam</u> 6/8/2021 Date: 69A5087638E6490...	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____
Attachments: <a href="#">Click here to attach a file</a>	

Midtown Central Square, LLC  
 2100 Travis Street, Suite 250  
 Houston, Texas 77002

# Invoice

Date	Invoice #
7/1/2021	21395

<b>Bill To</b>
City of Houston Housing Division 2100 Travis Street Houston, Texas 77002

Quantity	Description	Rate	Amount
	Monthly Rent Parking is on Level 9/10 Invoice	46,588.50	46,588.50

Routine janitorial services are being performed at Midtown Central Square, however, there is no guarantee this provides any protection from viruses and/or bacteria for you, your employees, contractors or visitors. All individuals are responsible for their own hygiene and safeguarding against exposure to viruses and/or bacteria. If you have any concerns regarding any common areas or tenant spaces of the building, we suggest you take any extra precautions as you deem necessary or advisable. Enclosed areas like restrooms, elevators or offices may increase your risk of exposure to viruses and/or bacteria that could be present. The use of this building and all of its facilities are being done so by choice and at your own risk.	<b>Total</b>	\$46,588.50
	<b>Balance Due</b>	\$46,588.50