



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 4500351125-7 / 07/16/2021
 CoH Vendor Number 154262
 Page 1 of 6
 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
10	1.00	AU	97145 OFFICE SPACE REN/LE August Lease 2021 4th floor Release Order against contract 4600014770 Item 00330 Date : 08/01/2021 Invoice # 21396	46,588.50 / AU	46,588.50
	Gross Price		46,588.50 USD	1 AU	46,588.50
			10 2100 Travis st.	1.000	46,588.50
			1.000 AU 46,588.50		46,588.50
			Delivery Date: 07/30/2021		
20	1.00	AU	97145 OFFICE SPACE REN/LE August Lease 2021 9th and 10th	64,042.00 / AU	64,042.00



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SERVICE RELEASE ORDER

PO number/date 4500351125 -7 / 07/16/2021 Page 2 of 6

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Release Order against contract 4600014770 Item 00340 Date: 08/1/2021 Invoice # 21402		
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 07/30/2021 *** Item partially delivered *** The item covers the following services: 10 2100 Travis st. 1.000 AU 64,042.00 64,042.00		
			Delivery Date: 07/30/2021		
30	1.00	AU	97145 OFFICE SPACE REN/LE September Lease 2021 4th floor	46,588.50 / AU	46,588.50
			Release Order against contract 4600014770 Item 00350 Invoice # 21397 Date: 09/01/2021		
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 08/25/2021 *** Item partially delivered *** Expected value of unplanned services: 46,588.50		
			Delivery Date: 08/25/2021		
40	1.00	AU	97145 OFFICE SPACE REN/LE September Lease 2021 9th and 10th floor	64,042.00 / AU	64,042.00
			Release Order against contract 4600014770 Item 00360 Invoice # 21403 Date: 09/01/2021		
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 08/25/2021 *** Item partially delivered *** Expected value of unplanned services: 64,042.00		
			Delivery Date: 08/25/2021		
50	1.00	AU	97145 OFFICE SPACE REN/LE	46,588.50 / AU	46,588.50



CITY OF HOUSTON

HCD Purchasing Unit 3200

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SERVICE RELEASE ORDER

PO number/date 4500351125 -7 / 07/16/2021 Page 3 of 6

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			October Lease 2021 4th floor Release Order against contract 4600014770 Item 00370		
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 09/27/2021 *** Item partially delivered *** Expected value of unplanned services: 46,588.50		
			Delivery Date: 09/27/2021		
60	1.00	AU		64,042.00 / AU	64,042.00
			97145 OFFICE SPACE REN/LE October Lease 2021 9th and 10th floor Release Order against contract 4600014770 Item 00380		
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 09/27/2021 *** Item partially delivered *** Expected value of unplanned services: 64,042.00		
			Delivery Date: 09/27/2021		
70	1.00	AU		46,588.50 / AU	46,588.50
			97145 OFFICE SPACE REN/LE November Lease 4th floor Release Order against contract 4600014770 Item 00390		
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Delivery date: Day 10/29/2021 *** Item partially delivered *** The item covers the following services: 10 November Lease 2021 1.000 AU 46,588.50 46,588.50 Expected value of unplanned services: 64,042.00		
			Delivery Date: 10/29/2021		
80	1.00	AU		64,042.00 / AU	64,042.00
			97145 OFFICE SPACE REN/LE November Lease 9th and 10th floor Release Order against contract 4600014770 Item 00400		
	Gross Price		64,042.00 USD 1 AU	1.000	64,042.00
			Delivery date: Day 10/29/2021 *** Item partially delivered ***		



CITY OF HOUSTON

HCD Purchasing Unit 3200

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SERVICE RELEASE ORDER

PO number/date 4500351125 -7 / 07/16/2021 Page 4 of 6

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			The item covers the following services:		
	10 TIRZ	1.000 AU	64,042.00	64,042.00	
			Expected value of unplanned services: 64,042.00		
			Delivery Date: 10/29/2021		
90	1.00	AU		46,588.50 / AU	46,588.50
			97145	OFFICE SPACE REN/LE	
			December Lease 4th floor		
			Release Order against contract 4600014770 Item 00410		
	Gross Price		46,588.50 USD	1 AU	1.000 46,588.50
			Delivery date: Day 12/01/2021		
			*** Item partially delivered ***		
			Expected value of unplanned services: 46,588.50		
			Delivery Date: 12/01/2021		
100	1.00	AU		64,042.00 / AU	64,042.00
			97145	OFFICE SPACE REN/LE	
			December Lease 9th and 10th floor		
			Release Order against contract 4600014770 Item 00420		
	Gross Price		64,042.00 USD	1 AU	1.000 64,042.00
			Delivery date: Day 12/01/2021		
			*** Item partially delivered ***		
			Expected value of unplanned services: 64,042.00		
			Delivery Date: 12/01/2021		
110	1.00	AU		46,588.50 / AU	46,588.50
			97145	OFFICE SPACE REN/LE	
			January 2022 Lease 4th floor		
			Release Order against contract 4600014770 Item 00430		
			Invoice # 21637		
			Date 01/01/2022		
	Gross Price		46,588.50 USD	1 AU	1.000 46,588.50
			Delivery date: Day 12/31/2021		
			*** Item partially delivered ***		
			Expected value of unplanned services: 46,588.50		
			Delivery Date: 12/31/2021		



CITY OF HOUSTON
HCD Purchasing Unit 3200

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OR SERVICE SERVICE RELEASE ORDER**

PO number/date 4500351125 -7 / 07/16/2021 Page 5 of 6

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
120	1.00	AU	97145 OFFICE SPACE REN/LE January 2022 Lease 9th and 10th floor Release Order against contract 4600014770 Item 00440 Invoice # 21643 Date 01/01/2022	31,916.00 / AU	31,916.00
	Gross Price		31,916.00 USD 1 AU	1.000	31,916.00
			Delivery date: Day 12/31/2021 *** Item partially delivered *** Expected value of unplanned services: 31,916.00		
			Delivery Date: 12/31/2021		
130	1.00	AU	97145 OFFICE SPACE REN/LE January 2022 Lease 9th and 10th floor Release Order against contract 4600014770 Item 00450	63,676.00 / AU	63,676.00
	Gross Price		63,676.00 USD 1 AU	1.000	63,676.00
			Delivery date: Day 12/31/2021 *** Item partially delivered *** Expected value of unplanned services: 63,676.00		
			Delivery Date: 12/31/2021		
140	1.00	AU	97145 OFFICE SPACE REN/LE February 2022 Lease Payment 4th floor Release Order against contract 4600014770 Item 00460 Invoice # 21638 Date 02/01/2022	46,588.50 / AU	46,588.50
	Gross Price		46,588.50 USD 1 AU	1.000	46,588.50
			Monthly Rent 1 46,588.50 46,588.50 Parking is on Level 9/10 Invoice Delivery date: Day 01/31/2022 *** Item partially delivered *** Expected value of unplanned services: 46,588.50		
			Delivery Date: 01/31/2022		
150	1.00	AU		95,595.00 / AU	95,595.00



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SERVICE RELEASE ORDER

PO number/date 4500351125 -7 / 07/16/2021 Page 6 of 6

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			97145 OFFICE SPACE REN/LE February 2022 Lease Payment 9th and 10th Release Order against contract 4600014770 Item 00470 Invoice # 21644 Date 02/01/2022 Rent Monthly Rent 1 84,042.00 84,042.00 Garage Parking Garage - Unreserved 120 65.00 7,800.00 Garage Parking Garage - Unreserved Additional 50 75.00 3,750.00		
			Gross Price	95,595.00 USD	1 AU 1.000 95,595.00
			Delivery date: Day 01/31/2022 *** Item partially delivered *** Expected value of unplanned services: 95,595.00 Delivery Date: 01/31/2022		
Total ****				USD	837,516.50
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.					

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.

Signature of Mayor

Signature of Chief Procurement Officer

Signature of Controller

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	HCDD Division: *	Compliance *
Deadline Date of Request: *	07/15/2021	Purchase Type: *	Service Under < *
Requester Name: *	Sonya Parker	Created:	7/13/2021
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 August 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:	
G/L Account:	522430	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	
BFY:	FY-2022	Procurement Staff:	
Grant:	32000077-2019	Priority:	
Funds Reservation:	N/A	Notify Department:	Procurement
Funds Approval Mgr:	Arva Dearborne	Notify Department:	Finance

Justification of Need for Goods/Services

To pay the August 2021 lease of the 4th floor located at 2100 Travis Street.

Procurement Notes:

Requestors Signature: Date:	DocuSigned by: Sonya Parker 7/13/2021 8C8FA923717340E...	Supervising Manager (Purchase under \$5,000) Manager: Date:	DocuSigned by: Koranne Lawson 7/13/2021 939354BE9E8C486...
Buyer's Signature: Date:	DocuSigned by: Harvey 7/13/2021 D979C14201489148E...	Funds Approval Signature: Date:	DocuSigned by: Arva Dearborne 7/14/2021 D18102B198EF48C...
Procurement DPU Signature: Date:	DocuSigned by: Tywana, Rhone 7/14/2021 A3FBAA0A2C604F9...	(Purchase over \$5,000) CFO Signature Date:	DocuSigned by: Temitika Jones 7/13/2021 69760A7EC8D0C4F8...
(Purchase over \$5,000) Assistant or Deputy Director: Date	DocuSigned by: LITTLE W. BYNUM 7/13/2021 67A8087638E64D0...	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 #
8/1/2021	21396

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	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.	Total	\$46,588.50
	Balance Due	\$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: *	08/13/2021 *	Purchase Type: *	Service Over > *
Requester Name: *	Sonya Parker *	Created:	08/11/2021 *
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 \$64,042.00 to pay the Midtown Central Square September 2021 lease of the 9th and 10 floors 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: 1000	Status: Pending
Funding Source: General Fund <input type="checkbox"/>	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: Midtown Central Square
G/L Account: 520115	Date Processed:
Business Area: 3200	Date Received:
Internal Order:	Total Amount: 64,042.00
BFY: 2022	Procurement Staff:
Grant:	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: Chau Pham	Notify Department: Finance

Justification of Need for Goods/Services

To pay the Midtown Central Square September 2021 lease of the 9th and 10 floors at 2100 Travis Street.

Procurement Notes:

Requestors Signature: <u>Sonya Parker</u> Date: 8/11/2021 <small>DocuSigned by: 9C8FA92371T340E...</small>	Supervising Manager (Purchase under \$5,000) Manager: <u>Roxanne Lawson</u> Date: 8/12/2021 <small>DocuSigned by: 939354B8E9E8C48...</small>
Buyer's Signature: <u>Clarence</u> Date: 8/12/2021 <small>DocuSigned by: D829C14D868420E...</small>	Funds Approval Signature: <u>Chau Pham</u> Date: 8/12/2021 <small>DocuSigned by: DC098A83EF3F455...</small>
Procurement DPU Signature: <u>Tywana Rhone</u> Date: 8/12/2021 <small>DocuSigned by: A3F8AADA2C684F9...</small>	(Purchase over \$5,000) CFO Signature: <u>Temika Jones</u> Date: 8/12/2021 <small>DocuSigned by: B9760A7ECCDDC4F8...</small>
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith W. Bynum</u> Date: 8/12/2021 <small>DocuSigned by: 69A2087638E0490...</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 #
9/1/2021	21403

Bill To
City of Houston Housing Division 2100 Travis St. Houston, Tx 77002

Quantity	Description	Rate	Amount
	Monthly Rent	82,215.00	82,215.00
	Rental Incentive	-21,923.00	-21,923.00
120	Parking Garage - Unreserved	65.00	7,800.00
120	Parking Garage - Unreserved	-65.00	-7,800.00
50	Parking Garage - Unreserved Additional	75.00	3,750.00

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.	Total	\$64,042.00
	Balance Due	\$64,042.00



PROCUREMENT REQUEST FORM



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Signature of this document is still required.
* Required Fields [must be completed]

Description of Purchase *	Midtown Central *	HCDD Division: *	Compliance *
Deadline Date of Request: *	9/13/2021 *	Purchase Type: *	Service Under < *
Requester Name: *	Sonya Parker *	Created:	9/10/2021 *
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 August 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-2017 <input type="checkbox"/>	Purchase Order Noff:	
Cost Center:	3200030002	Name of Vendor:	Midtown Central Square
G/L Account:	521715 <input type="checkbox"/>	Date Processed:	
Business Area:	3200 <input type="checkbox"/>	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	46,588.50
BFY:	FY-2022	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

To pay lease of the 4th Floor located at 2100 Travis St.

Procurement Notes:

Requestors Signature: Date: <i>Sonya Parker</i> 9/10/2021	Supervising Manager (Purchase under \$5,000) Manager: Date: <i>Roxanne Lawson</i> 9/13/2021
Buyer's Signature: Date: <i>Clarence</i> 9/14/2021	Funds Approval Signature: Date: <i>Mary Owens</i> 9/14/2021
Procurement DPU Signature: Date: <i>Tywana Rhone</i> 9/14/2021	(Purchase over \$5,000) CFO Signature Date: <i>Temika Jones</i> 9/13/2021
(Purchase over \$5,000) Assistant or Deputy Director: Date <i>Keith W. Bynam, Deputy Director</i> 9/13/2021	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 #
10/1/2021	21398

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	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.	Total	\$46,588.50
	Balance Due	\$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 (COHAP 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: *	11/15/2021 *	Purchase Type: *	Service Under < *
Requester Name: *	Sonya Parker *	Created:	11/13/2021 *
Requester Phone Number: *	832.394.6286		

Brief Description of Scope of Work for Goods/Services:

Please review and sign the procurement request form to fund the Midtown Central Square purchase order in the amount of \$46,588.50 to pay for November 2021 lease of 4th floor 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: 5308	Status: Pending
Funding Source: ERAP	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: Midtown Central Square
G/L Account: 520115	Date Processed:
Business Area: 3200	Date Received:
Internal Order: A32000079-21	Total Amount: 46,588.50
BFY: FY-2022	Procurement Staff:
Grant: 32000079-2021	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance

Justification of Need for Goods/Services

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

Procurement Notes:

Requestors Signature: <u>Sonya Parker</u> Date: 10/13/2021	Supervising Manager (Purchase under \$5,000) Manager: <u>Roxanne Lawson</u> Date: 10/14/2021
Buyer's Signature: <u>Clarice</u> Date: 10/14/2021	Funds Approval Signature: <u>Mary Owens</u> Date: 10/21/2021
Procurement DPU Signature: <u>Tyanna Rhone</u> Date: 10/21/2021	(Purchase over \$5,000) CFO Signature: <u>Temika Jones</u> Date: 10/14/2021
(Purchase over \$5,000) Assistant or Deputy Director: <u>Keith D. Bryan</u> Date: 10/14/2021	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 #
11/1/2021	21399

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	46,588.50	46,588.50

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	Balance Due	\$46,588.50

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

Invoice

Date	Invoice #
11/1/2021	21399

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	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.	Total	\$46,588.50
	Balance Due	\$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: *	12/16/2021 *	Purchase Type: *	Service Under < *
Requester Name: *	Sonya Parker *	Created:	12/20/2021 *
Requester Phone Number: *	832.394.6286		

Brief Description of Scope of Work for Goods/Services:

This procurement request is to fund Midtown Central purchase order in the amount of \$46,588.50 to pay for the January 2022 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:	5308	Status:	Pending
Funding Source:	ERAP-1 <input type="checkbox"/>	Purchase Order No#:	
Cost Center:	3200030002 <input type="checkbox"/>	Name of Vendor:	Midtown Central Square
G/L Account:	520115 <input type="checkbox"/>	Date Processed:	
Business Area:	3200 <input type="checkbox"/>	Date Received:	
Internal Order:	A3200079-21	Total Amount:	46,588.50
BFY:	FY-2022	Procurement Staff:	Clarence Moton *
Grant:	32000079-2021	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 for the January 2022 lease of the 4th floor located at 2100 Travis Street.

Procurement Notes:

Requestors Signature: Date:	DocuSigned by: Sonya Parker 12/17/2021 8C8FA923717340E...	Supervising Manager (Purchase under \$5,000) Manager: Date:	DocuSigned by: Roxanne Lawson 12/20/2021 9303548E9EBC486...
Buyer's Signature: Date:	DocuSigned by: Clarence 12/21/2021 0B26C14DC48B458...	Funds Approval Signature: Date:	DocuSigned by: Mary Owens 12/21/2021 5F0B53C4AC0E48F...
Procurement DPU Signature: Date:	DocuSigned by: Tywana Rhone 12/21/2021 A3F8A0A2C804F8...	(Purchase over \$5,000) CFO Signature Date:	DocuSigned by: Temika Jones 12/20/2021 89760A7ECCDC4F8...
(Purchase over \$5,000) Assistant or Deputy Director: Date:	DocuSigned by: Keith W. Bryan 12/20/2021 69AB087638E6490...	Director Signature (Only Consultant Services) Director or Designee: Date:	

Attachments

Midtown Central Square, LLC

2100 Travis St Ste 250
Houston, TX 77002 US
713-655-0036
juliet@cpc-tx.com
www.midtowncentralsquare.com

INVOICE

BILL TO

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

INVOICE # 21637
DATE 01/01/2022
DUE DATE 01/01/2022
TERMS 1st of the month

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Rent	Monthly Rent	1	46,588.50	46,588.50
		Parking is on Level 9/10 Invoice			0.00

BALANCE DUE **\$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: *	1/10/2022 *	Purchase Type: *	Service Under < *
Requester Name: *	Sonya Parker *	Created:	01/07/2022 *
Requester Phone Number: *	832.394.6286		

Brief Description of Scope of Work for Goods/Services:

This procurement request is to fund Midtown Central purchase order in the amount of \$46,588.50 to pay for the February 2022 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:	5308	Status:	Pending
Funding Source:	ERAP Rnd 2 <input type="checkbox"/>	Purchase Order No#:	
Cost Center:	3200030002 <input type="checkbox"/>	Name of Vendor:	Midtown Central Square
G/L Account:	520115 <input type="checkbox"/>	Date Processed:	
Business Area:	3200 <input type="checkbox"/>	Date Received:	
Internal Order:	H32000080-21	Total Amount:	46,588.50
BFY:	FY-2022	Procurement Staff:	Clarence Moton *
Grant:	32000080-2021	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:	Mary Owens *	Notify Department:	Finance

Justification of Need for Goods/Services

To pay for the February 2022 lease of the 4th floor located at 2100 Travis Street.

Procurement Notes:

Requestors Signature: Date: <small>DocuSigned by: Sonya Parker 1/7/2022</small>	Supervising Manager (Purchase under \$5,000) Manager: Date: <small>DocuSigned by: Roxanne Lawson 1/10/2022</small>
Buyer's Signature: Date: <small>DocuSigned by: Larua 1/11/2022</small>	Funds Approval Signature: Date: <small>DocuSigned by: Mary Owens 1/11/2022</small>
Procurement DPU Signature: Date: <small>DocuSigned by: Tywana Rhone 1/12/2022</small>	(Purchase over \$5,000) CFO Signature Date: <small>DocuSigned by: Tanika Jones 1/11/2022</small>
(Purchase over \$5,000) Assistant or Deputy Director: Date: <small>DocuSigned by: Willie W. Byram 1/11/2022</small>	Director Signature (Only Consultant Services) Director or Designee: Date: _____

Attachments

Midtown Central Square, LLC

2100 Travis St Ste 250
Houston, TX 77002 US
713-655-0036
juliet@cpc-tx.com
www.midtowncentralsquare.com

INVOICE

BILL TO

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

INVOICE # 21638
DATE 02/01/2022
DUE DATE 02/01/2022
TERMS 1st of the month

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Rent	Monthly Rent	1	46,588.50	46,588.50
		Parking is on Level 9/10 Invoice			0.00

BALANCE DUE **\$46,588.50**