



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

Change to PURCHASE ORDER

Vendor Address
Vendor Address Number 150133
PROFESSIONAL JANITORIAL SERVICE OF
HOUSTON INC
2303 NANCE ST
HOUSTON TX 77020

Information
Purchase Order Number/Date 4500302742-4 / 05/17/2019
CoH Vendor Number 150133
Page 1 of 2
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 immediately w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: JIMMIE FAUTH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
40	1.00	AU	91039 JANITORIAL Day Porter Services 4th floor Services for the Month of June 2019 Invoice # 222416-2	838.93 / AU	838.93
	Gross Price		838.93 USD 1 AU	1.000	838.93
			Delivery date: Day 06/18/2019 *** New item ***		
			Delivery Date: 06/18/2019		
50	1.00	AU	91039 JANITORIAL Day Porter Services 9th and 10th floor Services for the Month of June 2019 Invoice # 222416-2	1,677.87 / AU	1,677.87
	Gross Price		1,677.87 USD 1 AU	1.000	1,677.87
			Delivery date: Day 06/18/2019 *** New item ***		

Housing and Community Development



PROCUREMENT REQUEST FORM



*Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.1 and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required. * Required Fields [must be completed]*

Description of Purchase *	Professional Janitorial Services	HCDD Division: *	Compliance
Deadline Date of Request: *	6/14/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Parker, Sonya - HCD	Created:	6/10/2019
Requester Phone Number: *	832-394-6286		

Brief Description of Scope of Work for Goods/Services:
 June 2019 Payment Request for 9th and 10th floors at 2100 Travis St.
 Invoice # 222416 -1
 \$1677.87

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5000	Status: Pending
Funding Source: CDBG	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor:
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: 432000001-17	Total Amount: \$1,677.87
BFY: 2017	Procurement Staff
Grant: 32000001-2017	Priority:
Funds Reservation:	Notify Department:
Funds Approval Mgr:	Notify Department:

Justification of Need for Goods/Services

Procurement Notes:

Reg 10263468

Requestor Signature: Sonya Parker Date: 6/10/2019	Supervising Manager (Purchase under \$5,000) Manager: Ruth W. Payson Date: 6/12/19
Buyer's Signature: Clarence Moter Date: 6/13/19	Funds Approval Signature: Date: 6/13/19
Procurement DPU Signature: Jywana L. Rhone Date: 6/18/19	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: Date	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments

PJS June 2019 Invoice 222416.pdf

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

Housing and Community Development



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.1 and \$3,000 to 49,0000 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 *	Professional Janitorial Services	HCDD Division: *	Compliance
Deadline Date of Request: *	6/13/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Parker, Sonya - HCD	Created:	6/10/2019
Requester Phone Number: *	832-394-6286		

Brief Description of Scope of Work for Goods/Services:
June 2019 Payment Request for 4th floor at 2100 Travis St.

Invoice # 222416 -2
\$838.93

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: 3200030002 G/L Account: 520101 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: \$838.93 Procurement Staff Priority: Notify Department:
Justification of Need for Goods/Services	Procurement Notes: Req. 1026 3468 P.O. 4500302 747

Requestors Signature: <i>Sonya Parker</i> Date: <i>6/10/2019</i>	Supervising Manager (Purchase under \$5,000) Manager: <i>Ruth W. Bynum</i> Date: <i>6/12/19</i>
Buyer's Signature: <i>Clarence Mota</i> Date: <i>6/13/19</i>	Funds Approval Signature: Date: <i>6/13/19</i> <i>AD MWS</i>
Procurement DPU Signature: Date: <i>6/18/19</i> <i>Jywana L. Rhone</i>	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: Date	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments

PJS June 2019 Invoice 222416.pdf

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CITY OF HOUSTON
HCD Purchasing Unit 3200

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DELIVERY CORRESPONDENCE

Change to PURCHASE ORDER

Vendor Address
Vendor Address Number 150133
PROFESSIONAL JANITORIAL SERVICE OF
HOUSTON INC
2303 NANCE ST
HOUSTON TX 77020

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

Information
Purchase Order Number/Date 4500302742-3 / 05/17/2019
CoH Vendor Number 150133
Page 1 of 2
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

Your person responsible: JIMMIE FAUTH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91039 JANITORIAL Day Porter Services - 4th Floor	1,887.59 / AU	1,887.59
	Gross Price		1,887.59 USD 1 AU	1.000	1,887.59
			*** Net price changed ***		
			*** Item reactivated ***		
			*** Services changed ***		
			Changed Expected value of unplanned services:	1,887.59	
			Delivery Date: 12/31/2019		
20	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor	1,929.56 / AU	1,929.56
	Gross Price		1,929.56 USD 1 AU	1.000	1,929.56
			*** Net price changed ***		
			*** Item reactivated ***		
			*** Services changed ***		
			Changed Expected value of unplanned services:	1,929.56	



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

**Change to
PURCHASE ORDER**

PO number/date 4500302742 -3 / 05/17/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 12/31/2019					
Total ****				USD	5,662.80

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

<p>I hereby certify a certificate of the necessity of this expenditure is on file in this department.</p> <p><i>[Signature]</i> Mayor</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> <p><i>[Signature]</i> Chief Procurement Officer</p> <p><i>[Signature]</i> Controller</p>
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Housing and Community Development



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) 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 *	Professional Janitorial Service of Housto...	HCDD Division: *	Compliance
Deadline Date of Request: *	5/10/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lawson, Roxanne - HCO;	Created:	5/8/2019
Requester Phone Number: *	4-6307		

Brief Description of Scope of Work for Goods/Services:
Day porter services for level 4 at 2100 Travis - May 2019 - \$880.88

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:	\$880.88
BFY:	FY2019	Procurement Staff	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services

Procurement Notes:

Requestor's Signature
Date: 5/8/19

Roxanne Lawson

Supervising Manager (Purchase under \$3,000)
Manager: *Keith W. Ingram*
Date: 5/9/19

Buyer's Signature
Date: 5/10/19

Clara Mota

Funds Approval Signature:
Date: *5/13/19*

Procurement DPU
Signature:
Date: 5/17/19

Juanita Rhom

(Purchase over \$5,000)
CFO Signature
Date:

(Purchase over \$5,000)
Assistant or Deputy
Director: Date

Director Signature (Only Consultant Services)
Director or Designee:
Date:

Attachments

[Click here to attach a file](#)

Housing and Community Development



PROCUREMENT REQUEST FORM



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

Description of Purchase *	Professional Janitorial Service of Housto...	HCDD Division: *	Compliance
Deadline Date of Request: *	5/10/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lawson, Roxanne - HCD;	Created:	5/8/2019
Requester Phone Number: *	4-6307		

Brief Description of Scope of Work for Goods/Services:
Purchase order for day porter services for level 4 at 2100 Travis - April 2019 - \$922.83

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:	\$922.83
BFY:	FY 2019	Procurement Staff	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services	Procurement Notes:

Requestor's Signature: Date: 5/8/19	<i>Roxanne Lawson</i>	Supervising Manager (Purchase under \$5,000) Manager: Ruth W. Ingram Date: 5/9/19
Buyer's Signature: Date: 5/10/19	<i>Clarence Motor</i>	Funds Approval Signature: Date: <i>MLW 5/13/19</i>
Procurement DPU Signature: Date:		(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: Date		Director Signature (Only Consultant Services) Director or Designee: Date:

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

Housing and Community Development

PROCUREMENT REQUEST FORM

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* Required Fields [must be completed]*

Description of Purchase *	Professional Janitorial Service of Housto...	HCDD Division: *	Compliance
Deadline Date of Request: *	5/10/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lawson, Roxanne - HCD;	Created:	5/8/2019
Requester Phone Number: *	4-6307		

Brief Description of Scope of Work for Goods/Services:
Purchase order for day porter services for levels 9 and 10 at 2100 Travis - April 2019 - \$\$1,845.65

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

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5000	Status: Pending
Funding Source: HOME	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor:
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: F32000043 - 19	Total Amount: \$1,845.65
BFY: 2019	Procurement Staff:
Grant: 32000043 - 2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr:	Notify Department: Finance

Justification of Need for Goods/Services

Procurement Notes:
Purchase Req - 10262595
P.O. 4500 302 742

Requestor's Signature: <i>Roxanne Lawson</i> Date: 5/8/19	Supervising Manager (Purchase under \$5,000) Manager: <i>Keith W. Syam</i> Date: 5/9/19
Buyer's Signature: <i>Clavene Mote</i> Date: 5/10/19	Funds Approval Signature: Date: 5/13/19 <i>Clay</i>
Procurement DPU Signature: <i>Tywana L. Rhone</i> Date: 5/17/19	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: _____ Date: _____	Director Signature (Only Consultant Services) Director or Designee: Date: _____

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

Housing and Community Development

PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) 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 *	Professional Janitorial Service of Housto...	HCDD Division: *	Compliance
Deadline Date of Request: *	5/10/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Lawson, Roxanne - HCD;	Created:	5/8/2019
Requester Phone Number: *	4-6307		

Brief Description of Scope of Work for Goods/Services:
Increase to purchase order for day porter services for levels 9 and 10 at 2100 Travis - May 2019 - \$1,761.76

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

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5000	Status:	Pending
Funding Source:	COBk	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	
G/L Account:	522430	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	X32000001-19	Total Amount:	\$ 1,761.76
BFY:	2019	Procurement Staff	
Grant:	32000001- 2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services

Procurement Notes:

Requestor's Signature: *Roxanne Lawson*
Date: 5/8/19

Supervising Manager (Purchase under \$5,000)
Manager: *Keith W. Byrd*
Date: 5/9/19

Buyer's Signature: *Clarence Moton*
Date: 5/10

Funds Approval Signature:
Date: 5/13/19 *Clarence Moton*

Procurement DPU Signature: *Iywarra L. Brown*
Date: 5/17/19

(Purchase over \$5,000)
CFO Signature
Date:

(Purchase over \$5,000)
Assistant or Deputy Director: Date

Director Signature (Only Consultant Services)
Director or Designee:
Date:

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

Lawson, Roxanne - HCD

From: Houston Invoices <invoices@pjs.com>
Sent: Thursday, May 2, 2019 5:09 PM
To: Lawson, Roxanne - HCD
Cc: Victoria Caldera
Subject: PJS Invoice #221545
Attachments: 221545.pdf; 221545.xml

[Message Came from Outside the City of Houston Mail System]

Dear Customer,
Please see the attached invoice(s). You may use the attachment as an original for remittance purposes.

Feel free to contact us directly, should you need further assistance:

For monthly and special services billing :	Victoria Caldera
Vcaldera@pjs.com	
For special services billing:	Laura Fonseca
lfonseca@pjs.com	
For supply billing:	Gabriella Villarreal
APPurchasing@pjs.com	

You can also call our main office number at 713-850-0287 during business hours and you will be referred to the appropriate person.

Thank you for your continued business!

Sincerely,
PJS Accounting Department



**City of Houston
Finance-Strategic Procurement Division**

Sole Source Justification

General Information	Date: 5/13/2019
Department: Housing and Community Development	Phone No.: 832.394.6307
Contact Name: Roxanne Lawson	Email: Roxanne.lawson@houstontx.gov

Vendor Information	Requisition No.: 10262595
Name: Professional Janitorial Service of Houston, Inc.	Purchase Order No.:
Address: 2303 Nance Street Houston, Texas 77020	Contract No.:

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and the location where the services or goods will be delivered. Please also identify the annual cost of this good or service.

PJS performs daily janitorial and cleaning maintenance services for the HCD spaces at 2100 Travis, including frequent cleaning of restrooms, conference spaces, cleaning of glass doors and windows throughout the office, disposal of garbage, and spot vacuuming when necessary. PJS furnishes all materials and equipment necessary to perform the foregoing services.

The annual cost of this service is \$33,000.00; the remainder of the annual cost is \$30,000.00.

Type. Please select one of the options and explain below.

Single Source Proprietary/Copyright Restrictions Equipment Compatibility
 Patented Product Exclusive or Unique Capability
Other: _____

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

PJS is the current contracted janitorial service for the landlord/management company and is already familiar with the building spaces and cleaning requirements. Their service has been utilized by the management company for the last 2 years. This is the preferred company of the management company and the one to whom HCD was referred for janitorial service.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

This is the preferred janitorial service for the Midtown Central Square, LLC.

Department Recommendation	
Requestor: <i>Roxanne Lawson</i>	Date: 5/13/19
Department Director: <i>Kent W. Dyanam</i>	Date: 5/13/19

Chief Procurement Officer's Approval	
Signature:	Date:

Moton, Clarence - HCD

From: Adams, Jerry - FIN
Sent: Thursday, May 16, 2019 10:55 AM
To: Shah, Ketan - FIN
Subject: FW: Professional Janitorial Services Sole Source
Attachments: Sole Source Justification PJS.PDF; Professional Janitorial Services Legal Department.pdf

Approved

From: Shah, Ketan - FIN
Sent: Thursday, May 16, 2019 10:00 AM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: Professional Janitorial Services Sole Source

Jerry

As On today, FY19 Citywide non-contract spending w/o council action for Vendor # 150133 PROFESSIONAL JANITORIAL SERVICE OF HOUSTON INC: \$2,642.64

Current Sole Source Justification requirement: \$30,000.00

For your review and approval please.

Ketan

From: Moton, Clarence - HCD
Sent: Thursday, May 16, 2019 7:47 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: RE: Professional Janitorial Services Sole Source

Ketan,

The average monthly cost for the Janitorial Service is 2800.00.
Roxanne Lawson is requesting \$30,000 to cover the remaining seven months.

Thank you,
Clarence

From: Shah, Ketan - FIN
Sent: Thursday, May 16, 2019 7:00 AM
To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: RE: Professional Janitorial Services Sole Source

How much money are you requesting for?

From: Moton, Clarence - HCD
Sent: Wednesday, May 15, 2019 10:27 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: Professional Janitorial Services Sole Source

Hello Ketan,

I have attached the Sole Source Justification Form (Professional Janitorial Services) for Mr. Adams approval.

Thank you,
Clarence
832-394-6212



CITY OF HOUSTON
HCD Purchasing Unit 3200

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OR SERVICE**

PURCHASE ORDER

Vendor Address	Information
Vendor Address Number 150133 PROFESSIONAL JANITORIAL SERVICE OF HOUSTON INC 2303 NANCE ST HOUSTON TX 77020	Purchase Order Number/Date 4500302742-5 / 05/17/2019 CoH Vendor Number 150133 Page 1 of 2 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
Your person responsible:	JIMMIE FAUTH

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91039 JANITORIAL Day Porter Services - 4th Floor	1,887.59 / AU	1,887.59
	Gross Price		1,887.59 USD	1.000	1,887.59
			1 AU		
			Delivery date: Day 12/31/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 1,887.59		
			Delivery Date: 12/31/2019		
20	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor	1,929.56 / AU	1,929.56
	Gross Price		1,929.56 USD	1.000	1,929.56
			1 AU		
			Delivery date: Day 12/31/2019		
			*** Item partially delivered ***		
			Expected value of unplanned services: 1,929.56		
			Delivery Date: 12/31/2019		



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OR SERVICE**

PURCHASE ORDER

PO number/date 4500302742 -5 / 05/17/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
30	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10 th floo Housing and Community Development - 2100 Travis St. 77002	1,845.65 / AU	1,845.65
	Gross Price		1,845.65 USD 1 AU	1.000	1,845.65
			Delivery date: Day 12/31/2019 *** Item partially delivered *** Expected value of unplanned services: 1,845.65		
			Delivery Date: 12/31/2019		
40	1.00	AU	91039 JANITORIAL Day Porter Services 4th floor Services for the Month of June 2019 Invoice # 222416-2	838.93 / AU	838.93
	Gross Price		838.93 USD 1 AU	1.000	838.93
			Delivery date: Day 06/18/2019 *** Item partially delivered *** Expected value of unplanned services: 838.93		
			Delivery Date: 06/18/2019		
50	1.00	AU	91039 JANITORIAL Day Porter Services 9th and 10th floor Services for the Month of June 2019 Invoice # 222416-2	1,677.87 / AU	1,677.87
	Gross Price		1,677.87 USD 1 AU	1.000	1,677.87
			Delivery date: Day 06/18/2019 *** Item partially delivered *** Expected value of unplanned services: 1,677.87		
			Delivery Date: 06/18/2019		
Total ****					USD 8,179.60

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*

Mavor Chief Procurement Officer Controller



Professional Janitorial
Service of Houston, Inc.
2303 Nance Street
Houston, TX 77020
(713) 850-0287

FED. I.D. #76-0221812

INVOICE NO.	220729
DATE	04/01/19

CUSTOMER

2100 Travis Street c/o City Of Houston
2100 Travis Street 9th Floor
Houston, TX 77002-8766

SERVICE LOCATION

2100 Travis Street
2100 Travis St Fl 9
Houston, TX 77002-8766

TERMS: Net 25 days	CUSTOMER NO. 1895A		P.O. NO.	
Description	Quantity	Unit of Measure	Price	Amount
APRIL 2019 Day Porter Services 8 Hours per Day	176.00	HR	15.73	2,768.48
PLEASE PAY FROM THIS INVOICE UPON RECEIPT NO STATEMENT SENT UNLESS REQUESTED	PAGE 1 OF 1		Sub-Total	2,768.48
			TOTAL	\$2,768.48

▼ TO INSURE PROPER CREDIT, PLEASE DETACH AND MAIL BOTTOM PORTION WITH YOUR PAYMENT ▼

ATTENTION:

2100 Travis Street c/o City Of Houston
2100 Travis Street 9th Floor
Houston, TX 77002-8766

PLEASE SEND REMITTANCE TO:

PJS OF HOUSTON, INC.
P.O. BOX 4346, DEPT. 195
HOUSTON, TX 77210-4346

Customer No.	1895A
Job No.	1895A
Invoice No.	220729
Invoice Date	04/01/19
Amount Due	\$2,768.48
Amount Remitted	



invoice



**Professional Janitorial
Service of Houston, Inc.**
2303 Nance Street
Houston, TX 77020
(713) 850-0287

FED. I.D. #76-0221812

INVOICE NO.	221545
DATE	05/01/19

CUSTOMER

2100 Travis Street c/o City Of Houston
2100 Travis Street 9th Floor
Houston, TX 77002-8766

SERVICE LOCATION

2100 Travis Street
2100 Travis St Fl 9
Houston, TX 77002-8766

TERMS: Net 25 days	CUSTOMER NO. 1895A	P.O. NO.		
Description	Quantity	Unit of Measure	Price	Amount
May 2019 Day Porter Services 8 Hours per Day	184.00	HR	15.73	2,894.32
PLEASE PAY FROM THIS INVOICE UPON RECEIPT NO STATEMENT SENT UNLESS REQUESTED			Sub-Total	2,894.32
			TOTAL	\$2,894.32

▼ TO INSURE PROPER CREDIT, PLEASE DETACH AND MAIL BOTTOM PORTION WITH YOUR PAYMENT ▼

ATTENTION:

2100 Travis Street c/o City Of Houston
2100 Travis Street 9th Floor
Houston, TX 77002-8766

PLEASE SEND REMITTANCE TO:

PJS OF HOUSTON, INC.
P.O. BOX 4346, DEPT. 195
HOUSTON, TX 77210-4346

Customer No.	1895A
Job No.	1895A
Invoice No.	221545
Invoice Date	05/01/19
Amount Due	\$2,894.32
Amount Remitted	



invoice

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL

SUBJECT: Professional Janitorial Services of Houston, Inc.		DUE DATE 4/30/19	DATE SUBMITTED 4/23/19	PO # 4500299863
EXPLANATION: Day porter services for the month of April 2019 – Invoice #220729 - \$2,768.48				
ORIGINATOR Roxanne Lawson		DATE ORIGINATED 4/23/19	PERSON TO CONTACT FOR DETAILS R. Lawson	TELEPHONE NUMBER 4-6307
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Keith Bynam	<i>Keith W. Bynam</i>	4/24/19	
2.	Jessica Lavergne			
3.	Krupa Desai			
4.				
5.				
6.				
7.				

2019 APR 24 AM 10:23

RECEIVED
FINANCIAL SERVICES

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL

SUBJECT: Professional Janitorial Services of Houston, Inc.		DUE DATE ASAP	DATE SUBMITTED 5/3/19	PO # 4500299863
EXPLANATION: Day porter services for the month of May 2019 – Invoice #221545 ^{nl} - \$2,894.32				
ORIGINATOR Roxanne Lawson <i>rl</i>		DATE ORIGINATED 5/2/19	PERSON TO CONTACT FOR DETAILS R. Lawson	TELEPHONE NUMBER 4-6307
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Keith Bynam	<i>Keith W. Bynam</i>	5/3/19	
2.	Jessica Lavergne			
3.	Krupa Desai			
4.				
5.				
6.				
7.				



**City of Houston
Finance-Strategic Procurement Division**

Sole Source Justification

General Information	Date: 5/13/2019
Department: Housing and Community Development	Phone No.: 832.394.6307
Contact Name: Roxanne Lawson	Email: Roxanne.lawson@houstontx.gov

Vendor Information	Requisition No.: 10262595
Name: Professional Janitorial Service of Houston, Inc.	Purchase Order No.:
Address: 2303 Nance Street Houston, Texas 77020	Contract No.:

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and the location where the services or goods will be delivered. Please also identify the annual cost of this good or service.

PJS performs daily janitorial and cleaning maintenance services for the HCD spaces at 2100 Travis, including frequent cleaning of restrooms, conference spaces, cleaning of glass doors and windows throughout the office, disposal of garbage, and spot vacuuming when necessary. PJS furnishes all materials and equipment necessary to perform the foregoing services.

The annual cost of this service is \$33,000.00; the remainder of the annual cost is \$30,000.00.

Type. Please select one of the options and explain below.

Single Source Proprietary/Copyright Restrictions Equipment Compatibility
 Patented Product Exclusive or Unique Capability
 Other: _____

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

PJS is the current contracted janitorial service for the landlord/management company and is already familiar with the building spaces and cleaning requirements. Their service has been utilized by the management company for the last 2 years. This is the preferred company of the management company and the one to whom HCD was referred for janitorial service.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

This is the preferred janitorial service for the Midtown Central Square, LLC.

Department Recommendation	
Requestor: <i>Roxanne Lawson</i>	Date: 5/13/19
Department Director: <i>Kenneth W. Dynam</i>	Date: 5/13/19

Chief Procurement Officer's Approval	
Signature: _____	Date: _____



Professional Janitorial
Service of Houston, Inc.
2303 Nance Street
Houston, TX 77020
(713) 850-0287

FED. I.D. #76-0221812

INVOICE NO.

222416-2 *(SP)*

DATE

06/01/19

CUSTOMER

2100 Travis Street c/o City Of Houston
2100 Travis Street 9th Floor
Houston, TX 77002-8766

SERVICE LOCATION

2100 Travis Street
2100 Travis St Fl 9
Houston, TX 77002-8766

TERMS:

Net 25 days

CUSTOMER NO.

1895A

P.O. NO.

Description	Quantity	Unit of Measure	Price	Amount
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June 2019

Day Porter Services 8 Hours per Day

160.00

HR

15.73

2,516.80

\$2516.8 / 3 = 838.93

PLEASE PAY FROM THIS INVOICE
UPON RECEIPT
NO STATEMENT SENT UNLESS REQUESTED

PAGE 1 OF 1

Sub-Total

2,516.80

TOTAL

\$ 838.93
2,516.80

▼ TO INSURE PROPER CREDIT, PLEASE DETACH AND MAIL BOTTOM PORTION WITH YOUR PAYMENT ▼

ATTENTION:

2100 Travis Street c/o City Of Houston
2100 Travis Street 9th Floor
Houston, TX 77002-8766

PLEASE SEND REMITTANCE TO:

PJS OF HOUSTON, INC.
P.O. BOX 4346, DEPT. 195
HOUSTON, TX 77210-4346

Customer No.

1895A

Job No.

1895A

Invoice No.

222416

Invoice Date

06/01/19

Amount Due

\$2,516.80

Amount Remitted



invoice

City of Houston Housing and Community Development

Admin. Purchase Order or Miscellaneous Payment Request

Vendor: Professional Janitorial Services of Houston, Inc.

Purchase Order# (If applicable):

Invoice #: 222416 -2 *GP*

Payment Amount: \$838.93

Date Invoice Received by City of Houston: 6/5/2019

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: 6/12/19

Parker, Sonya - HCD

From: Lawson, Roxanne - HCD
Sent: Wednesday, June 5, 2019 1:45 PM
To: Parker, Sonya - HCD; Bynam, Keith - HCD
Cc: Desai, Krupa - HCD
Subject: FW: PJS Invoice #222416
Attachments: 222416.pdf; 222416.xml

This is the invoice for day porter and should be divided by 3 to identify the cost for floors 9/10 and 4 separately.

Roxanne Lawson
City Council Liaison/Division Manager

City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th floor | Houston, TX 77002
832.394.6307 (office)
713.471.8675 (mobile)
www.houstontx.gov/housing
www.recovery.houstontx.gov
Follow us: Facebook | Twitter | Instagram | YouTube

-----Original Message-----

From: Houston Invoices <invoices@pjs.com>
Sent: Wednesday, June 5, 2019 1:34 PM
To: Lawson, Roxanne - HCD <Roxanne.Lawson@houstontx.gov>
Cc: Victoria Caldera <VCaldera@Pjs.com>
Subject: PJS Invoice #222416

[Message Came from Outside the City of Houston Mail System]

Dear Customer,
Please see the attached invoice(s). You may use the attachment as an original for remittance purposes.

Feel free to contact us directly, should you need further assistance:

For monthly and special services billing :	Victoria Caldera	Vcaldera@pjs.com
For special services billing:	Laura Fonseca	lfonseca@pjs.com
For supply billing:	Gabriella Villarreal	APPurchasing@pjs.com

You can also call our main office number at 713-850-0287 during business hours and you will be referred to the appropriate person.

Thank you for your continued business!

Sincerely,
PJS Accounting Department