



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

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

# 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  
PO Box 1562  
HOUSTON TX 77251-1562

**Information**  
Purchase Order Number/Date 4500352052-8 / 07/30/2021  
CoH Vendor Number 150133  
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 net 30 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 2100 Travis St. Invoice No. 247686-1 DATE : 07/01/2021	922.83 / AU	922.83
	Gross Price		922.83 USD 1 AU	1.000	922.83
			Delivery date: Day 07/30/2021 *** Item partially delivered *** Expected value of unplanned services: 922.83		
			<b>Delivery Date:</b> 07/30/2021		
20	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor	1,845.65 / AU	1,845.65
	Gross Price		1,845.65 USD 1 AU	1.000	1,845.65
			Delivery date: Day 07/30/2021 *** Item partially delivered *** Expected value of unplanned services: 1,845.65		



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
<b>Delivery Date: 07/30/2021</b>					
30	1.00	AU	91039 JANITORIAL Day Porter Services - 4th floor Invoice No. 248777-1 DATE: 08/01/21	922.83 / AU	922.83
	Gross Price		922.83 USD	1 AU	922.83
Delivery date: Day 08/31/2021 *** Item partially delivered *** Expected value of unplanned services: 922.83					
<b>Delivery Date: 08/31/2021</b>					
40	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor Invoice No. 248777-2 DATE: 08/01/2021 August 2021	1,845.65 / AU	1,845.65
	Gross Price		1,845.65 USD	1 AU	1,845.65
Delivery date: Day 08/31/2021 *** Item partially delivered *** Expected value of unplanned services: 1,845.65					
<b>Delivery Date: 08/31/2021</b>					
50	1.00	AU	91039 JANITORIAL Day Porter Services - 4th floor Professional Janitorial Services in the amount of \$922.83 to pay for September 2021 Janitorial Services located at 2100 Travis Street. Invoice No. 249874-1 DATE: 09/01/21	922.83 / AU	922.83
	Gross Price		922.83 USD	1 AU	922.83
Delivery date: Day 09/17/2021 *** Item partially delivered *** Expected value of unplanned services: 922.83					



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
<b>Delivery Date: 09/17/2021</b>					
60	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor	1,845.65 / AU	1,845.65
Invoice No. 249874-2 DATE: 09/01/21 Gross Price 1,845.65 USD 1 AU 1.000 1,845.65 Delivery date: Day 09/17/2021 *** Item partially delivered *** Expected value of unplanned services: 1,845.65					
<b>Delivery Date: 09/17/2021</b>					
70	1.00	AU	91039 JANITORIAL Day Porter - 4th floor	880.88 / AU	880.88
Invoice No. 250964-1 Date: 10/01/21 October 2021 Day Porter Services 8 Hours per Day Gross Price 880.88 USD 1 AU 1.000 880.88 Delivery date: Day 11/16/2021 *** Item partially delivered *** Expected value of unplanned services: 880.88					
<b>Delivery Date: 11/16/2021</b>					
80	1.00	AU	91039 JANITORIAL Day Porter - 9th and 10th floor	1,761.76 / AU	1,761.76
Invoice No. 250964-2 Date 10/01/21 October 2021 Day Porter Services 8 Hours per Day Gross Price 1,761.76 USD 1 AU 1.000 1,761.76 Delivery date: Day 11/16/2021 *** Item partially delivered *** Expected value of unplanned services: 1,761.76					



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
<b>Delivery Date: 11/16/2021</b>					
90	1.00	AU	91039 JANITORIAL Day Porter Services - 4th floor November 2021 Day Porter Services 8 Hours per Day	922.83 / AU	922.83
Invoice No. 251997-1 Date: 11/01/21					
Gross Price			922.83 USD	1 AU	1.000 922.83
Delivery date: Day 12/01/2021 *** Item partially delivered *** Expected value of unplanned services: 922.83					
<b>Delivery Date: 12/01/2021</b>					
100	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor November 2021 Day Porter Services 8 Hours per Day	1,845.65 / AU	1,845.65
Invoice No. 251997-2 Date: 11/01/21					
Gross Price			1,845.65 USD	1 AU	1.000 1,845.65
Delivery date: Day 12/01/2021 *** Item partially delivered *** Expected value of unplanned services: 1,845.65					
<b>Delivery Date: 12/01/2021</b>					
110	1.00	AU	91039 JANITORIAL Day Porter Services - 4th floor December 2021 Invoice No. 253096-1 Date: 12/01/21	964.77 / AU	964.77
Gross Price			964.77 USD	1 AU	1.000 964.77
Delivery date: Day 12/22/2021 *** Item partially delivered ***					



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Expected value of unplanned services: 964.77		
			<b>Delivery Date:</b> 12/22/2021		
120	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor December 01, 2021 Invoice No. 253096-2	1,929.55 / AU	1,929.55
			<b>Gross Price</b> 1,929.55 USD 1 AU	1.000	1,929.55
			Delivery date: Day 12/22/2021 *** Item partially delivered *** Expected value of unplanned services: 1,929.55		
			<b>Delivery Date:</b> 12/22/2021		
130	1.00	AU	91039 JANITORIAL Day Porter Services - 4th floor Invoice No. 254411-1 Date: 01/01/22 January 2022 Day Porter Services 8 Hours per Day	880.88 / AU	880.88
			<b>Gross Price</b> 880.88 USD 1 AU	1.000	880.88
			Delivery date: Day 01/31/2022 Expected value of unplanned services: 880.88		
			<b>Delivery Date:</b> 01/31/2022		
140	1.00	AU	91039 JANITORIAL Day Porter Services - 9th and 10th floor Invoice No. 254411-2 Date: 01/01/22 January 2022 Day Porter Services 8 Hours per Day	1,761.76 / AU	1,761.76
			<b>Gross Price</b> 1,761.76 USD 1 AU	1.000	1,761.76
			Delivery date: Day 01/31/2022 Expected value of unplanned services: 1,761.76		



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Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 01/31/2022					
<b>Total ****</b>				USD	<b>19,253.52</b>

**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.

*Debra Turner* Mayor      *Jerry Adams* Chief Procurement Officer      *Cliff Brown* Controller