



# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 153380  
WRIKE INC  
70 NORTH 2ND STREET  
SAN JOSE CA 95113  
USA

**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 4500331973-0 / 09/02/2020  
CoH Vendor Number 153380  
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:** TRE CALDERON

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	5.00	EA	10036444 LICENSE, SOFTWARE, APPLICATION Int. Article No. 20811490113 Make WRIKE Model ENTERPRISE SUBSCRIPTION  HCD PGM Division has requested renewal for (5) licenses of the Wrike application. This renewal will allow for continued use and collaboration with Planning and Development Department.  (5) Wrike Application Licenses - Renewal fee.  Order Number Q00102417 Customer City Of Houston Wrike Account ID 2281169 Effective Date August 31, 2020 Order Expiration August 31, 2020  COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGAMMED) Application Software, Microcomputer, SERVER	540.00 / EA	2,700.00



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# PURCHASE ORDER

PO number/date 4500331973 -0 / 09/02/2020 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
	Gross Price		540.00 USD	1 EA	5.000 2,700.00
Delivery Date: 09/02/2020					
<b>Total ****</b>					<b>USD 2,700.00</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



### 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 *	wrike *	HCDD Division: *	Support Services *
Deadline Date of Request: *	08/26/2020 *	Purchase Type: *	Computer *
Requester Name: *	Pate, Orson (e135907) *	Created:	08/19/2020 *
Requester Phone Number: *	832-393-0235		

Brief Description of Scope of Work for Goods/Services:

(5) wrike Application Licenses - Renewal fee.

**Funding Source(s):** DR17

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:	wrike Inc
G/L Account:	522430	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	AQ3200077-19	Total Amount:	2,700.00
BFY:	FY-2021	Procurement Staff:	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance
<p>Justification of Need for Goods/Services</p> <p>HCD PGM Division has requested renewal for (5) licenses of the wrike application. This renewal will allow for continued use and collaboration with Planning and Development Department.</p>		<p>Procurement Notes:</p>	

Requestors Signature: Date: <i>Orson Pate</i> 8/19/2020	Supervising Manager (Purchase under \$5,000) Manager: Date: <i>Pranav Shah</i> 8/24/2020
Buyer's Signature: Date: <i>Clarence Moton</i> 8/26/2020	Funds Approval Signature: Date: <i>Mary Owens</i> 8/26/2020
Procurement DPU Signature: Date: <i>Tywana, Rhoades</i> 8/26/2020	(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](#)



Order Number Q00102417  
Customer City Of Houston  
Wrike Account ID 2281169  
Effective Date August 31, 2020  
Order Expiration August 31, 2020

Prepared By Benjamin Guslani (RENEWALS)  
Email benjamin.guslani@team.wrike.com

SUBSCRIPTION	QTY	LIST RATE	EFFECTIVE RATE	TOTAL
Wrike Licenses (as described below)  Billed Annually 08/31/2020 - 08/30/2021 Includes: Enterprise Subscription Licenses	5	\$2,700.00/Annual	\$2,700.00/Annual	\$2,700.00

DS  
OP

Order Total, USD: \$2,700.00

General Terms:

- Billing Frequency:** Annually, upfront and in advance
- Payment Terms:** Net 30
- Taxes:** Fees do not include applicable state and local taxes (if any) and Customer acknowledges that applicable taxes (if any) are the responsibility of Customer.

[ rest of page intentionally blank / signatures follow ]

**Governing Terms and Conditions**

This Order Form is for the Wrike products and services outlined herein and is governed by the online Terms & Conditions found at <https://learn.wrike.com/enterprise-wmsa/>, provided that in the event of a conflict between this Order Form and the Terms & Conditions take place, this Order Form will take precedence and prevail as to the conflict.

Wrike, Inc. ("**Wrike**") and the entity outlined above ("**Customer**") may be referred to in this Order Form individually as a "**Party**" and collectively as the "**Parties**." For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Wrike agrees to the terms outlined herein by offering this Order Form to Customer if Customer accepts the terms of this Order Form by signing below on or before the above-referenced Expiration Date. Upon Customer's signature, the Parties agree to the terms and conditions of this Order Form.

**Customer**

**Authorized Signature:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## Certificate Of Completion

Envelope Id: A866163B0ABE4C48839ACFD03B077FC5	Status: Sent
Subject: Please DocuSign: Procurement Request Form	
Source Envelope:	
Document Pages: 3	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Orson Pate
Time Zone: (UTC-06:00) Central Time (US & Canada)	611 Walker St.
	HITS
	Houston, TX 77002
	Orson.Pate@Houstontx.gov
	IP Address: 204.235.227.150

## Record Tracking

Status: Original	Holder: Orson Pate	Location: DocuSign
8/19/2020 4:41:34 PM	Orson.Pate@Houstontx.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: City of Houston IT Services	Location: DocuSign

## Signer Events

Orson Pate  
 orson.pate@houstontx.gov  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 F1A4338BC445450...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.235.227.150

## Timestamp

Sent: 8/19/2020 4:58:11 PM  
 Viewed: 8/19/2020 4:58:23 PM  
 Signed: 8/19/2020 4:59:10 PM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Pranav Shah  
 Pranav.Shah@houstontx.gov  
 IT Manager - Applications  
 City of Houston IT Services  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 F2ED0C3A7E56435...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 73.136.55.23

Sent: 8/19/2020 4:59:12 PM  
 Viewed: 8/24/2020 11:31:20 AM  
 Signed: 8/24/2020 11:31:30 AM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Clarence Moton  
 clarence.moton@houstontx.go  
 Security Level: Email, Account Authentication (None)

Sent: 8/24/2020 12:03:00 PM

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

Security Level: Email, Account Authentication (None)

### Electronic Record and Signature Disclosure: Not Offered via DocuSign

HCD Procurement DPU

Signing Group: HCD Procurement DPU  
 Security Level: Email, Account Authentication (None)

### Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Not Offered via DocuSign

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Tywana Rhone

Tywana.Rhone@houston.tx.gov

Division Manager

City of Houston IT Services

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

HCD Procurement Team

Signing Group: HCD Procurement Team

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**VIEWED**

Using IP Address: 70.138.156.209

Sent: 8/24/2020 11:31:32 AM

Viewed: 8/24/2020 12:01:41 PM

Completed: 8/24/2020 12:02:59 PM

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent

Hashed/Encrypted

8/24/2020 12:03:00 PM

Payment Events	Status	Timestamps
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