



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Commissioners Court

Request for Court Action

File #: 23-5080

Agenda Date: 8/29/2023

Agenda #: 304.

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Regular or Supplemental RCA: Regular RCA

Type of Request: Contract - Renewal

Project ID (if applicable): 200193

Vendor/Entity Legal Name (if applicable): Computer Services Inc. (Bid 1)

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Participation (if applicable): N/A

Justification for 0% MWDBE Participation Goal: N/A - project was awarded prior to launch of County's M/WBE Program

Request Summary (Agenda Caption):

Request for approval of a renewal option with Computer Services Inc. for providing and mailing tax statements for the Tax Assessor-Collector for the period of September 1, 2023 - August 31, 2024, at a cost of \$269,687, and for the County Clerk to execute any applicable bonds to be received (200193), Justification for 0% MWDBE Participation Goal: N/A - project was awarded prior to launch of County's M/WBE Program.

Background and Discussion: Job No. 200193, Provide & Mail Tax Statements for the Harris County Tax Assessor- Collector

Expected Impact: N/A

Alternative Options: N/A

Alignment with Goal(s):

- _ Justice and Safety
- _ Economic Opportunity
- _ Housing
- _ Public Health
- _ Transportation
- _ Flooding
- _ Environment
- X_ Governance and Customer Service

	YES	NO	ABSTAIN
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presented to Commissioners Court

August 29, 2023

Approve: G/R

Prior Court Action (if any):

Date	Agenda Item #	Action Taken
9/15/23		Award
7/20/21	318	1 st Renewal
8/23/22	270	2 nd Renewal
1/31/23	398	CIC 02145

Location:

Address (if applicable): Tax Office 1001 Preston

Precinct(s): Countywide

Fiscal and Personnel Summary			
Service Name	Tax Statements for Harris County		
	FY 23	FY 24	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$180K	\$180K	\$540
Total Incremental Expenditures	\$180K	\$180K	\$540
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	\$	\$	\$
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$	\$	\$
Total Funding Sources	\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Court Date: August 29, 2023

Anticipated Implementation Date (if different from Court date): N/A

Emergency/Disaster Recovery Note: Not an emergency, disaster, or COVID-19 related item

Contact(s) name, title, department: Josie Garcia, Procurement Manager, Harris County Tax Assessor; Martha Sloan, Contract Administrator, Harris County Purchasing

Attachments (if applicable): Letter



DeWight Dopslauf, C.P.M., CPPO
Harris County Purchasing Agent

August 22, 2023

Commissioners Court
Harris County, Texas

RE: Job No. 200193

Members of Commissioners Court:

Please approve the renewal subject to applicable bond(s) to be received from the vendor(s) for the following:

Description: Provide and Mail Tax Statements for the Harris County Tax Assessor-Collector

Vendor(s): Computer Services Inc. (Bid 1)

Term: 09/01/2023 - 08/31/2024

Renewal Options: 3 of 4

Amount: \$269,687

Bond(s): Yes

Reviewed By: • Harris County Purchasing • Tax Assessor-Collector

Sincerely,

DeWight Dopslauf
Purchasing Agent

MJS
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA AUGUST 29, 2023

