



## Harris County, Texas

1001 Preston St., Suite 934  
Houston, Texas 77002

### Commissioners Court

#### Request for Court Action

File #: 22-4751

Agenda Date: 8/23/2022

Agenda #: 270.

**Department:** Purchasing

**Department Head/Elected Official:** DeWight Dopslauf

**Regular or Supplemental RCA:** Regular RCA

**Type of Request:** Contract - Amendment

**Project ID** (if applicable): 200193

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

	YES	NO	ABSTAIN
Judge Lina Hidalgo	<input checked="" 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. R. Jack Cagle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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, 2022 - August 31, 2023 at a cost of \$163,620, and for the County Clerk to execute any applicable bonds to be received (200193).

**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
- ☒ Governance and Customer Service

Presented to Commissioners Court

August 23, 2022

Approve: G/E

**Prior Court Action** (if any):

Date	Agenda Item #	Action Taken
9/15/20		Award
7/20/21	318	1 <sup>st</sup> Renewal

**Location:** N/A

Address (if applicable): N/A

Precinct(s): Countywide

<b>Fiscal and Personnel Summary</b>			
Service Name			
	SFY 22	FY 23	Next 3 FYs
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$165K	\$165K	\$495K
<b>Total Incremental Expenditures</b>	<b>\$165K</b>	<b>\$165K</b>	<b>\$495K</b>
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
1000 - General Fund	\$165K	\$165K	\$495K
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Funding Sources</b>			
<b>Personnel</b> (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Anticipated Court Date:** August 23, 2022**Anticipated Implementation Date (if different from Court date):****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, Contracts Administrator, Harris County Purchasing

**Attachments** (if applicable): Letter



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

August 02, 2022

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:** 09/01/2022 - 08/31/2023

**Renewal Options:** 2 of 4

**Amount:** \$163,620

**Bond(s):** Yes

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

Sincerely,

DeWight Dopslauf  
Purchasing Agent

MS  
cc: Vendor(s)

**FOR INCLUSION ON COMMISSIONERS COURT AGENDA AUGUST 23, 2022**

