



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Commissioners Court

Request for Court Action

File #: 24-1848

Agenda Date: 3/26/2024

Agenda #: 375.

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Regular or Supplemental RCA: Regular RCA

Type of Request: Contract - Renewal

Project ID (if applicable): 190334

Vendor/Entity Legal Name (if applicable): Kofile Technologies, 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. Lesley Briones	<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: 0% - Non-Divisible

Request Summary (Agenda Caption):

Request for approval of a renewal option with Kofile Technologies, Inc. for historical record preservation services and related items for the District Clerk's Office for the period of May 25, 2024 - May 24, 2025 at a cost of \$400,000 (190334), Justification for 0% MWDBE Participation Goal: 0% - Non-Divisible.

Background and Discussion:

Harris County District Clerk has successfully completed the first two years of the approved job number 19/0334 for Historical Records Preservation Services and Related Items. The services and final products provided by Supplier Kofile Technologies, Inc., continue being satisfactory. The District Clerk's Office would like to proceed with the allowed renewal for term May 25, 2024 through May 24, 2025.

Expected Impact:

Approval to renew contract/agreement will allow the District Clerk's Office to continue utilizing the necessary services to preserve the historical documents currently housed at Records Center located at 5900 Canal St

Alternative Options:

There are no other established alternative options known at this time to continue the preservation of the historical documents.

Alignment with Goal(s):

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation

Presented to Commissioners Court

March 26, 2024

Approve: G/R

- ☐ Flooding
☐ Environment
☒ Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken
5-25-2021	223	Award
8-22-2022	215	Order -Change to Kofile
4-25-2023	264	Amendment
5-16-2023	240	Renewal 2

Location:

Address (if applicable): Records Center 5900 Canal St., Houston, Texas 77011

Precinct(s): Choose an item.

Fiscal and Personnel Summary

Service Name	Records Management			
	Current Fiscal Year Cost			Annual Fiscal Cost
	Labor	Non-Labor	Total	Recurring Expenses

Funding Sources**Existing Budget**

Other	\$	\$400,000	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Current Budget	\$	\$400,000	\$	\$

Additional Budget Request (*Requires Fiscal Review Request Form*)

Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Additional Budget Request	\$	\$0	\$	\$
Total Funding Request	\$	\$400,000	\$	\$

Personnel (Fill out section only if requesting new PCNs)

Current Position Count for Service	-	-	-	-
Additional Positions Request	-	-	-	-
Total Personnel	-	-	-	-

Anticipated Court Date: March 26, 2024**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: Wes McCoy, Chief Deputy of Administration, Judith Snively, Chief Deputy of Courts, Araceli Carrizales, Financial Services Administrator, Teresa Browder, Senior Buyer Purchasing

Attachments (if applicable): Letter



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

March 18, 2024

Commissioners Court
Harris County, Texas

RE: Job No. 190334

Members of Commissioners Court:

Please approve the renewal for the following:

Description: Historical Record Preservation Services and Related Items for the Harris County District Clerks Office

Vendor(s): Kofile Technologies, Inc.

Term: 05/25/2024 - 05/24/2025

Renewal Options: 3 of 4

Amount: \$400,000

Bond(s): No

Reviewed By: • Harris County Purchasing • District Clerk's Office

Sincerely,

DeWight Dopslauf
Purchasing Agent

TYB
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA MARCH 26, 2024

