



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Commissioners Court

Request for Court Action

File #: 22-1516

Agenda Date: 3/8/2022

Agenda #: 192.

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Regular or Supplemental RCA: Regular RCA

Type of Request: Contract - Amendment

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable): Questmark Information Management Inc.

MWDBE Contracted Goal (if applicable):

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: Choose an item.

	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"/>

Request Summary (Agenda Caption):

Request for approval of a renewal option with Questmark Information Management Inc. for assorted mailing services for the pick-up, processing and delivery of mail for Harris County through February 28, 2023 at a cost of \$209,221 (180022).

Background and Discussion:

Expected Impact:

Alternative Options:

Presented to Commissioners Court

March 8, 2022

Alignment with Goal(s):

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

Approve: G/E

_ Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken

Location:

Address (if applicable):

Precinct(s): Choose an item.

Fiscal and Personnel Summary			
Service Name			
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
Total Incremental Expenditures	\$	\$	\$
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 Implementation Date:**Emergency/Disaster Recovery Note:** Choose an item.**Contact(s) name, title, department:****Attachments** (if applicable):



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

February 25, 2022

Commissioners Court
Harris County, Texas

RE: Job No. 180022

Members of Commissioners Court:

Please approve the renewal for the following:

Description: Assorted mailing services for the pick-up, processing and delivery of mail for Harris County

Vendor(s): Questmark Information Management Inc.

Term: through 02/28/2023

Renewal Options: 4 of 4

Amount: \$209,221

Bond(s): No

Reviewed By:

- Harris County Purchasing
- County Clerk's Office
- Tax Assessor-Collector
- District Clerk's Office
- Toll Road Authority
- Election Administrator's Office

Sincerely,

DeWight Dopslauf
Purchasing Agent

MS
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA MARCH 08, 2022





Harris County Commissioners Court

Request for Court Action

Department: Choose an item.

Department Head/Elected Official:

Regular or Supplemental RCA: Choose an item.

Type of Request: Choose an item.

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable):

MWDBE Contracted Goal (if applicable): **NA**

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: Choose an item.

Request Summary (Agenda Caption):

..title

..end

Background and Discussion:

Contract Renewal Job No. 18/0022, Assorted Mailing Services for the Pick-up, Processing and Delivery of Mail for Harris County. Current contract expires February 28, 2022.

Expected Impact:

Renewal of this contract will allow the awarded supplier to continue with mailing services for the pick-up, processing and delivery of mail for Harris County with the same level of quality of service already being provided.

Alternative Options:

There are no known alternative options at this time.

Alignment with Goal(s):

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation
- ☐ Flooding
- ☐ Environment
- ☒ Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken
02/26/2021	21-658	Approval of a renewal option Job No. 18/0022, 03/01/2021 – 02/28/2022.

Location:

Address (if applicable): 201 Caroline St., Suite 140, Houston, TX 77002

Precinct(s): Choose an item.

Fiscal and Personnel Summary			
Service Name	Financial Services		
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$30,000	\$50,000	\$150,000
Total Incremental Expenditures	\$	\$	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
1000 - General Fund	\$25,803,776	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	\$	\$	\$
Additional Budget Requested			
1000 - General Fund	\$0	\$50,000	\$150,000
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$0	\$50,000	\$150,000
Total Funding Sources	\$30,000	\$50,000	\$150,000
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Implementation Date: Renewal year term: 03/01/2022 – 02/28/2023**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item**Contact(s) name, title, department:** Wes McCoy, Chief Deputy of Administration, District Clerk; Araceli Carrizales, Financial Services Administrator, District Clerk**Attachments (if applicable):**



Harris County Commissioners Court

Request for Court Action

Department: Choose an item.

Department Head/Elected Official:

Regular or Supplemental RCA: Choose an item.

Type of Request: Choose an item.

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable):

MWDBE Contracted Goal (if applicable):NA

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: Choose an item.

Request Summary (Agenda Caption):

..title

..end

Background and Discussion:

This is the mail carrier service used by the Harris County Clerk's Office we are seeking renewal of the mail drop-off and pick-up services for the Harris County Clerk's Office.

Expected Impact:

This renewal will allow our office and mailroom to continue functioning at optimal levels. This service helps to mitigate lost time in the mailing out of crucial legal and non-legal letters to customers of the Harris County Clerk's Office.

Alternative Options:

Alignment with Goal(s):

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

☐ Environment

☒ Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken

Location:

Address (if applicable): 201 Caroline St. 7th Floor Room 745 Mailroom – Houston, Tx 77002

Precinct(s): Countywide

Fiscal and Personnel Summary

Service Name	Harris County Clerk's Office		
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
Total Incremental Expenditures	\$	\$	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
Other	17152.00\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	17152.00\$	\$	\$
Additional Budget Requested			
Other	21000.00\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	21000.00\$	\$	\$
Total Funding Sources	39000.00\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Implementation Date: 3/1/22

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

Contact(s) name, title, department: Inocencio Mexicano – Director of Records Preservation

Attachments (if applicable):



Harris County Commissioners Court

Request for Court Action

Department: Choose an item.

Department Head/Elected Official:

Regular or Supplemental RCA: Choose an item.

Type of Request: Choose an item.

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable):

MWDBE Contracted Goal (if applicable): **NA**

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: Choose an item.

Request Summary (Agenda Caption):

..**title**

..**end**

Background and Discussion:

Questmark provides mailing services to multiple departments within Harris County. The Treasurer Office uses Questmark to provide mailing services for checks for accounts payable and jury service.

Expected Impact:

Provides lower cost postage for bulk mailing services.

Alternative Options:

This contract is bid out by Purchasing as per Harris County requirements.

Alignment with Goal(s):

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation
- ☐ Flooding
- ☐ Environment
- ☒ Governance and Customer Service



Harris County Commissioners Court

Request for Court Action

Department: Choose an item.

Department Head/Elected Official:

Regular or Supplemental RCA: Choose an item.

Type of Request: Choose an item.

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable):

MWDBE Contracted Goal (if applicable):NA

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: Choose an item.

Request Summary (Agenda Caption):

..title

..end

Background and Discussion:

Contract/Job Number 18/0022 was approved in 2018 for the pick-up, processing, and delivery of mail for Harris County. The Harris County Toll Road Authority (HCTRA) utilizes this for the pick-up, processing, and delivery of mail during the tag fulfillment process for mailing out EZ TAG orders to customers.

Expected Impact:

Contract/Job Number 18/0022 will continue to be utilized by HCTRA for the pick-up, processing, and delivery of mail during the tag fulfillment process for mailing out EZ TAG orders to customers.

Alternative Options:

N/A

Alignment with Goal(s):

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☒ Transportation
- ☐ Flooding
- ☐ Environment
- ☐ Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken
02/27/2018	20.d.6.i	Job No. 18/0022 awarded for March 1, 2018-February 28, 2019 with four one-year renewal options
01/29/2019	23.c.9.e	Renewal option approved for March 1, 2019-February 29, 2020
01/28/2020	20.d.13.9	Renewal option approved for March 1, 2020-February 28, 2021
02/26/2021	21-658	Renewal option approved for March 1, 2021-February 28, 2022

Location:

Address (if applicable): 7701 Wilshire Place Drive, Houston, TX 77040

Precinct(s): Countywide

Fiscal and Personnel Summary

Service Name	Back Office Services		
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$30,000	\$20,000	\$
Total Incremental Expenditures	\$30,000	\$20,000	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
Revenue - TRA	\$30,000	\$20,000	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	\$30,000	\$20,000	\$
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$	\$	\$
Total Funding Sources	\$30,000	\$20,000	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Implementation Date: March 8, 2022**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item**Contact(s) name, title, department:** Nicole Stutz, Chief of Staff, Harris County Toll Roll Authority**Attachments (if applicable):** User Renewal w VPD 180022 Mailing Scvs. 2021 4th (02.15.22)

Prior Court Action (if any):

Date	Agenda Item #	Action Taken

Location:

Address (if applicable):

Precinct(s): Choose an item.

Fiscal and Personnel Summary

Service Name			
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
Total Incremental Expenditures	\$	\$	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
1000 - General Fund	\$4,410	\$7,561	\$
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 Implementation Date: March 1, 2022

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

Contact(s) name, title, department: Sonya Anderson, Director of Treasury Operations

Attachments (if applicable):



Harris County Commissioners Court

Request for Court Action

Department: Choose an item.

Department Head/Elected Official:

Regular or Supplemental RCA: Choose an item.

Type of Request: Choose an item.

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable):

MWDBE Contracted Goal (if applicable): **N/A**

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: Choose an item.

Request Summary (Agenda Caption):

..**title**

..**end**

Background and Discussion: Renewal of this contract will allow the awarded supplier to continue to support Elections Administration with assorted mailing services for the pick-up, processing and delivery of mail and related items.

Expected Impact: Continuing this contract will allow for election support to be continued for the next calendar year.

Alternative Options: There are no alternative options.

Alignment with Goal(s):

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation
- ☐ Flooding
- ☐ Environment
- ☒ Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken

Location:

Address (if applicable):

Precinct(s): Countywide

Fiscal and Personnel Summary

Service Name			
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
Total Incremental Expenditures	\$	\$	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
1000 - General Fund	\$35,000	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	\$35,000	\$	\$
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 Implementation Date: March 1. 2022**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item**Contact(s) name, title, department:** Tyler James, Chief of Staff, Elections Administration**Attachments** (if applicable):



Harris County Commissioners Court

Request for Court Action

Department: Choose an item.

Department Head/Elected Official:

Regular or Supplemental RCA: Choose an item.

Type of Request: Choose an item.

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable):

MWDBE Contracted Goal (if applicable): **NA**

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: Choose an item.

Request Summary (Agenda Caption):

..title

..end

Background and Discussion: Job No. 18/0022, Assorted Mailing Services for the Pick-up, Processing and Delivery of Mail for Harris County.

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

Prior Court Action (if any):

Date	Agenda Item #	Action Taken
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Location:

Address (if applicable): N/A

Precinct(s): Countywide

Fiscal and Personnel Summary

Service Name			
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$47,534	\$	\$
Total Incremental Expenditures	\$	\$	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
1000 - General Fund	\$1,591,779	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	\$1,591,779	\$	\$
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 Implementation Date: February 22, 2022

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

Contact(s) name, title, department: Marcus Hamilton, Assistant Chief Deputy, Harris County Tax Office

Attachments (if applicable):