



# Harris County, Texas

1001 Preston St., Suite 934  
Houston, Texas 77002

## Staff Report

Award

File #: 21-3349

Agenda Date: 7/20/2021

Agenda #: 318.

		YES	NO	ABSTAIN
To:	Harris County Commissioners Court	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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"/>

Through: DeWight Dopslauf, Purchasing Agent, Purchasing Department  
Prepared By: Ashley N. Savala, Purchasing Coordinator, Purchasing Department

Subject: Renewal  
Project ID (If applicable):

### Purpose and Request:

Request for approval of a renewal option with Computer Services Inc. (Bid 1) to provide and mail tax statements for the Tax Assessor-Collector for the period of September 01, 2021 - August 31, 2022 at a cost of \$155,534 subject to applicable bonds to be received (200193).

### Background and Discussion:

[INSTRUCTIONS: In this section should concisely provide any background and analysis that the Commissioners Court needs to fully understand the action being requested. Please limit background to 3-4 sentences and include any reference to when this item was previously considered by Court. Background should include reference to study or order that led to this item or if the item is a result of compliance with any specific law or statutory requirements.]

### Fiscal Impact:

[INSTRUCTIONS: A short description of the cost of the request and where you are requesting funding from. No more than 2 sentences. In addition please fill out the table below. This includes financial impact to the current fiscal year and subsequent fiscal years along with the source of funding (general fund, grant, etc.). If the amount is within the current budget, please indicate the amount from 'Existing Department Budget'. If all of or part of the request is a new expense, please indicate funding source in the space provided.]

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
Service Impacted: [Please specify division where expenditure is incurred]			
Existing Budget			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
Existing Department Budget			

Please Identify Funding Source Special Revenue, Grant, etc.			
[INSERT FUNDING SOURCE]			
<b>Total Sources</b>			

**Alternatives:**

*[INSTRUCTIONS: In this section you should briefly discuss any viable alternatives, including the benefits and consequences of each. Include subtitles on the first line of each alternative to identify it. If appropriate, the financial impact of each alternative can be discussed. If taking no action is a viable alternative it should also be discussed, including any financial or other impacts that would result.]*

**Alignment with Strategic Objective:**

*[INSTRUCTIONS: Please write out the Department Strategic Objective impacted by this item.]*

**Attachments:**

*[INSTRUCTIONS: Please include a list of backup for this item with a short description of each if more than one.]*

Presented to Commissioners Court

July 20, 2021

Approve: E/G



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

July 08, 2021

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  
**Vendor(s):** Computer Services Inc. (Bid 1)  
**Term:** 09/01/2021 - 08/31/2022  
**Renewal Options:** 1 of 4  
**Amount:** \$155,534  
**Bond(s):** Yes  
**Reviewed By:** • Harris County Purchasing • Tax Assessor-Collector

Sincerely,

A handwritten signature in black ink, appearing to read "DeWight Dopslauf", written over a horizontal line.

DeWight Dopslauf  
Purchasing Agent

MS  
cc: Vendor(s)

**FOR INCLUSION ON COMMISSIONERS COURT AGENDA JULY 20, 2021**



## PERFORMANCE BOND

Pursuant to Texas Gov't Code §§ 2253.001, *et. seq.*, as amendedSTATE OF TEXAS  
COUNTY OF HARRIS

## KNOW ALL MEN BY THE PRESENTS:

That Computer Services Inc. (Bid 1) address: 2627 E. I-44 Service Rd., Oklahoma City, OK 73111, phone: (405) 478-9000 ext 17537, hereinafter called the Principal; and Travelers Casualty and Surety Company of America address: One Tower Square, Hartford, CT 06183, phone: 860-277-0111, a corporation; existing under and by virtue of the laws of the State of Connecticut and authorized to do an indemnifying business in the State of Texas, and whose principal office is located in the City of Hartford State of Connecticut, whose registered agent residing in the State of Texas, authorized to accept service in all suits and actions brought within said State, is (name): Travelers Casualty and Surety Company of America address: 130 E. Collins Blvd., Suite 340, Richardson, TX 75081 hereinafter called Surety, are held and firmly bound unto the County of Harris, State of Texas, in the full sum of **One hundred fifty-five thousand five hundred thirty-four and .00/cents Dollars (\$155,534.00)** for the payment whereof, the said Principal and Surety bind themselves, and heirs, administrators executors successors and assigns, jointly and severally, firmly by these presents. WHEREAS, the Principal has entered into a certain written contract with the Oblige, dated the 20<sup>th</sup> day of July, 2021 to:

**Renewal for Job No. 20/0193 Provide and mail tax statements**

which contract is hereby referred to and made a part hereof as fully and to the same extent as fully and to the same extent as if copied at length herein.

The Principal and the Surety hereon each agree, bind and obligate himself and themselves to pay to the County of Harris, Texas, all loss or damage to it occasioned by reason of failure of the Principal to comply strictly with each and every provision contained in said contract and agreement, and further agree, bind and obligate themselves to save and keep harmless the County of Harris from any and all damages expense and claims of every kind and character which the County of Harris may suffer directly or indirectly, as a result of the execution of the contract herein secured.

If the said Principal shall fail to comply with any of the contract to such an extent that it shall be forfeited or abandoned by him, or declared abandoned or suspended by the County, then said Surety shall have the right and privilege within five (5) days after the date of notice of such action from the County, to assume control of the contract and all work thereunder and to sublet or complete it in strict conformity with the provisions of said contract; and provided, further, that failure on the part of the Surety to do so within said five (5) days will work an immediate forfeiture of all right to thereafter assume control of the contract and the work thereunder. Failure of the County to give the Surety notice of any default neglect, or omission of the Principal shall not diminish the obligations of the Surety in any respect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Texas Gov't Code §§ 2253.001, *et. seq.*, as amended, and all liabilities of this bond shall be determined in accordance with the provisions of said article to the same extent as if it were copied at length herein.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument this 2nd day of August, 2021.

Print Principal Name: Computer Services, Inc.Authorized Signature By: Kenneth Wolf

(Principal)

I certify that the Commissioner's  
Court approved this Bond on  
July 20, 2021

James E. Hastings, Jr.

Deputy County Clerk

James E. Hastings, Jr.

Travelers Casualty and Surety Company of America  
(Corporate Surety)

Countersignature: Julie Gaye HollandBy: Julie Gaye Holland, Attorney-In-Fact

(Attorney-in-fact)

Agency Name: Commercial Insurance Assoc., LLC

Address: 103 Powell Court, Suite 200  
Brentwood, TN 37027

Phone: 615-515-6000



**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Julie Gaye Holland** of **BRENTWOOD Tennessee**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 17th day of January, 2019.



State of Connecticut

City of Hartford ss.

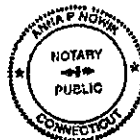
By: \_\_\_\_\_

*Robert L. Raney*  
 Robert L. Raney, Senior Vice President

On this the 17th day of January, 2019, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



*Anna P. Nowik*  
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 2nd day of August, 2021



*Kevin E. Hughes*  
 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.