



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Commissioners Court

Request for Court Action

File #: 23-0526

Agenda Date: 1/31/2023

Agenda #: 398.

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Presented to Commissioners Court

January 31, 2023

Regular or Supplemental RCA: Regular RCA

Type of Request: Transmittal

Accepted

Project ID (if applicable): 200193

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

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):

Transmittal by the Office of the Purchasing Agent of a change in contract with Computer Services Inc. to provide and mail tax statements, resulting in an addition of \$88,780 to the contract amount (200193).

Background and Discussion:

Additional envelopes are required to finish our tax statement mail outs. This increase in the contracted amount will allow us to secure our prioritized position within the supply chain and provide the expedited service that is required.

Expected Impact:

Alternative Options:

NA

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
9/15/20		Award
7/20/21	#318	1st Renewal
8/23/22	#270	2nd Renewal

Location: N/A

Address (if applicable): N/A

Precinct(s): Choose an item.

Fiscal and Personnel Summary			
Service Name			
	FY 23	FY 24	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	\$88,780	\$	\$
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	\$88,780	\$	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Court Date: 1/31/23**Anticipated Implementation Date (if different from Court date):** Complete

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

Contact(s) name, title, department: Marcus Hamilton, Chief Deputy Budget, Budget; Martha Sloan Contracts Administrator, Harris County Purchasing

Attachments (if applicable): Letter, Contract



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

December 30, 2022

Commissioners Court
Harris County, Texas

Members of Commissioners Court:

This is a transmittal of the Change in Contract for the following:

Job No.	Description	Department	Vendor	Cost + (-)	CIC No.
20/0193	Provide and Mail Tax Statements	Tax Office	Computer Services Inc.	\$88,780	2145

Sincerely,

DeWight Dopslauf
Purchasing Agent

MJS
Attachment

FOR INCLUSION ON COMMISSIONERS COURT AGENDA JANUARY 31, 2023

**CHANGE IN CONTRACT
COUNTY OF HARRIS**

Date: December 28, 2022

Organization: Tax Assessor-Collector's Office

Contractor Name

and Address: Computer Services Inc., 3901 Technology Dr., Paducah, KY 42001

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

Purchase Order Number: _____

Job Number: 20/0193

In connection with the contract dated September 23, 2020 for the above referenced job, the provisions outlined below were not contemplated in the original contract, or the following deduction is desired. When this order has been properly completed, and approved, this work will proceed in accordance with the alteration set out below:

DESCRIPTION OF CHANGE AND ESTIMATE OF COST

Added page 16 of 35, Revised Per Addendum No. 2 Pricing/Delivery Information sheet; Item No. 8. Envelopes (TBD) Estimated Quantities 460,000; Unit of Measure Each, Unit Price \$.193 Total Increase of \$88,780.

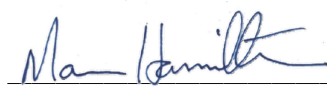
Effective: December 7, 2022

TOTAL ADDED TO CONTRACT

If applicable, the Auditor's certification is made

when the Purchase Order is amended.

\$ 88,780

Approved 

Department

Approved 

Approved _____
Contractor

Kurt H. Guenther

Purchasing Agent

Authorized in Minutes _____

Print or Type Name

Original to **Purchasing**. One Copy to Auditor, One Copy to Department, One Copy to Contractor

mgs MJS
