



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

March 09, 2022

Commissioners Court
Harris County, Texas

RE: Job No. 200328

Members of Commissioners Court:

Please approve the renewal for the following:

Description: Recycling Services and Document Destruction for Harris County

Vendor(s): Data Shredding Services of Texas, Inc.

Term: 03/30/2022 - 03/29/2023

Renewal Options: 1 of 4

Amount: \$40,456

Bond(s): No

Reviewed By:

- Harris County Purchasing
- Precinct 2
- Precinct 3
- Precinct 4
- Sheriff's Office
- Purchasing Services

Sincerely,

DeWight Dopslauf
Purchasing Agent

DLC
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA MARCH 22, 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): N/A

Vendor/Entity Legal Name (if applicable):

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Achievement (if applicable): N/A

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):

..title

..end

Background and Discussion:

Harris County District Clerk has continued to utilize the recycling services and proper document destruction provided by Data Shredding Services of Texas, Inc., and considering the office is satisfied with the service received from this vendor would like to renew contract/agreement.

Expected Impact:

Approval to renew contract/agreement will allow the District Clerk's Office to continue utilizing the recycling services and proper document destruction currently being provided to the Downtown Courthouse Complex and at Records Center located at 5900 Canal St.

Alternative Options:

There is no other available alternative options known to County Departments for these necessary services.

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
03/30/2021	21-1037	Approved as requested.

Location:

Address (if applicable): Downtown Courthouse Complex and Records Center 5900 Canal St.

Precinct(s): Precinct 1

Fiscal and Personnel Summary

Service Name	Elected Official - Executive		
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$3,150	\$4,000	\$12,000
Total Incremental Expenditures	\$3,150	\$4,000	\$12,000
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
1000 - General Fund	\$3,150	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	\$3,150	\$	\$
Additional Budget Requested			
1000 - General Fund	\$	\$4,000	\$12,000
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$	\$	\$
Total Funding Sources	\$3,150	\$4,000	\$12,000
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Implementation Date: March 30, 2022 through March 29, 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's Office; Araceli Carrizales, Financial Services Administrator, District Clerk's Office.

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):

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):

..**title**

..**end**

Background and Discussion:

Secure commercial shredding of documents as needed

Expected Impact:

Shredding of documents in order of employees to focus on daily operation issues.

Alternative Options:

Employees shred documents

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): various

Precinct(s): Precincts 2, 3, & 4

Fiscal and Personnel Summary

Service Name	Shredding services		
	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	\$		\$
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: 3/30/22

Emergency/Disaster Recovery Note: Choose an item.

Contact(s) name, title, department: Dezmond Chambers, Senior Buyer, Purchasing

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):

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):

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..**end**

Background and Discussion:

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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: Harris County Sheriff's Office

Address (if applicable): various

Precinct(s): Choose an item.

Fiscal and Personnel Summary

Service Name	Shredding services		
	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	2k\$	13k	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	2k	13k	\$
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$	\$	\$
Total Funding Sources	2k	13k	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Implementation Date: 3/30/22

Emergency/Disaster Recovery Note: Choose an item.

Contact(s) name, title, department: Michael Lanham, Director of Finance, Sheriff's Office

Attachments (if applicable):