



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Commissioners Court

Request for Court Action

File #: 23-2398

Agenda Date: 4/25/2023

Agenda #: 260.

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):

MWDBE Contracted Goal (if applicable):

MWDBE Current Participation (if applicable):

Justification for 0% MWDBE Participation Goal: N/A - project was awarded prior to launch of County's M/WBE Program

Request Summary (Agenda Caption):

Request for approval of an extension to Dahill Office Technology Corporation for photocopier services and related items for Harris County and the Flood Control District for the extended term of May 1, 2023 - January 31, 2024 or until a new contract is in place (180045), Justification for 0% MWDBE Participation Goal: N/A - project was awarded prior to launch of County's M/WBE Program.

Background and Discussion:

Job No. 180045, Photocopier Services and Related Items

Request for approval to extend the contract with Dahill Office Technology Corporation for photocopier services and related items until a new contract is implemented

Expected Impact:

Office Operations and Customer Service, County - Wide

Presented to Commissioners Court

Alternative Options:

April 25, 2023

NA

Approve: G/B

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
5/1/2018		Award
4/30/2019		1 st Renewal
4/28/2020		2 nd Renewal
3/30/2021	#292	3 rd Renewal
4/26/2022	#188	4 th Renewal

Location:

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	570,000\$	\$	\$
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	570,000\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)			

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

Anticipated Court Date: April 25, 2023

Anticipated Implementation Date (if different from Court date):

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

Contact(s) name, title, department: Martha Sloan, Contracts Administrator, Harris County Purchasing

Attachments (if applicable): Letter



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

April 14, 2023

Commissioners Court
Harris County, Texas

RE: Job No. 180045

Members of Commissioners Court:

Please approve an extension for the following contract:

Description: Photocopier Services and Related Items for Harris County and the Harris County Flood Control District
Vendor(s): Dahill Office Technology Corporation
Term: 05/01/23 - 01/31/24 or until a new contract is in place (extended term)
05/01/22 - 04/30/23 (as approved)
Reviewed By: • Harris County Purchasing • Universal Services - Technology

The vendor(s) has agreed to extend under the same terms and conditions as set forth in the awarded contract, with no increase in pricing. Due to the ongoing global supply chain issues, the vendor has agreed to allow Harris County to retain all current photocopiers until a new contract is in place and implemented.

Sincerely,

DeWight Dopslauf
Purchasing Agent

MS
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA APRIL 25, 2023

