



## Harris County, Texas

1001 Preston St., 1st Floor  
Houston, Texas 77002

### Commissioners Court

#### Request for Court Action

File #: 24-4515

Agenda Date: 7/25/2024

Agenda #: 10.

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Regular or Supplemental RCA: Regular RCA

Type of Request: Contract - Renewal

Project ID (if applicable): 190140

Vendor/Entity Legal Name (if applicable): OD's Printing (Primary); Arching Oaks Investments, Ltd DBA  
Reflection Printing (Secondary)

MWDBE Contracted Goal (if applicable): 0%

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):

Request for approval of a renewal option with OD's Printing (Primary) and Arching Oaks Investments, Ltd DBA  
Reflection Printing (Secondary) for ballot by mail supplies, services and related items for the County Clerk's  
Office for the period of August 1, 2024 - July 31, 2025, at a cost of \$150,000 (190140), Justification for 0%  
MWDBE Participation Goal: N/A - project was awarded prior to launch of County's M/WBE Program.

#### Background and Discussion:

Request to renew a contract between Harris County Clerk Office Elections Department and OD's Printing,  
Arching Oaks Investments, LLC dba Reflection Printing for ballot by mail supplies, services, and related items  
for Harris County

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

#### Alternative Options:

N/A

#### Alignment with Goal(s):

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

Presented to Commissioners Court

July 25, 2024

Approve: E/G

- ☐ Flooding  
☐ Environment  
☒ Governance and Customer Service

**Prior Court Action (if any):**

Date	Agenda Item #	Action Taken
8/11/20		Award
7/20/21	337	Renewal
8/2/22	200	Renewal
8/8/23	250	Renewal

**Location: N/A**

Address (if applicable): N/A

Precinct(s): Choose an item.

**Fiscal and Personnel Summary**

Service Name				
	Current Fiscal Year Cost			Annual Fiscal Cost
	Labor	Non-Labor	Total	Recurring Expenses

**Funding Sources****Existing Budget**

1000 - General Fund	\$	\$150,000	\$150,000	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Current Budget	\$	\$150,000	\$150,000	\$

**Additional Budget Request** (*Requires Fiscal Review Request Form*)

Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Additional Budget Request	\$	\$	\$	\$
<b>Total Funding Request</b>	<b>\$</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$</b>

**Personnel** (Fill out section only if requesting new PCNs)

Current Position Count for Service	-	-	-	-
Additional Positions Request	-	-	-	-
<b>Total Personnel</b>	-	-	-	-

**Anticipated Court Date: July 25, 2024****Anticipated Implementation Date (if different from Court date): July 25, 2024**

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

**Contact(s) name, title, department:** Yinka Antwi, MBA, Budget Director- Elections Department, County Clerk's Office; Martha Sloan, Contracts Administrator, Harris County Purchasing

**Attachments** (if applicable): Letter



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

July 17, 2024

Commissioners Court  
Harris County, Texas

**RE: Job No. 190140**

Members of Commissioners Court:

Please approve the renewal for the following:

**Description:** Ballot By Mail Supplies, Services and Related Items for the Harris County Clerk's Office

**Vendor(s):** OD's Printing (Primary) ; Arching Oaks Investments, Ltd DBA Reflection Printing (Secondary)

**Term:** 08/01/2024 - 07/31/2025

**Renewal Options:** 4 of 4

**Amount:** \$150,000

**Bond(s):** No

**Reviewed By:** • Harris County Purchasing • County Clerk's Office

Sincerely,

DeWight Dopslauf  
Purchasing Agent

MJS  
cc: Vendor(s)

**FOR INCLUSION ON COMMISSIONERS COURT AGENDA JULY 25, 2024**

