



## Harris County, Texas

1001 Preston St., Suite 934  
Houston, Texas 77002

### Commissioners Court

#### Request for Court Action

File #: 23-2646

Agenda Date: 5/16/2023

Agenda #: 240.

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Regular or Supplemental RCA: Regular RCA

Type of Request: Contract - Amendment

Project ID (if applicable): 190334

Vendor/Entity Legal Name (if applicable): Kofile Technologies, Inc.

MWDBE Contracted Goal (if applicable): 0%

MWDBE Current Participation (if applicable): 0%

Justification for 0% MWDBE Participation Goal: 0% - Non-Divisible

|                      | YES                                 | NO                       | ABSTAIN                  |
|----------------------|-------------------------------------|--------------------------|--------------------------|
| 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. Lesley Briones | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### Request Summary (Agenda Caption):

Request for approval of a renewal option with Kofile Technologies, Inc. for historical record preservation services and related items for the District Clerk's Office for the period of May 25, 2023 - May 24, 2024 at a cost of \$400,000 (190334), Justification for 0% MWDBE Participation Goal: 0% - Non-Divisible.

#### Background and Discussion:

Harris County District Clerk has successfully completed the first year of the approved job number 19/0038 for historical documents preservation services and related items. The services provided by vendor for the first year were satisfactory and is currently completing the preservation of historical documents assigned to year two of the contract. The District Clerk's Office would like to proceed with year three of the allowed renewals for term May 25, 2023 through May 24, 2024.

#### Expected Impact:

Approval to renew contract/agreement will allow the District Clerk's Office to continue utilizing the necessary services to preserve the historical documents currently housed at Records Center located at 5900 Canal St.

#### Alternative Options:

There are no other established alternative options known at this time to continue the preservation of the historical documents.

Presented to Commissioners Court

May 16, 2023

#### Alignment with Goal(s):

Approve: G/E

\_ 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  |
|------------|---------------|---|
| 10/29/2019 | 20.c.1.b      | Request for approval of projects scheduled for advertisement                                |
| 05/25/2021 | 223           | Approve the award on the basis of best proposal meeting requirements                        |
| 08/02/2022 | 215           | Request for approval of an order permitting the assignment of a contract and renewal 1 of 4 |

**Location:**

Address (if applicable): Records Center 5900 Canal St., Houston, Texas 77011

Precinct(s): Choose an item.

| Fiscal and Personnel Summary   |                    |       |            |
|--|--------------------|-------|------------|
| Service Name   | Records Management |       |            |
|  | FY 23              | FY 24 | Next 3 FYs |
| <b>Incremental Expenditures (do NOT write values in thousands or millions)</b> |                    |       |            |
| Labor Expenditures   | \$                 | \$    | \$         |
| Non-Labor Expenditures   | \$                 | \$    | \$         |
| <b>Total Incremental Expenditures</b>  | \$                 | \$    | \$         |
| <b>Funding Sources (do NOT write values in thousands or millions)</b>          |                    |       |            |
| Existing Budget  |                    |       |            |
| Choose an item.  | \$                 | \$    | \$         |
| Choose an item.  | \$                 | \$    | \$         |
| Choose an item.  | \$                 | \$    | \$         |
| <b>Total Current Budget</b>  | \$                 | \$    | \$         |
| Additional Budget Requested  |                    |       |            |
| Choose an item.  | \$                 | \$    | \$         |
| Choose an item.  | \$                 | \$    | \$         |
| Choose an item.  | \$                 | \$    | \$         |
| <b>Total Additional Budget Requested</b>                                       | \$                 | \$    | \$         |
| <b>Total Funding Sources</b>   | \$                 | \$    | \$         |

|   |   |   |   |
|---|---|---|---|
| <b>Personnel</b> (Fill out section only if requesting new PCNs) |   |   |   |
| Current Position Count for Service                              | - | - | - |
| Additional Positions Requested                                  | - | - | - |
| <b>Total Personnel</b>  | - | - | - |

**Anticipated Court Date: 05/16/2023**

**Anticipated Implementation Date (if different from Court date): N/A**

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

**Contact(s) name, title, department:** Wes McCoy, Chief Deputy of Administration; Judith Snively, Chief Deputy of Courts; Araceli Carrizales, Financial Services Administrator; Jessica Barelvas, Senior Buyer, Purchasing

**Attachments** (if applicable): Letter



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

April 28, 2023

Commissioners Court  
Harris County, Texas

**RE: Job No. 190334**

Members of Commissioners Court:

Please approve the renewal for the following:

**Description:** Historical Record Preservation Services and Related Items for the Harris County District Clerk's Office

**Vendor(s):** Kofile Technologies, Inc.

**Term:** 05/25/2023 - 05/24/2024

**Renewal Options:** 2 of 4

**Amount:** \$400,000

**Bond(s):** No

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

Sincerely,

DeWight Dopslauf  
Purchasing Agent

JB  
cc: Vendor(s)

**FOR INCLUSION ON COMMISSIONERS COURT AGENDA MAY 16, 2023**

