



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Commissioners Court

Request for Court Action

File #: 23-1275

Agenda Date: 2/21/2023

Agenda #: 341.

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Regular or Supplemental RCA: Regular RCA

Type of Request: Contract - Amendment

Project ID (if applicable): 180022

Vendor/Entity Legal Name (if applicable): Questmark Information Management, Inc.

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Participation (if applicable): N/A

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

Request Summary (Agenda Caption):

Request for approval of an extension with Questmark Information Management, Inc. for assorted mailing services for the pick-up, processing and delivery of mail for Harris County for the extended period of March 1, 2023 - May 31, 2023, or until a new contract is in place, with no increase in pricing (180022), Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request.

Background and Discussion:

Contract/Job Number 18/0022 was approved in 2018 for the pick-up, processing, and delivery of mail for Harris County. utilizes this for the pick-up, processing, and delivery of mail.

Expected Impact:

Contract/Job Number 18/0022 will continue to be utilized by Harris County for the pick-up, processing, and delivery of mail.

Alternative Options:

No other feasible solution for this identified need.

Alignment with Goal(s):

- _ Justice and Safety
- _ Economic Opportunity
- _ Housing
- _ Public Health
- _ Transportation
- _ Flooding
- _ Environment

Presented to Commissioners Court

February 21, 2023

Approve: G/E

X Governance and Customer Service**Prior Court Action** (if any):

Date	Agenda Item #	Action Taken
02/26/2021	21-658	Renewal option approved for March 1, 2021-February 28, 2022
01/28/2020	20.d.13.9	Renewal option approved for March 1, 2020-February 28, 2021
01/29/2019	23.c.9.e	Renewal option approved for March 1, 2019-February 29, 2020
02/27/2018	20.d.6.i	Job No. 18/0022 awarded for March 1, 2018-February 28, 2019, with four one-year renewal options

Location:

Address (if applicable): N/A

Precinct(s): Countywide

Fiscal and Personnel Summary			
Service Name	Back Office Services		
	FY 23	FY 24	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$38,000	\$	\$
Total Incremental Expenditures	\$38,000	\$	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
Choose an item.		\$	\$
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	38,000	\$	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Court Date: February 21, 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: Nicole Stuttz, Chief of Staff, Harris County Toll Road Authority, Maureen Fisbeck, Director of Admin, Elections Administration; Inocencio Mexicano - Director of Records Preservation Harris 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

February 14, 2023

Commissioners Court
Harris County, Texas

RE: Job No. 180022

Members of Commissioners Court:

Please approve an extension for the following contract:

Description: Assorted mailing services for the pick-up, processing and delivery of mail for Harris County

Vendor(s): Questmark Information Management, Inc.

Term: 03/01/23 - 05/31/23 or until a new contract is in place (extended term)
03/01/22 - 02/28/23 (as approved)

Reviewed By: • Harris County Purchasing • County Clerk's Office
• Toll Road Authority • Elections Administrator's Office

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.

Sincerely,

DeWight Dopslauf
Purchasing Agent

MS
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA FEBRUARY 21, 2023

