



## Harris County, Texas

1001 Preston St., Suite 934  
Houston, Texas 77002

### Commissioners Court

#### Request for Court Action

File #: 22-1855

Agenda Date: 3/22/2022

Agenda #: 186.

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Regular or Supplemental RCA: Regular RCA

Type of Request: Contract - Renewal

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable): Data Shredding Services of Texas, Inc.

MWDBE Contracted Goal (if applicable):

MWDBE Current Achievement (if applicable):

Justification for 0% MWDBE Participation Goal: Choose an item.

#### Request Summary (Agenda Caption):

Request for approval of a renewal option with Data Shredding Services of Texas, Inc. for recycling services and document destruction for Harris County for the period of March 30, 2022 - March 29, 2023 at a cost of \$40,456 (200328).

#### Background and Discussion:

#### Expected Impact:

#### Alternative Options:

#### Alignment with Goal(s):

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

Presented to Commissioners Court

March 22, 2022

Approve: G/E

\_ Governance and Customer Service

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

Date	Agenda Item #	Action Taken

**Location:**

Address (if applicable):

Precinct(s): Choose an item.

<b>Fiscal and Personnel Summary</b>			
Service Name			
	<b>SFY 22</b>	<b>FY 23</b>	<b>Next 3 FYs</b>
<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>			
<b>Existing Budget</b>			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	\$	\$	\$
<b>Additional Budget Requested</b>			
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 Implementation Date:**

**Emergency/Disaster Recovery Note:** Choose an item.

**Contact(s) name, title, department:**

**Attachments** (if applicable):



**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
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$3,150	\$4,000	\$12,000
<b>Total Incremental Expenditures</b>	<b>\$3,150</b>	<b>\$4,000</b>	<b>\$12,000</b>
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
1000 - General Fund	\$3,150	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	<b>\$3,150</b>	<b>\$</b>	<b>\$</b>
Additional Budget Requested			
1000 - General Fund	\$	\$4,000	\$12,000
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Funding Sources</b>	<b>\$3,150</b>	<b>\$4,000</b>	<b>\$12,000</b>
<b>Personnel</b> (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
<b>Total Incremental Expenditures</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
1000 - General Fund	\$		\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>			<b>\$</b>
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Funding Sources</b>			<b>\$</b>
<b>Personnel</b> (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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):**

..title

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**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
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
<b>Total Incremental Expenditures</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
1000 - General Fund	2k\$	13k	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	<b>2k</b>	<b>13k</b>	<b>\$</b>
<b>Additional Budget Requested</b>			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Funding Sources</b>	<b>2k</b>	<b>13k</b>	<b>\$</b>
<b>Personnel (Fill out section only if requesting new PCNs)</b>			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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):**