



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 6/2/2020

District H

Item Creation Date: 5/27/2020

E29511 Comp-U-Dopt Services - MOTION

Agenda Item#: 15.

**Summary:**

**NOT A REAL CAPTION**

**COMP-U-DOPT, INC** for products and services for the refurbishment and distribution of desktop computer units for the Mayor’s Office of Education - \$100,000.00 - General Fund

**Background:**

**S84-E29511 – Approve spending authority in an amount not to exceed \$100,000.00 for products and services for the refurbishment and distribution of desktop computer units from Comp-U-Dopt, Inc. for the Mayor’s Office of Education.**

**Specific Explanation:**

The Director of the Mayor’s Office of Education and the Chief Procurement Officer recommend that City Council approve spending authority in an amount not to exceed **\$100,000.00** for products and services for the refurbishment and distribution of 550 desktop computer units for residents of District H in the City of Houston, and that authorization be given to issue purchase orders to **Comp-U-Dopt, Inc.** for the citywide general government purchasing.

The Strategic Procurement Division issued an emergency purchase order to Comp-U-Dopt, Inc. on May 08, 2020 related to the City of Houston citizens needs during this unprecedented time in the City, there is an immediate neighborhood need in District H for the families living in poverty who are without computers. The City is engaging Comp-U-Dopt, Inc. under this emergency purchase order to equip families with the electronic and digital means to link residents with important City information remotely, to perform tasks, work and education remotely, to reduce density at City facilities, and to facilitate compliance with the COVID-19-related public health measures such as providing families with the means to engage in social distancing activities. Therefore, the City is engaging Comp-U-Dopt, Inc. to provide refurbishment service on desktop computer units and the appropriate accessories or peripherals, and to distribute the equipment to District H residents in accordance with the scope of work. This item is being funded with District H Council District Service Funds.

Comp-U-Dopt, Inc. will provide technology and will upload each computer with the following links:

- Census2020 links.
- City of Houston Mayor’s Office of Education website.
- City of Houston website.
- COVID-19 public health information.
- COVID-19 rental assistance programs.
- Hire Houston Youth website.
- Houston Health Department website.
- Houston Public Libraries website.
- Information on COVID-19 testing and available sites.

This recommendation is made pursuant to Chapter 252, Section 252.022 (a) (7) (A) “a procurement necessary to preserve or protect the public health and safety of the municipality’s residents” of the Texas Local Government Code for exempt procurements.

**MWBE Participation:**

This procurement is exempt from the M/WBE subcontracting participation goal because the department is utilizing an emergency purchase order for this purchase.

**Hire Houston First:**

This procurement is exempt from the City’s Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an Emergency Order for this purchase.

DocuSigned by:

*Jerry Adams*

Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

Department Approval Authority Signature

5/28/2020

09D350139A8E4C8

**Estimated Spending Authority:**

Department	FY 2020	Out Years	Total
Citywide General Government	\$100,000.00	\$0.00	\$100,000.00

**Amount of Funding:****\$100,000.00**

General Fund

Fund No. 1000

**Contact Information:**

Name:	Department / Division	Phone
Laura A. Guthrie, Purchasing Manager	FIN/SPD	(832) 393-8735
Edith Beal, Procurement Specialist	FIN/SPD	(832) 393-8730
Jerry Adams, Chief Procurement Officer	FIN/SPD	(832) 395-9126

**ATTACHMENTS:****Description**

E29511 Addendum to Purchase Order - COMP-U-DOPT  
E29511 Dristict H - Quote  
E29511 Emergency Justification Form 05 19 20  
E29511 Invoice (1)  
E29511 - CPO approved email  
Signed Cover Sheet  
Funding Source

**Type**

Backup Material  
Backup Material  
Backup Material  
Backup Material  
Backup Material  
Signed Cover sheet  
Financial Information