



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 12/1/2020

ALL

Item Creation Date: 11/12/2020

H29685 - Managed Print Services - MOTION

Agenda Item#: 13.

Background:

S17-H29685 – Approve spending authority for an amount not to exceed \$528,000.00 for the purchase of managed print services through the Texas Department of Information Resources for Houston Public Works.

Specific Explanation:

The Director of Houston Public Works (HPW) and the Chief Procurement Officer recommend that City Council approve spending authority for an amount not to exceed **\$528,000.00** for the purchase of managed print services through the Texas Department of Information Resources (DIR) for a 48-month term, and that authorization be given to issue purchase orders to the DIR Go-Direct vendor, the **Stewart Organization** for HPW.

These managed print services contain unique printing and scanning needs for the Houston Permitting Center (HPC), generating on-hand receipts, permits, certifications, and renewals on demand. The vendor services will include an update to existing printing hardware and maintenance which is covered under contract no. DIR-CPO-4437 through the active managed service agreement. These services are provided at the HPC located at 1002 Washington Avenue, Houston, TX 77002. HPC houses six (6) City of Houston departments and four (4) HPW service lines, all of which utilize the managed print services.

M/WBE Participation:

Zero-Percentage Goal document approved by the Office of Business Opportunity.

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 Interlocal or Cooperative Purchasing Agreement for this purchase.

Fiscal Note:

Funding for this item is included in the FY21 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

Jerry Adams

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Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Carol Ellinger Haddock, P.E., Director
Houston Public Works

Estimated Spending Authority			
Department	FY21	Out Years	Total
Houston Public Works	\$132,000.00	\$396,000.00	\$528,000.00

Amount of Funding:

\$528,000.00 – Building Inspection Fund (2301)

Contact Information:

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Jedediah Greenfield, Assistant Director	HPW	(832) 395-3754

ATTACHMENTS:

Description	Type
Ownership Information	Backup Material
Clear Tax Report	Backup Material
Coop Approval	Backup Material
Approved OBO Document	Backup Material
Quote	Backup Material
Budget Form A - Fund 2305	Financial Information

11/17/2020

DIR 4437 Contract
DIR 4437 Contract Reseller Stewart Organization

Backup Material
Backup Material