



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date:

L31234 - Mail and Print Services (Level One LLC) - ORDINANCE

Agenda Item#:

Summary:

AN ORDINANCE APPROVING AND AUTHORIZING A DERIVATIVE AGREEMENT BETWEEN THE CITY OF HOUSTON AND LEVEL ONE, LLC THROUGH THE INTERLOCAL AGREEMENT FOR COOPERATIVE PURCHASING WITH NATIONAL COOPERATIVE PURCHASING ALLIANCE (NCPA) FOR MAIL AND PRINT SERVICES FOR HOUSTON PUBLIC WORKS; PROVIDING A MAXIMUM CONTRACT AMOUNT; CONTAINING PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY.

Background:

S92-L31234 – Approve an ordinance authorizing a derivative agreement between the City of Houston and Level One LLC through the Interlocal Agreement for Cooperative Purchasing with the National Cooperative Purchasing Alliance (NCPA) for a maximum contract amount of \$2,172,076.00 for mail and print services for Houston Public Works.

Specific Explanation:

The Director of Houston Public Works and the Interim Chief Procurement Officer recommend that City Council approve an ordinance awarding a **fourteen-month contract, with two, one-year options** to **Level One LLC** through the Interlocal Agreement for Cooperative Purchasing with the National Cooperative Purchasing Alliance (NCPA) in the maximum contract amount of **\$2,172,076.00** for mail and print services for Houston Public Works.

The scope of work requires the contractor to provide all personnel, management, supervision, labor, materials, equipment, and incidentals necessary to process and mail utility bills on a daily basis or as required. Additional services will include document management, which provides electronic capture, storage, collaboration, retrieval, and delivery of the documents stored in their archive repository.

This recommendation is made pursuant to subsection 271.102(c) of the Texas Local Government Code, which provides that "a local government that purchases goods or services from a cooperative purchasing program or organization satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services."

MWBE Participation:

The National Cooperative Purchasing Alliance (NCPA) Agreement does not have a M/WBE subcontracting component; however, **Level One LLC** has voluntarily agreed to utilize the below-named company as its certified MWBE sub-contractor.

<u>Name</u>	<u>Type of Work</u>	<u>Amount</u>	<u>Percentage</u>
Bayside Printing Company	Provide Bill Stock	\$238,928.36	11%

Pay of Play Program:

This procurement is exempt from the City's 'Pay or Play' Program because the department is utilizing an Interlocal or Cooperative Purchasing Agreement 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 Interlocal or Cooperative Purchasing Agreement for this purchase.

Fiscal Note:

Funding for this item is included in the FY2023 Adopted Budget. Therefore, no Fiscal note is required as stated in the Financial Policies.

DocuSigned by:

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Jedediah Greenfield
Interim Chief Procurement Officer

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

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Estimated Spending Authority

Department	FY2023	Out Years	Total
Houston Public Works	\$651,622.80	\$1,520,453.20	\$2,172,076.00

Amount and Source of Funding:**\$2,172,076.00**

HPW – Water and Sewer System Operating Fund

Fund No.: 8300

Contact Information:

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Brian Blum	HPW	832-395-2717

ATTACHMENTS:

Description	Type
L31234-OBO-MWBE CONTRACT SPECIFIC GOAL	Backup Material
L31234 - MWBE PARTICIPATION FORM	Backup Material
L31234 - FORM B	Backup Material
L31234 - OWNERSHIP INFO. FORM	Backup Material
L31234 - Justification for interlocal purchase	Backup Material
L31234- CONFLICT OF INTEREST FORM	Backup Material
L31234 - COI	Backup Material
L31234 - LEVEL ONE, LLC - TAX REPORT	Backup Material
L31234-DERIVATIVE AGREEMENT- LEVEL ONE	Contract/Exhibit
L31234 - NCPA AGREEMENT-UTILITY BILLING SVC-LEVEL ONE LLC	Contract/Exhibit
L31234 - Financial Form A	Financial Information
Signed Ordinance	Ordinance/Resolution/Motion