



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 11/28/2023

ALL

Item Creation Date: 10/25/2023

C56710.A4 – Record Storage and Retrieval Services (Harris County Department of Education) - ORDINANCE

Agenda Item#: 27.

**Summary:**

**NOT A REAL CAPTION**

ORDINANCE approving and authorizing a Second Amendment to an Interlocal Agreement between the City of Houston and **HARRIS COUNTY DEPARTMENT of EDUCATION**, approved by Ordinance No. 2005-0137, for Record Storage and Retrieval Services for various departments - \$1,144,576.20 - General, Grant and Other Funds

**Background:**

**P29-C56710.A4 – Approve an amending ordinance to Ordinance No. 2005-137, approved on February 26, 2005, to increase the maximum contract amount from \$9,986,943.65 to \$11,131,519.85 for Contract No. 4600000983 between the City of Houston and Harris County Department of Education for record storage and retrieval services for various departments.**

**Specific Explanation:**

The Chief Procurement Officer recommends that the City Council approve an amending ordinance to increase the maximum contract amount from **\$9,986,943.65 to \$11,131,519.85** for the contract between the City of Houston and the **Harris County Department of Education** for record storage and retrieval services for various departments.

The Original Agreement was awarded on February 16, 2005, by Ordinance No. 2005-137 for a one- year term, with nine one-year options, for a total 10-year term in the original amount of \$206,000.00. On April 4, 2007, Ordinance No. 2007-446 was approved to increase the maximum contract amount from \$206,000.00 to \$2,528,169.08. On August 3, 2011, Ordinance No. 2011-0645 was approved to increase the maximum contract amount from \$2,528,169.08 to \$4,466,829.65. On February 4, 2015, a First Amendment to the contract was approved by Ordinance No. 2015-0104, increasing the maximum amount from \$4,466,829.65 to \$9,986,943.65 and extending the contract term from February 28, 2015, to February 28, 2025. Expenditures as of October 17, 2023, totaled \$9,984,701.97 with a remaining balance of \$2,241.03 available until the end of the contact term. The increase of **\$1,144,576.20** will allow HPD and all other participating departments to have continued record storage and retrieval services through the end of the contract term on February 28, 2025.

The scope of work requires HCDE to provide all facilities, labor, materials, equipment, transportation, and supervision necessary to provide records storage and retrieval services for various City departments. The HCDE vault meets the protection requirements of sensitive security information as defined by the U.S. Department of Homeland Security for the secure and fireproof protection of digital tapes. The HCDE requires its employees to undergo criminal history background checks to ensure regulations set by the U.S. Department of Homeland Security are met.

This recommendation is made pursuant to subsection 791.025 of the Texas Government Code, which provides that “a local government may agree with another local government or with the state or a state agency, including the comptroller, to purchase goods and services”

and that such a purchase “satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and services.”

**M/WBE Subcontracting:**

Zero-percent goal document approved by the Office of Business Opportunity

**Fiscal Note:**

- Funding for this item is included in the FY2024 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.
- No Fiscal note is required for grant items.

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11/16/2023

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**Jedediah Greenfield**  
**Chief Procurement Officer**  
**Finance/Strategic Procurement Division**

<b>Estimated Spending Authority</b>			
<b>Department</b>	<b>FY24</b>	<b>Out Years</b>	<b>Total</b>
Houston Police Department	\$185,000.00	\$185,000.00	\$370,000.00
Department of Neighborhoods	\$40,000.00	\$60,000.00	\$100,000.00
Parks and Recreation	\$1,000.00	\$11,300.00	\$12,300.00
Mayor's Office	\$4,008.00	\$4,080.00	\$8,088.00
Administration and Regulatory Affairs	\$0.00	\$40,000.00	\$40,000.00
Planning and Development	\$14,362.92	\$9,575.28	\$23,938.20
Houston Health Department	\$80,000.00	\$61,250.00	\$141,250.00
General Services Department	\$2,000.00	\$8,000.00	\$10,000.00
Legal Department	\$74,280.00	\$75,720.00	\$150,000.00
Fleet Management Department	\$3,000.00	\$7,000.00	\$10,000.00
Houston Fire Department	\$20,000.00	\$20,000.00	\$40,000.00
Office of Business Opportunity	\$3,000.00	\$6,000.00	\$9,000.00
Municipal Courts Department	\$9,000.00	\$6,000.00	\$15,000.00
City Council	\$1,500.00	\$1,500.00	\$3,000.00
Controller's Office	\$106,000.00	\$106,000.00	\$212,000.00
<b>Total</b>	<b>\$543,150.92</b>	<b>\$601,425.28</b>	<b>\$1,144,576.20</b>

**Prior Council Action:**

Prior Ordinance No. 2005-137; passed February 16, 2005  
 Prior Ordinance No. 2007-446; passed April 4, 2007  
 Prior Ordinance No. 2011-0645; passed August 3, 2011  
 Prior Ordinance No. 2015-0104; passed February 4, 2015

**Amount and Source of Funding:**

\$998,028.00 – General Fund (1000)  
 \$111,360.00 – Property & Casualty Fund (1004)  
 \$ 10,000 – Fleet Management Fund (1005)  
 \$ 23,938.20 – P&DD Spec Revenue Fund (2308)  
 \$ 1,250.00 – Fed/Local/State Pass Grant - Fund (5030)  
**\$1,144,576.20 – Total**

**Contact Information:**

<b>Name</b>	<b>Dept/Division</b>	<b>Phone No.:</b>
<b>Frank Rodriguez, Police Administrator</b>	HPD	(713) 308-1700
<b>Fran Shewan, Division Manager</b>	Finance/SPD	(832) 393-7893
<b>Candice Gambrell, Assistant Director</b>	Finance/SPD	(832) 393-9129
<b>Jedediah Greenfield, Chief Procurement Officer</b>	Finance/SPD	(832) 393-9126

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
RCA No. 6208	Backup Material
RCA No 7258	Backup Material
Ordinance 2007-0446	Backup Material
RCA No 9039	Backup Material
Ordinance 2011-0645	Backup Material
Ordinance 2015-0104	Backup Material
RCA No 10306	Backup Material
First Amendment	Backup Material
Ownership Form	Backup Material
Certification of Funds - DON	Financial Information
Certification of Funds - PRD	Financial Information
Certification of Funds - MYR	Financial Information
Certification of Funds - ARA	Financial Information
Certification of Funds - PDD	Financial Information
Certification of Funds - HHD	Financial Information
Certification of Funds - GSD	Financial Information
Certification of Funds - LGL	Financial Information
Certification of Funds - FMD	Financial Information
Certification of Funds - OBO	Financial Information
Certification of Funds - C.C.	Financial Information

Certification of Funds - CC	Financial Information
Certification of Funds - CTR	Financial Information
Certification of Funds - HPD	Financial Information
Original Contract Part 1	Backup Material
Original Contract Part 2	Backup Material
Ordinance 2005-0137	Backup Material
Funding Verification for PRD	Financial Information
Funding Verification-ARA Fund 1000	Financial Information
RCA Budget Funding Information Request	Financial Information
Funding Verification form-HPD fund 1000 - C56710.A4 – Record Storage and Retrieval Services (Harris County Department of Education)	Financial Information
Coversheet	Signed Cover sheet
Funding Verification	Backup Material
Funding Verification	Backup Material
Funding Verification for Funds 1100 & 6700	Financial Information
MCD Funding Source	Financial Information
HFD Funding Source	Financial Information