



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 2/14/2024

DOC936510949 - Braille Brochures (DC Export, LLC) - MOTION

Agenda Item#:

Background:

Informal bids received on December 20, 2023 for DOC936510949 - Approve an award to DC Export, LLC in the amount not to exceed \$19,200.00 for the purchase of emergency preparedness braille brochures for the Mayor’s Office of Public Safety and Homeland Security

Specific Explanation:

The Director of the Mayor’s Office of Public Safety and Homeland Security and the Chief Procurement Officer recommend that City Council approve the purchase of five thousand (5000) “Are you Ready? Make a Plan, Build a Kit, Stay Informed, Know Your Neighbors - Emergency Preparedness Information for the City of Houston, Harris, Fort Bend, Montgomery, Brazoria, and Galveston Counties” braille brochures in the total amount of **\$19,200.00**, and that authorization be given to issue a one-time purchase order to **DC Export, LLC**.

The “Are you Ready? Make a Plan, Build a Kit, Stay Informed, Know Your Neighbors - Emergency Preparedness Information for the City of Houston, Harris, Fort Bend, Montgomery, Brazoria, and Galveston Counties” will serve the citizens of the City of Houston and surrounding areas with a large braille embossing print brochure, providing information and resources to those in need of emergency preparedness in a braille format. These brochures will be delivered to 3500 Brittmooore Road and will be strategically distributed to citizens throughout the community.

This project was advertised in accordance with the requirements of the State of Texas bid laws, as a result, three (3) bids were received as outlined below:

| <u>Vendor</u> | <u>Amount</u> |
|--------------------------------------|--------------------|
| DC Export, LLC | \$19,200.00 |
| Richmond Printing, LLC | \$24,500.00 |
| Wisdom of Science Enterprise Pte LTD | \$25,000.00 |

DC Export, LLC has already received \$63,056.63 for other goods and/or services in the current fiscal year. The issuance of this purchase order to this vendor will exceed the aggregate \$50,000 spending threshold for this fiscal year, therefore this procurement requires Council action.

MWBE Participation:

This procurement is exempt from the City’s MWBE subcontracting requirements as the total expenditure does not exceed the \$100,000.00 threshold.

Hire Houston First:

The proposed contract requires compliance with the City’s ‘Hire Houston First’ (HHF) ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, DC Export, LLC does not meet the requirements for the HHF Designation; no HHF firms were within five percent.

Fiscal Note:

No Fiscal Note is required on grant items.

3/8/2024

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Jedediah Greenfield
Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority

| <u>Estimated Spending Authority:</u> | | | |
|---|---------------|------------------|--------------|
| Department | FY2024 | Out Years | Total |
| Mayor’s Office of Public Safety & Homeland Security | \$19,200.00 | \$0.00 | \$19,200.00 |

Amount and Source of Funding:

\$19,200.00

Federal State Local Pass-Through Fund

Fund No.: 5030

Contact Information:

Jedediah Greenfield SPD 832-393-9126

ATTACHMENTS:

Description

Certification of Funds
Scope of Work
RCA Funding Information
Bid Tab
Ownership Affidavit

Type

Financial Information
Backup Material
Financial Information
Backup Material
Backup Material