



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/1/2024

ALL

Item Creation Date: 9/13/2024

WS1272316201 - Print and Mail Services (Level One, LLC, a Doxim Company) - MOTION

Agenda Item#: 8.

Summary:

NOT A REAL CAPTION

APPROVE Spending Authority for the purchase of print and mail services through an interlocal agreement with the Orlando Utilities Commission with **LEVEL ONE LLC**, a Doxim Company, for the Houston Public Works Department - 7 years - \$5,593,486.08 - Enterprise Fund

Background:

P23-WS1272316201 - Approve spending authority in the maximum amount of \$5,593,486.08 for the purchase of print and mail services from Level One LLC, a Doxim Company, through an interlocal agreement with the Orlando Utilities Commission for term of seven (7) years for Houston Public Works.

Specific Explanation:

The Chief Operating Officer of Houston Public Works (HPW) and the Chief Procurement Officer recommend that City Council approve spending authority in the maximum amount of **\$5,593,486.08** for the purchase of print and mail services from **Level One LLC, a Doxim Company**, through an interlocal agreement with the Orlando Utilities Commission for a term of **seven (7) years**. This is a continuation of the services to prevent interrupting HPW's utility revenue collection operation. Monthly charges depend on the amount of bills printed and mailed.

Level One LLC has the current contract with the City and has the software programming system already in place, which allows for integration with HPW's utility bill sorting and payment processing equipment. Level One LLC's services are fully compatible and integrate with HPW's mail sorting equipment and billing services.

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."

MWBE Subcontracting:

The proposed award is issued with a 9% MWBE participation level. Level One LLC, a Doxim Company designated the below-named companies as its MWBE subcontractors.

Name	Type of Work	Amount	%
Bayside Printing Company	Bill Stock (323111)	\$503,413.75	9%

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/Cooperative Purchasing Agreement for this purchase.

Pay or 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.

Fiscal Note:

Funding for this item is included in the FY25 Adopted Budget. Therefore, no Fiscal note is required as stated in the Financial Policies.

DocuSigned by:

Candice Gambrell

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DocuSigned by:

Randall V. Macchi

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9/25/2024

for Jedediah Greenfield, Chief Procurement Officer
Finance/Strategic Procurement Division
9/25/2024

Randall V. Macchi, Chief Operating Officer
Houston Public Works

DS
[Signature]

Estimated Spending Authority:			
Houston Public Works	FY2025	Out Years	Total
	\$799,069.44	\$4,794,416.64	\$5,593,486.08

Amount and Source of Funding:

\$5,593,486.08

Water and Sewer System Operating Fund

Fund: 8300

Contact Information:

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Carolyn Hanahan, Assistant Chief Policy Officer	Finance/SPD	(832) 393-9127
Jedediah Greenfield, Chief Procurement Officer	Finance/SPD	(832) 393-9126

ATTACHMENTS:

Description	Type
Interlocal Agreement Justification Form	Backup Material
2015 Orlando Utilities Commission Contract	Backup Material
2018 - Orlando Utilities Commission - Contract Amendment	Backup Material
City of Houston Pricing 2024 - 2031	Backup Material
Ownership Information Form	Backup Material
Tax Report	Backup Material
Conflict of Interest Form	Backup Material
OBO Contract Specific Request	Backup Material
MWBE - Letter of Intent	Backup Material
Certification of Funds	Financial Information
Funding Verification	Financial Information
Funding Verification	Financial Information