



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 9/18/2025

ITB-2025-0028 - Mail Processing Services (United Information Services, Inc.) -
ORDINANCE

Agenda Item#:

Background:

Formal bids received June 5, 2025, for ITB-2025-0028 – Approve an ordinance awarding a contract to United Information Services, Inc. in the maximum contract amount of \$3,136,066.00 for Mail Processing Services for the Municipal Courts and Administration and Regulatory Affairs Department.

Specific Explanation:

The Director and Presiding Judge for the Municipal Courts Department and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three-year (3) contract with two (2) one-year renewal options to United Information Services, Inc.** on the bid amount of \$443,615.60 and \$2,692,450.40 for reimbursements of postage cost, in the maximum contract amount of **\$3,136,066.00** for Mail Processing Services for the Municipal Courts Department (MCD) and Administration and Regulatory Affairs Department (ARA).

This Invitation to Bid (ITB) was advertised in accordance with the requirements of the State of Texas bid laws. Seven (7) bids were received as outlined below.

<u>Company</u>	<u>Total Amount</u>
1. On Time Specimen Lab LLC	\$158,235.00 (partial bid)
2. United Information Services, Inc	\$443,615.60
3. Questmark Information Management, Inc.	\$650,245.00
4. Level One LLC DBA Doxim	\$653,167.00
5. Vet Status LLC	\$659,840.00
6. Premier Employment Agency LLC	\$2,288,257.00
7. Cavala Enterprise LLC	\$7,649,910.00

The scope of work requires the contractor to provide all facilities, personnel, transportation and supplies necessary to process and mail all official correspondence including invoices, delinquent notices, certificates, court notices and parking citations for MCD and ARA. The maximum contract amount includes \$2,692,450.40 which is the estimated spend on postage over the five-year term of the contract. The contractor will pay for the postage upfront and subsequently bill the City.

M/WBE Participation:

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

Pay or Play Program:

The proposed contract requires compliance with the City’s “Pay or Play” ordinance regarding health benefits for employees of City contractors. In this case, United Information Services, Inc. has elected to provide health benefits to eligible employees in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City’s ‘Hire Houston First’ ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, United Information Services, Inc., is not a designated company, and no HHF firms were within three percent. Therefore, the HHF preference was not applied to the contract award.

Fiscal Note:

Funding for this item will be included in the FY26 Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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Jedediah Greenfield, Chief Procurement Officer
Finance/Strategic Procurement Division

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Department Approval Authority

Amount and Source of Funding:

