

CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 8/22/2017

ALL

Item Creation Date: 4/26/2017

L26245 - Automated Filing Fee Payment Services - ORDINANCE

Agenda Item#: 12.

**Summary:**

**Background:**

Sole Source for S30- L26245 - Approve an ordinance awarding a sole source contract to Frost National Bank in an amount not to exceed \$392,500.00 for automated filing fee payment services for various departments.

**Specific Explanation:**

The Chief Procurement Officer recommends that City Council approve an ordinance awarding a sole source contract for five years to Frost National Bank in an amount not to exceed \$392,500.00 for automated filing fee payment services for various departments.

The Department of Neighborhoods and the Department of Public Works and Engineering are tasked with abating dangerous buildings, weeded lots and to record documents for land transactions. When public funds are spent on abatement activities, the Department of Neighborhoods files liens with Harris County against the subject property to recover the cost of the work when the property is sold. Frost National Bank provides an electronic mechanism, known as the Legal/Ease Electronic Payment System to pay the fees charged by Harris County associated with filing the liens. This arrangement allows for the Department of Neighborhoods personnel to authorize a funds transfer from the City's dedicated account with Frost National Bank to a Harris County account with Frost National Bank. Frost National Bank then automatically deducts its fees of \$10.00 per month and a transaction ranging from \$2.00 to \$6.00 depending on the transaction size from the City's account. The record of the financial transactions is available online for tracking and auditing purposes. This process allows for the timely payment of fees, which are required at the time the liens are filed. The Department of Public Works and Engineering uses this service to record documents for land transactions associated with Public Works and Engineering projects such as condemnations, dedications and purchases.

This recommendation is made pursuant to Chapter 252, Section 252.022 (a) (7) (A) "a procurement of items that are available from only one source, including: items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies" of the Texas Local Government Code for exempted procurements.

**M/WBE Participation:**

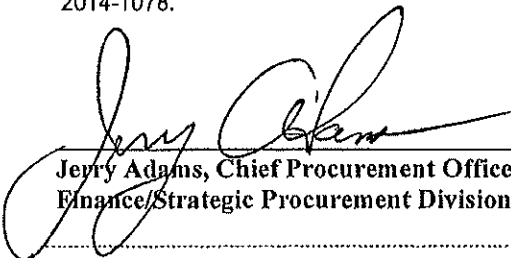
Zero-percentage goal document approved by the Office of Business Opportunity.

**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 a sole source contractor for this purpose.

**Fiscal Note:**

Funding for this item is included in the FY2018 Adopted Budget. Therefore no Fiscal Note is required as stated in the Financial Policy 2014-1078.

  
Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

  
Department Approval Authority

DEPARTMENT	Estimated Spending Authority		TOTAL
	FY2018	OUT YEARS	
Department of Neighborhoods	\$25,000.00	\$250,000.00	\$275,000.00
Public Works & Engineering	\$23,500.00	\$94,000.00	\$117,500.00
Total	\$48,500.00	\$344,000.00	\$392,500.00

**Amount of Funding:**

\$275,000.00 - General Fund (1000)

\$117,500.00 - Project Cost Recovery Fund (1001)

\$392,500.00 - Total

**Contact Information:**

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Imelda Varela - 832-393-1054

**ATTACHMENTS:**

**Description**

Sole Source Justification Form

MWBE GOAL FORM

PWE FY 18 Funding information

DON FY18 Funding information

**Type**

Backup Material

Backup Material

Financial Information

Financial Information