



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 12/3/2019

ALL

Item Creation Date: 11/15/2019

102929 - W-2 Blank Forms and Envelopes for the 2019 Tax Year- MOTION

Agenda Item#: 21.

Summary:

NOT A REAL CAPTION

Approve the purchase from ATOMAC, LTD in the total amount of \$4,095.00 for W-2 blank forms and envelopes for the 2019 Tax Year for the Administration & Regulatory Affairs - Central Service Revolving Fund

Background:

102929 - Approve the purchase from ATOMAC, LTD in the total amount of \$4,095.00 for W-2 blank forms and envelopes for the 2019 Tax Year for the Administration & Regulatory Affairs.

Specific Explanation:

The Director of the Administration & Regulatory Affairs and the Chief Procurement Officer recommend that City Council approve the purchase from **ATOMAC, LTD** in the total amount of **\$4,095.00** for the W-2 blank forms and envelopes for the Administration & Regulatory Affairs, and that authorization be given to issue a purchase order.

This purchase consists of 26,000 W-2 blank forms with employee instructions and 23,000 envelopes that will be utilized by the department's Payroll Services to meet year end deadlines required by the Internal Revenue Services for the employee's filings of federal, state, and local/city income tax returns.

During FY2020, this vendor was previously issued a purchase order totaling \$49,650.00. With this issuance of this purchase order for \$4,095.00, the aggregate total spend will be \$53,745.00, and therefore requires City Council approval.

MWBE Participation:

This procurement is exempt from the City's M/WBE subcontracting goals as the total expenditure does not exceed the \$100,00.00 threshold.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. The total expenditure does not meet the \$50,000.00 threshold.

Fiscal Note:

Funding for this item is included in the FY20 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:
Jerry Adams

11/19/2019

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Signature

Estimated Spending Authority:

Department	FY 2020	Out Years	Total
Administration & Regulatory Affairs	\$4,095.00	\$0.00	\$4,095.00

Amount of Funding:

\$4,095.00

Central Service Revolving Fund

Fund: 1002

Contact Information:

Name:	Department / Division	Phone
Laura A. Guthrie, Purchasing Manager	FIN/SPD	(832) 393-8735

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Lara Cottingham, Deputy Assistant Director	ARA	(832) 393-8903

ATTACHMENTS:

Description	Type
I02929 - Affidavit of Ownership	Backup Material
I02929 - Form A - Fair Campaign	Backup Material
I02929 - Form B - City Secretary	Backup Material
I02929 - Bid Tabulation & Bid Form	Backup Material
I02929 - RCA Budget Funding	Financial Information
I02929 - E Bid Information	Backup Material
I02929 - Cleared Tax Report 11.2019	Backup Material