

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** August 31, 2021

**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**

Bruce D. Collins, Director of Purchasing & Strategic Sourcing, (915) 212-1181

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** No. 6 - Set the Standard for Sound Governance and Fiscal Management

**SUBGOAL:** 6.7 Deliver effective and efficient processes to maximize value in obtaining goods and services.

**SUBJECT:**

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order to Texas- New Mexico Newspaper LLC dba El Paso Times the sole source provider for the newspaper legal notices, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

**BACKGROUND / DISCUSSION:**

Requirement being sourced pursuant to Section 252.022(7)(a) items that are available from only one source and comply with the statutory designation to publish legal notices as per the Texas State Code for the El Paso County.

**SELECTION SUMMARY:**

NA

**CONTRACT VARIANCE:**

The difference in price, based on comparison to the previous contract is as follows: increase average from \$2.62 to \$4.85 per line, which represents an 85.11% increase for the same services.

**PROTEST**

NA

**PRIOR COUNCIL ACTION:**

NA

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$1,200,000.00

Funding Source: Various Sources

Account: Various Accounts

**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO**

**PRIMARY DEPARTMENT:** Purchasing & Strategic Sourcing

**SECONDARY DEPARTMENT:** NA

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

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Bruce D. Collins, Director of Purchasing & Strategic Sourcing

**COUNCIL PROJECT FORM  
(SOLE SOURCE)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **REGULAR** agenda for the Council Meeting of **August 31, 2021**.

**Strategic Goal 6: Set the Standard for Sound Governance and Fiscal Management**

The linkage to the Strategic Plan is subsection: 6.7 Deliver effective and efficient processes to maximize value in obtaining goods and services.

**Award Summary:**

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order to Texas- New Mexico Newspaper LLC dba El Paso Times the sole source provider for the newspaper legal notices, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

**Contract Variance:**

The difference in price, based on comparison to the previous contract is as follows: increase average from \$2.62 to \$4.85 per line, which represents an 85.11% increase for the same services.

Department:	Purchasing & Strategic Sourcing
Award to:	Texas- New Mexico Newspaper LLC dba El Paso Times Dallas, TX
Initial Term:	3 years
Annual Estimated Amount:	\$600,000.00
Total Estimated Award:	\$1,800,000.00 (3 years)
Account No.:	Various Accounts
Funding Source:	Various Sources
Districts(s):	All
Sole Source No.:	2021-1480

This is a Sole source, service contract.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*



## PURCHASING & STRATEGIC SOURCING DEPARTMENT

### SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared \_\_\_\_\_ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Tara Hamm. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: El Paso Times
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):  
Legal notice publishing
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

*Tara Hamm*

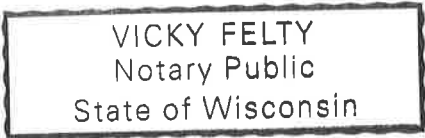
Signature

SUBSCRIBED AND SWORN to before me on this 18 day of August 2021

*Vicky Felty*  
NOTARY PUBLIC

*Vicky Felty*  
PRINTED NAME

9-19-21  
MY COMMISSION EXPIRES



COMPANY NAME: El Paso Times

ADDRESS, CITY, STATE & ZIP CODE remit address: PO Box 677890, Dallas, TX 75267-7890

PHONE: 915-546-6200 FAX NUMBER: 877-943-0443

CONTACT NAME AND TITLE: Tara Hamm, Director

WEB ADDRESS: www.elpasotimes.com EMAIL: legals@elpasotimes.com

FEDERAL TAX ID NUMBER: 06-1684210 TEXAS SALES TAX NUMBER: \_\_\_\_\_



To Whom it May Concern-

8/19/2021

In regard to the El Paso Times publishing legal notices per the Texas State Code.

The El Paso Times meets the following requirements:

- (1) devote not less than 25 percent of its total column lineage to general interest items;
- (2) be published at least once each week;
- (3) be entered as second-class postal matter in the county where published; and
- (4) have been published regularly and continuously for at least 12 months before the governmental entity or representative publishes notice

Please let me know if we can assist with anything else.

Thank you,

A handwritten signature in black ink that reads "Tara Hamm". The signature is written in a cursive, flowing style.

Tara Hamm

Director- Public Notices