



CITY OF EL PASO

Procurement Process Overview

August 4, 2025

Agenda

Session 1 – July 21, 2025 - Completed

- Purchasing Functions
- Procurement & Sourcing Policy Overview



Session 2 – August 4, 2025

- Procurement Process Overview

Session 3 – August 18, 2025

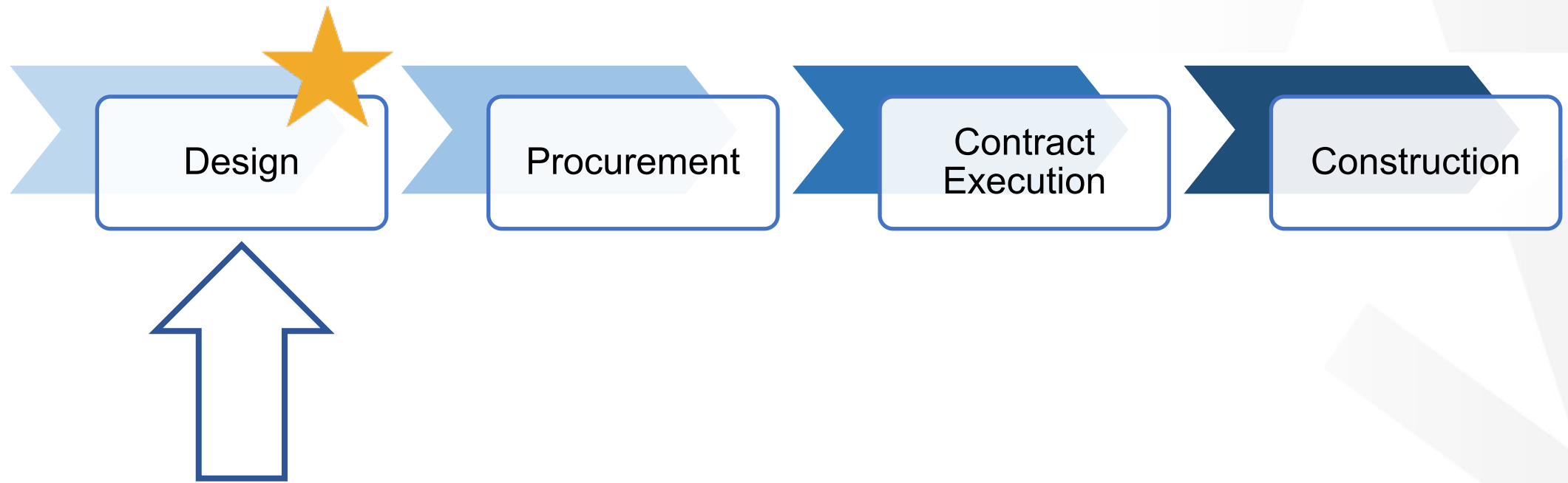
- Contract Administration
 - Vendor Performance Report
- Vendor Outreach
 - Supply El Paso

Session 2: Procurement Process Overview

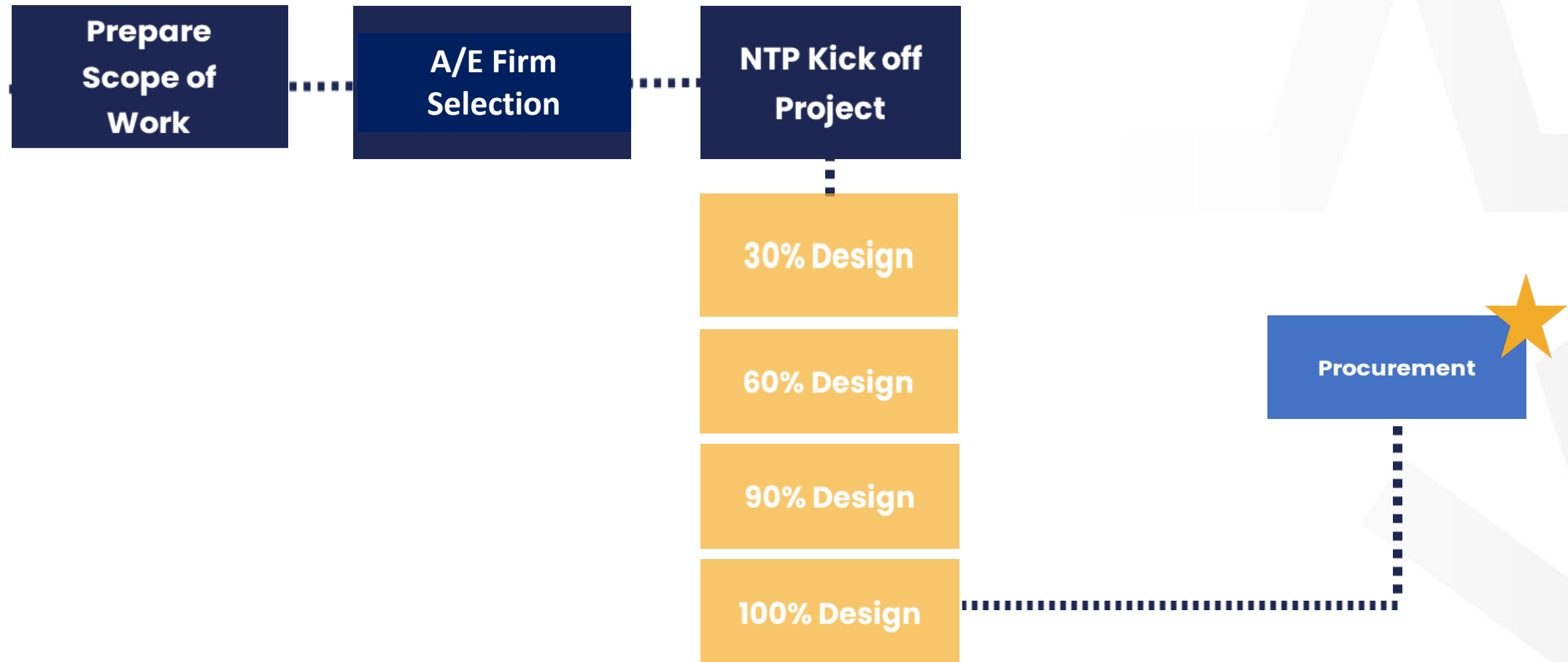
Capital Project Phases: Design-Bid-Build



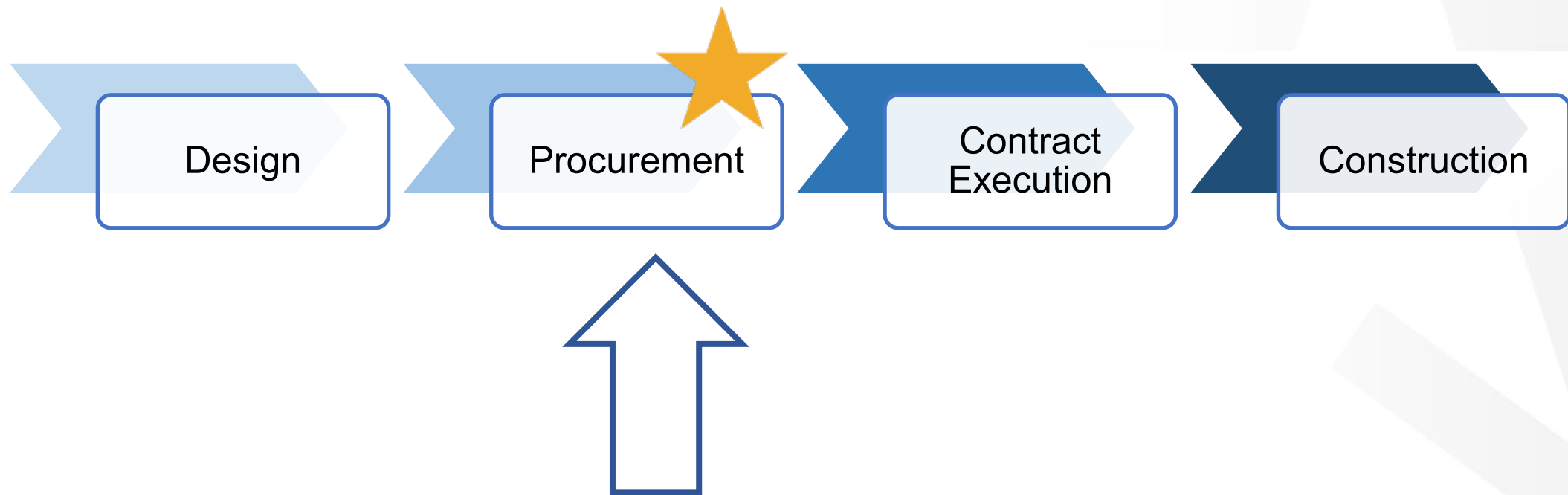
Capital Project Phases: Design-Bid-Build



Design Process



Capital Project Phases: Design-Bid-Build

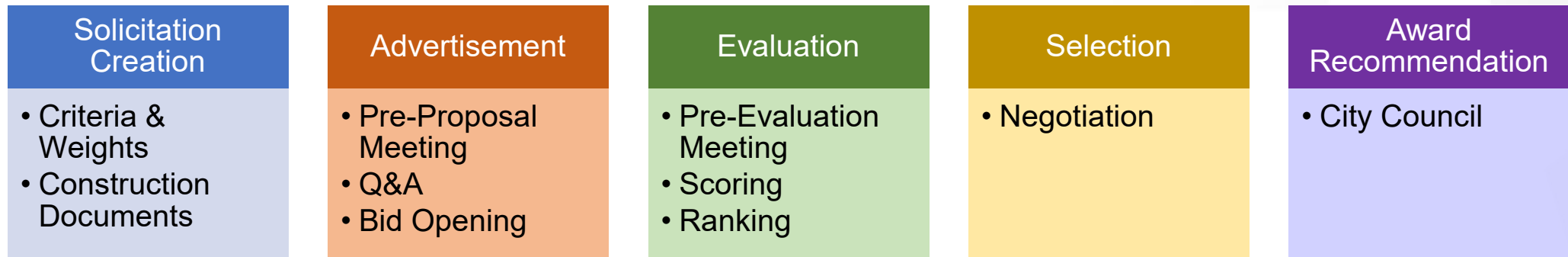


Procurement

Competitive Sealed Proposal (CSP)

1. Regulated by Texas Local Government Code 2269: Contracting and Delivery Procedures for Construction Projects
2. CSP is a procurement method by which a governmental entity **requests proposals**, **ranks** the offerors, **negotiates** as prescribed, and then **contracts** with a general contractor for the construction, rehabilitation, alteration, or repair of a facility - Sec. 2269.151.
3. All other applicable ordinances, policies and/resolutions:
 1. Competitive Sealed Proposal Policy
 2. Hire El Paso First Program, etc.

Procurement Phases



Solicitation Creation



Solicitation Creation

- Criteria & Weights
- Construction Documents

Advertisement

- Pre-Proposal Meeting
- Q&A
- Bid Opening

Evaluation

- Pre-Evaluation Meeting
- Scoring
- Ranking

Selection

- Negotiation

Award Recommendation

- City Council

Documents Required

Solicitation Creation

- Scope of Work Summary
- Independent Cost Estimate
- Recommended Criteria
- Committee Members List (3 to 5 members approved by Director/Asst. Director)
 - Senior Project Managers for more complex projects;
 - Mid-Level Project Manager for less complex projects
 - User Dept's (Parks, Police Department, Fire Department)
- Specifications
- Plans
- Any additional information needed
 - Funding Source & Special Requirements

What is a solicitation?

Document produced to include:

- A **description** of the goods or services needed.
- **Relevant information** suppliers may require to respond to the request.
- **Evaluation criteria** for selecting a supplier.
- **Instructions** for submitting a proposal or bid.
- **Timeline** for the procurement process.

Preparing Solicitation

- Coordination with CID on dates and deadlines
- Relevant information review
- Criteria – Evaluation Factors Review & Approval
- Solicitation review and approval

Example: 2024-0514 Sun Metro Electric Paratransit Vehicle Charging Stations



Scope of Work

Project includes the following Work:

The Sun Metro LIFT transit vehicle gated parking lot, located on 5081 Fred Wilson Avenue, El Paso, Tx 79906, will be reconfigured and re-striped. The existing parking lot south of the gated pond will be reconfigured to accommodate 25-dual Level 2 Electrical Vehicle chargers and 50-electrical vehicles within the existing parking lot. The parking lot reconfiguration will include open trench excavation and concrete pavement repair to install electrical and communication conduit. The parking lot reconfiguration will also include removal of existing striping, approximately 2050 linear feet of proposed pavement markings, wheelstop installation, and concrete filled permanent bollards. The electrical improvements include installation of new panelboards and dry-type transformers, a new 2,000 amp main switchgear to serve the new electric vehicle chargers, conduit, and wire. Communication improvements include the installation of conduit and ethernet cabling to each charger as well as a new outdoor IT enclosure and fiber optic cable routed in conduit to the main facility IT room.

Scope of this Work also includes re-striping the existing parking lot located east of the gated pond. This work includes removal and re-striping approximately 5001 linear feet of pavement markings.

Criteria & Details

criteria. Proposals will be evaluated based on the following Evaluation Factors:

EVALUATION FACTORS	MAXIMUM POINTS
A. The Cost of Offeror's Proposed Bid (Bid Price)	50 Points
B. Offeror' s proposed construction duration and schedule	25 Points
C. Offeror's experience	10 Points
D. Offeror's Reputation	5 Points
E. Offeror's proposed Key Personnel	10 Points

Evaluation Factors Description

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

FACTOR A - Offeror's proposed Bid

50pts

Offeror to provide complete bid form providing cost for base bid and all bid alternates. Complete

Criteria & Details

The following major elements must be covered within the three (3) projects by either the prime contractor or his/her subcontractors: construction of Electric dual charging stations and associated work, special systems and communication system installation including but not limited to fiber optic lines and infrastructure, and installation of electrical conduit, wiring, electrical transformers. The project information submitted representing the project experience of the offeror will be evaluated and scored by the committee. The offeror shall include the following information for each project:

1. The project location
2. Client name, address, telephone number, and email address.
3. Key contact person, address, telephone number and email address
4. Designer of Record name, address, telephone number and email address
5. Project budget and final construction cost
6. Award date and completion date
7. Detailed description of project's scope of work
Contract type

Criteria Requirement:

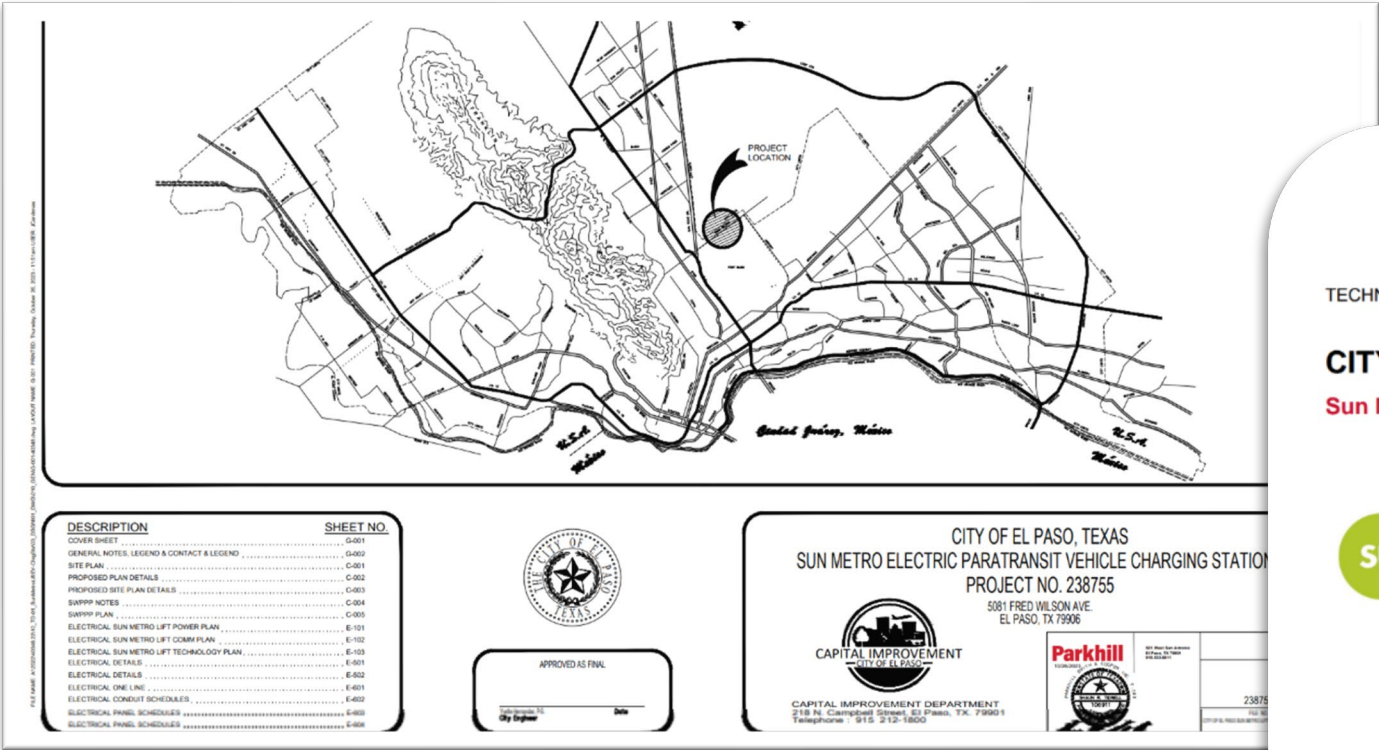
Sec. 2269.153. PREPARATION OF REQUEST. (a) In this section, "civil works project" has the meaning assigned by Section 2269.351.

(b) The governmental entity shall prepare a request for competitive sealed proposals that includes construction documents, selection criteria estimated project completion date, and other information that a contractor may require to respond to the request.

(c) Except as provided by Subsection (d), for civil works projects, the weighted value assigned to price must be at least 50 percent of the total weighted value of all selection criteria.

Specifications & Plans

Solicitation Creation



TECHNICAL SPECIFICATIONS

CITY OF EL PASO, TEXAS

Sun Metro Electric Paratransit Vehicle Charging Stations



February | 2024

Other Relevant Information

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

*Applicable to ALL FTA assisted contracts and subcontracts.
Applicable to all procurement types or amounts*

- (1) The AGENCY and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation of this Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the AGENCY, Contractor or any other party (whether or not a party to that Contract) pertaining to any matter resulting from the Contract.
- (2) Contractor shall include the above clause in each subcontract financed in whole or in part with Federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

FALSE OR FRAUDULENT STATEMENTS OR CLAIMS - CIVIL AND CRIMINAL FRAUD

31 U.S.C. § 3801, et seq.
49 CFR Part 31

49 U.S.C. § 5323(i)(1)
18 U.S.C. § 1001

*Applicable to ALL FTA assisted contracts and subcontracts.
Applicable to all procurement types or amounts*

- (1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
- (2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5323, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(i) on the Contractor, to the extent the Federal Government deems appropriate.
- (3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

ACCESS TO THIRD PARTY CONTRACT RECORDS

- (1) Contractor shall retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third-party agreements of any type, and supporting materials related to those records.
- (2) Contractor shall comply with the record retention requirements in accordance with 2 CFR § 200.533. Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.
- (3) Contractor also agrees:
 - To provide the U.S. Secretary of Transportation and the Comptroller General of the United States, the state, or their duly authorized representatives, access to all its subcontractors contract records (at any tier) as required under 49 U.S.C. § 5325(g).
 - To provide sufficient access to all of its subcontractors contract records (at any tier) as needed for compliance with applicable federal laws, regulations, and requirements or to assure proper management of Underlying Agreement as determined by FTA.
- (4) Contractor shall permit FTA, the Agency, and their duly authorized representatives' access to the sites of performance under this Contract as reasonably may be required.

CHANGES TO FEDERAL REQUIREMENTS 31 U.S.C. § 3729, et seq.

*Applicable to ALL FTA assisted contracts and subcontracts.
Applicable to all procurement types or amounts*

- (5) Contractor shall at all times comply with all applicable FTA regulations, procedures, and directives, including without limitation those listed directly or by reference in Section 3.1(1) of the FTA Master Agreement MA(30), dated November 2, 2022, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.
- (6) Any current or prospective legal matter with potentially serious consequences, including a major dispute, default, breach, or litigation, or knowledge that the Contractor's principal, official, employee, agent, or a Subcontractor's Participant, or other person has submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has committed a criminal or civil violation of law pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal assistance, suspension, debarment, or other similar administrative or enforcement action against the Recipient or any Third Party Participant; or any matter or situation, including any other change or legal action that may adversely affect the Federal Government's interest in a Project or related activities.

NOTICE TO FTA AND US DOT OF INFORMATION
RELATED TO FRAUD, ETC.
C.F.R. §§ 180.220 and 1200.220

Advertisement



Solicitation Creation

- Criteria & Weights
- Construction Documents

Advertisement

- Pre-Proposal Meeting
- Q&A
- Bid Opening

Evaluation

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- Scoring
- Ranking

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- Negotiation

Award Recommendation

- City Council

Advertisement

Public Notice Requirement:

SUBCHAPTER C. PROCEDURES

Sec. 252.041. NOTICE REQUIREMENT. (a) If the competitive sealed bidding requirement applies to the contract, notice of the time and place at which the bids will be publicly opened and read aloud must be published at least once a week for two consecutive weeks in a newspaper published in the municipality. The date of the first publication must be before the

14th day before the date set to publicly open the bids and read them aloud. If no newspaper is published in the municipality, the notice must be posted at the city hall for 14 days before the date set to publicly open the bids and read them aloud.

(b) If the competitive sealed proposals requirement applies to the contract, notice of the request for proposals must be given in the same manner as that prescribed by Subsection (a) for the notice for competitive sealed bids.

Newspaper: Legal Notice

Advertisement

CITY OF EL PASO INVITATION TO BID. Sealed bids/proposals will be received by the City's Purchasing & Strategic Sourcing Department, 300 N. Campbell St., 1st Floor, El Paso, Texas until 2:00 P.M. (MST) on the date shown below. Bids will be publicly opened in City Hall - 300 N. Campbell St., El Paso, Texas, for furnishing the City with the following. Any extensions or changes in due date for any will be posted on the City of El Paso's website:
<https://elpasotexas.ionwave.net/CurrentSourcingEvents.aspx>
Legal Notices:
Solicitation NO. 2024-0267- High-low Pressure and Brake Coupled Hoses, Hose Machine Rental and Field Services - Streets and Maintenance- Opening Date 8/7/2024. This project is fully funded by: Internal Service Fund - Non Mandatory Pre-Bid Conference: Wednesday, July 17, 2024 at 10:00 a.m. (MST) Location: Microsoft Teams Meeting, Conference Phone Number: (915) 213-4096, Conference ID: 393 206 212#
Solicitation NO. 2024-0514 - Sun Metro Electric Paratransit Vehicle Charging Stations - Capital Improvement - Opening Date 8/7/2024. This project is fully funded by: Federal Transit Administration, Non Mandatory

Bids & Proposals
Pre-Bid Conference: Wednesday, July 17, 2024 at 10:00 a.m. (MST) Location: Microsoft Teams Meeting, Conference Phone Number: (915) 213-4096, Conference ID: 393 206 212#
Detailed specifications of these solicitations are available on the websites listed above. The City of El Paso reserves the right to accept

Bids & Proposals
or reject any response to any solicitation, to waive all technicalities, and to accept the response(s) most beneficial to the City. /s/ K. Nicole Cole, Managing Director, Purchasing & Strategic Sourcing Department. July 9, 2024 & July 16, 2024.

IonWave - Solicitation



Current Bid Opportunities

[Return To Login](#) [Supplier Registration](#)

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time ▲
<input type="text"/>	<input type="text"/>	<input type="text"/>		
2025-0440 Addendum 1	Real Estate Data (Re-Bid)	3-Quote	7/11/2025	7/25/2025 05:00:00 PM (MT)
2025-0397R Addendum 3	El Paso Police & Fire Department Joint Headquarters - Construction Manager-at-Risk: One Step	RFP	6/17/2025	7/30/2025 02:00:00 PM (MT)
2025-0479 Addendum 2	Vehicle Washing Services	Low Bid- Formal	6/17/2025	7/30/2025 02:00:00 PM (MT)
2025-0496	Chevrolet Proprietary Parts and Service (re-bid)	Low Bid- Formal	7/1/2025	7/30/2025 02:00:00 PM (MT)
2025-0545 Addendum 1	Eastside Regional Park Phase II (Re-Bid)	Competitive Sealed Proposal- Formal Construction	7/1/2025	7/30/2025 02:00:00 PM (MT)
2025-0231	Zoo Produce Diet (Re-bid)	Low Bid- Formal	7/8/2025	8/6/2025 02:00:00 PM (MT)
2025-0409 Addendum 1	New Alternators and Parts	Low Bid- Formal	7/8/2025	8/6/2025 02:00:00 PM (MT)
2025-0452	Speed Cushions	Low Bid- Formal	7/15/2025	8/13/2025 02:00:00 PM (MT)
◀ 1 ▶				

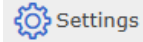
8 items in 1 pages

Example: 2024-0472 Traffic Signals Improvements



Event Details

Bid Information



Settings

Bid Type	Competitive Sealed Proposal- Formal Construction
Issue Date & Time	3/26/2024 09:21:37 AM (MT)
Close Date & Time	4/24/2024 02:00:00 PM (MT)
Bid Status	Awarded
Question Cut Off Date	4/10/2024 05:00:00 PM (MT)

Bid Notes

The City reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, the City in the Schedule of Events in the form of an amendment.

Event	Date and/or Time
Release	3/26/2024
Non-Mandatory Pre-Bid/ Proposal Conference (Recommended to attend)	On April 4, 2024 – 9:00 AM (MST) Location: Microsoft Teams Conference Call Conference Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 244 076 681 606 Passcode: 6mPLof Download Teams Join on the web Or call in (audio only) +1 915-213-4096,,911739962# United States, El Paso (833) 664-9267,,911739962# United States (Toll-free) Phone Conference ID: 911 739 962#
Non-Mandatory Site Visit (Recommended to attend)	N/A
Question Deadline	4/10/2024
Answers Provided	4/17/2024
Due Date	04/24/2024 @ 2:00 P.M.
Bid Opening and Reading	04/24/2024 @ 2:30 P.M. The City of El Paso, Texas will be broadcasting Bid Openings Live at https://www.elpasotexas.gov/purchasing/
Evaluation	May 2024
Contract Award Date (approx.)	July 2024

Mail To or Hand Deliver To:


City of El Paso Purchasing & Strategic Sourcing Department
300 N. Campbell, 1st Floor El Paso, TX 79901-1153

Pre-Proposal Meeting Information

Solicitation Attachments

Advertisement

Bid Attachments

 Edit				
	#	Download All	File Name	
<input type="checkbox"/>	1	Download	Factor A 2024-0472 Price Form.xlsx (91 KB)	[
<input type="checkbox"/>	2	Download	2024-0472 Mandatory Forms.pdf (681 KB)	[
<input type="checkbox"/>	3	Download	2024-0472 Signature Page&Amendment Acknowledgement Form.pdf (122 KB)	[
<input type="checkbox"/>	4	Download	2024-0472 Prevailing Wages.pdf (731 KB)	[
<input type="checkbox"/>	5	Download	General Conditions - Construction Contracts.pdf (407 KB)	[
<input type="checkbox"/>	6	Download	2024-0472 Plans.pdf (87.46 MB)	[
<input type="checkbox"/>	7	Download	2024-0472 Specifications.pdf (5.06 MB)	[

Attributes

Advertisement

8 Hire El Paso First Local Bid Preference

[Click to View Hire El Paso First Local Bid Preference](#)

9 Wage Theft

The City of El Paso Code – Chapter 3.46

3.46.010 Definition

1. Wage Theft Adjudication occurs when:

Attributes

11 Cone of Silence

Cone of Silence/Anti Lobbying Policy

The City's Cone of Silence/Anti Lobbying Policy was adopted to ensure a fair and competitive bidding environment by preventing communication between City officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a City contract.

During the period of in which the City has issued a solicitation, including a competitive bid, request for proposal (RFP), request for qualifications (RFQ), highest qualified bid (best value), competitive sealed proposals, design-build, public-private partnership, any other type of solicitation required by law, or the giving of a notice of a proposed project, which shall begin on the day that is advertised and end on the date that the notice of the award has been posted by the City Clerk for placement on the agenda, no person or registrant shall engage in any lobbying activities with City officials and employees.

For an unsolicited or competing proposal for a public-private partnership, the period in which no person or registrant shall engage in any lobbying activities with City officials and employees shall begin on the date that the City receives a notice of intent to submit an unsolicited proposal and end on the date the notice of award has been posted by the City clerk for placement on the agenda.

Attributes

Advertisement

3. **Debriefing Requests.** A written request for a debriefing should be directed to the procurement analyst identified in the EVENT DETAILS Tab within five (5) days after the date of award. Debriefing requests will be scheduled with the appropriate evaluation committee and Purchasing & Strategic Sourcing Department representative.

Questions & Answers

Advertisement

- Deadline to submit questions
- Ionwave: submit questions
- Issue amendments responding

Bid Opening Requirement:

Advertisement

Sec. 2269.154. EVALUATION OF OFFERORS. (a) The governmental entity shall receive, publicly open, and read aloud the names of the offerors and any monetary proposals made by the offerors.

	Phone Conference ID: 911 739 962#
Non-Mandatory Site Visit (Recommended to attend)	N/A
Question Deadline	4/10/2024
Answers Provided	4/17/2024
Due Date	04/24/2024 @ 2:00 P.M.
Bid Opening and Reading	04/24/2024 @ 2:30 P.M. The City of El Paso, Texas will be broadcasting Bid Openings Live at https://www.elpasotexas.gov/purchasing/
Evaluation	May 2024
Contract Award Date (approx.)	July 2024

Mail To or Hand Deliver To:
City of El Paso Purchasing & Strategic Sourcing Department
300 N. Campbell, 1st Floor El Paso, TX 79901-1153

Bid Opening

Advertisement

RESIDENTS

BUSINESS

DEPARTMENTS

GOVERNMENT

CONTACT

EP
TX
CITY OF EL PASO

311 Careers Visit El Paso Translate

Purchasing

☆

COOPERATIVE PURCHASING EXPO

Purchasing

(915) 212-0043

!

Bid opening will be held Via Teams every Wednesday at 2:30 pm - [Join Meeting](#)
Meeting ID: 294 107 071 460 | Passcode: ohDrbo

PSSD's mission is to facilitate the procurement of goods and services in an open, fair, transparent, economically competitive and respectful process with the goal of maximizing tax payers' dollars. Therein promoting and fostering a climate of good business relationships between our suppliers and the City.

Purchasing Expo

Learn More

Ion Wave

Online Bidding

PaymentWorks

Vendor Management Self-Service

Bid Openings

Live Meetings

Evaluation



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Responsive & Responsibility Check

Evaluation

This review confirms that all responses **meet the requirements** in the solicitation and that contractors have the ability to **meet the performance and quality requirements**.

Responsiveness Example:

1
9

Bid Bond

Each proposal must be accompanied by a Bid Bond prepared in the form of a Bid Bond attached hereto, naming the City of El Paso Texas as obligee and duly executed by the Offeror as principal and, having as surety thereon a surety company approved by the Owner, in the amount of five percent (5%) of the TOTAL price, including the base bid(s), option(s) and alternate(s), (cash, personal checks, company checks, cashier's checks or any security other than a bid bond **will not be accepted**). The surety shall meet the requirements found in the General Conditions 5.13.2.2.1 and 5.13.2.4. A PDF of the Bid Bond will be attached containing all the required signatures of the principal and surety. Such bid bonds will be returned promptly after the Owner and the accepted Bidder have executed the Contract, or, if no award has been made, within one hundred-twenty (120) consecutive calendar days after the date of the opening of proposals, upon demand of the Offeror at any time thereafter, so long as he/she has not been notified of the acceptance of his/her proposal.

Attorneys-in-Fact who sign bid bond must file with bid bond a certified and effectively dated copy of their power of attorney.

Original Bid Bond and power of attorney MUST to be submitted to Purchasing & Strategic Sourcing, 300 N. Campbell, El Paso, TX 79912, within 7 days of bid opening. Proposal will be considered non-responsive if original documents are not in file with Purchasing & Strategic Sourcing Department within 7 days of bid opening.

Responsibility Example:

Evaluation

Debarment Check: This verification ensures a vendor does not appear on the list at the System for Award Management prior to award as **excluded**.

Responsibility Example:

The screenshot displays the SAM.gov homepage. At the top, there is a navigation bar with links for Search, Data Bank, Data Services, and Help, along with a Sign In button. Below this, the SAM.gov logo is prominently displayed. A banner indicates it is the 'Official U.S. Government Website' and '100% Free'. The main content area is divided into several sections. On the left, under 'The Official U.S. Government System for:', there are links for Contracting, Federal Assistance, Wage Determinations, Federal Hierarchy, and Entity Reporting. In the center, there is a section for 'Register Your Entity or Get a Unique Entity ID' with buttons for 'Get Started', 'Renew', and 'Check'. On the right, there is a search bar with the text 'e.g. 1606N020Q02'. Below the search bar, there is a 'Filter By' section with a 'Keyword Search' option. The search results show 'No matches found' with the message 'We couldn't find a match for your search criteria.' and a 'Go Back' button. The search criteria entered is 'e.g. 1606N020Q02'.

Pre-Evaluation Meeting with the Committee

Evaluation

1. Responsiveness and Responsibility check findings
2. Cone of Silence Policy for signature
3. Instructions for evaluation:
 1. The evaluation is individual
 2. Each proposal must be evaluated only against the criteria
4. All documents required for the evaluation
 1. Solicitation and all amendments
 2. Scoresheet
 3. Guidelines

Evaluation Requirement

Sec. 2269.154. EVALUATION OF OFFERORS. (a) The governmental entity shall receive, publicly open, and read aloud the names of the offerors and any monetary proposals made by the offerors.

(b) Not later than the 45th day after the date on which the proposals are opened, the governmental entity shall evaluate and rank each proposal submitted in relation to the published selection criteria.

References

Reputation/References (5 points): Offeror shall provide references for three (3) contracts listed for Experience.
A contract deemed non-comparable under Experience shall not be considered as a viable reference and shall not be scored.

Reference Check NOTICE

The offeror is responsible for ensuring the accuracy of the contact information for the references provided. The City shall not contact the offeror for replacement references and/or contact information if said e-mail addresses or telephones numbers are not valid or connected.
In addition to the above, the Offeror is encouraged to inform said references that they shall initially be contacted via e-mail at the e-mail address provided herein. If a response to the e-mail is not provided within the designated time frame, the City will attempt to contact the reference by telephone at the number provided. If the reference does not respond after two attempts via telephone the offeror shall receive zero points for said reference.

Review of Committee Scores

1. Conduct a review and analysis of all scores
2. When a numerical discrepancy is found, it is addressed with the committee member(s) and the chair of the committee
3. Averages are calculated to determine the final score and ranking

Hire El Paso First Program

Evaluation

1. At Bid Opening Purchasing checks certification status for Hire El Paso First
2. Based on ranking the following calculations are completed:
 1. Points difference
 2. Dollar amount difference

Hire El Paso First Program: Example

← → ↺ 🏠 cityofelpaso.wildapricot.org/widget/page-1774839

🔖 CoEP Managed bookmarks 🗪 | 🌐 City of El Paso 🌐 Purchasing & State... 🌐 Oracle | PeopleSoft... 🌐 Purch

City of El Paso Certified Local Business Directory

Below is a list of all registered local business with the City of El Paso.
[Advanced search...](#)

Search: Found: **150** Show:

Business Name	Vendor Certification
Accent Landscape Contractors, Inc.	City of El Paso Tier 1 Principal Place of Business Certification
Access Communications Group, LLC	City of El Paso Tier 1 Principal Place of Business Certification
Ace Government Services LLC	City of El Paso Tier 1 Principal Place of Business Certification
ACO Remodeling & Construction, Inc.	City of El Paso Tier 1 Principal Place of Business Certification

Hire El Paso First Program: Example

Evaluation

Hire El Paso Analysis

	Tucson Vendor	El Paso Vendor
Certified	No	Yes - Tier 1
Ranking	1	2
Score	88.00	84.00
Difference	4.00	
5 or less	Yes	
Price	\$ 2,786,563.00	\$ 2,924,635.00
Highest Ranked 5 Percent	\$ 139,328.15	
Difference		\$ 138,072.00
Within 5%		Yes

Tier 1:

Within 5 Points

Within 5% of the dollar amount

Tier 2:

Within 5 Points

Within 2.5% of the dollar amount

Hire El Paso First Program: Example

Evaluation

Hire El Paso Analysis



	Tucson Vendor	El Paso Vendor
Certified	No	Yes - Tier 1
Ranking	1	2
Score	88.00	84.00
Difference	4.00	
5 or less	Yes	
Price	\$ 2,786,563.00	\$ 2,924,635.00
Highest Ranked 5 Percent	\$ 139,328.15	
Difference		\$ 138,072.00
Within 5%		Yes

Award Recommendation:

El Paso Vendor and its Economic Opportunity incentives

Ranking Notification Requirement

3. Notice of Initial Ranking and Filing Protests. The Offerors will be notified in writing (email) of the final ranking. The ranking shall be sent with the notice and shall show the order of the ranking and points received by each Offeror. Offerors shall have three (3) City working days from the day of their receipt of the notice to challenge the ranking by filing a protest. The Offeror must write a letter to the Purchasing Director using the phrase "Bid Protest" to the address listed above. Protest must be sent by certified or registered mail or delivered in person. The protest shall state the basis for the challenge of the ranking. All Offerors will be notified of any protests filed.

Ranking Notification Example

Evaluation

COMPETITIVE SEALED PROPOSAL (CSP) RANKING SHEET 2024-0472 Traffic Signals Improvements

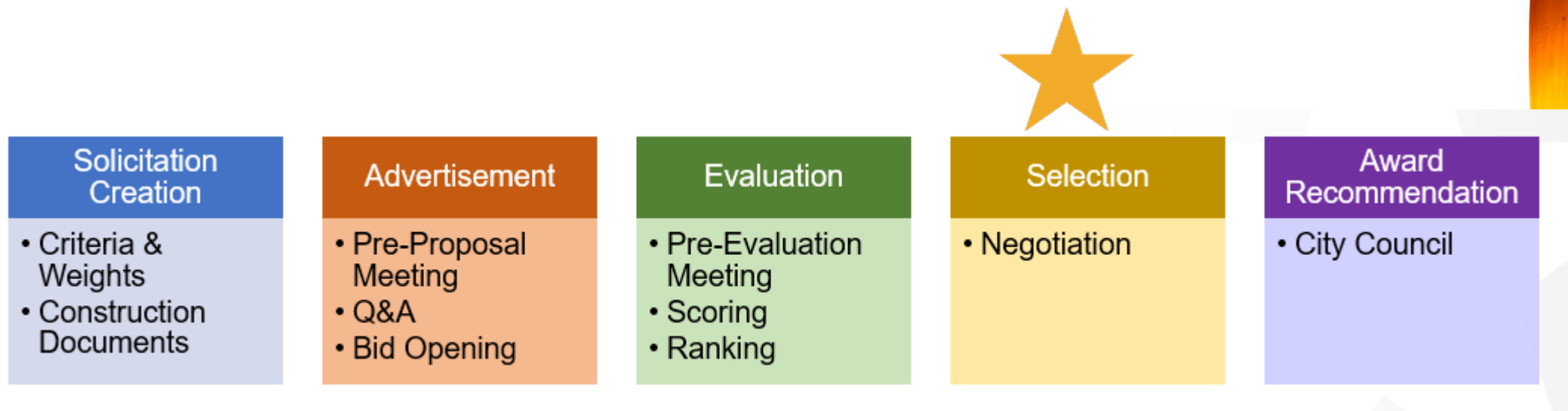
Evaluation Factors	Maximum Points	ZTEX Construction, Inc.	Martinez Bros. Contractors, LLC
Factor A - Offeror's Proposed Price	50	46.09	50.00
Factor B - Offeror's Proposed Construction Duration and Schedule: <i>Construction Duration (5 Points)</i> <i>Project Schedule (20 Points)</i>	5	5.00	3.29
	20	13.75	12.50
Factor C - Offeror's Experience & Reputation	15	12.38	10.84
Factor D - Offeror's Proposed Key Personnel	10	7.75	7.17
Total Points	100	84.97	83.80
Ranking		1	2

Ranking Protest

Evaluation

1. Review the basis of the protests
2. Coordinate with CID if necessary
3. Respond to the protest(s)
4. Follow the Competitive Sealed Proposal process

Selection



Selection Requirement:

Sec. 2269.155. SELECTION OF OFFEROR. (a) The governmental entity shall select the offeror that submits the proposal that offers the best value for the governmental entity based on:

- (1) the selection criteria in the request for proposal and the weighted value for those criteria in the request for proposal; and
- (2) its ranking evaluation.

(b) The governmental entity shall first attempt to negotiate a contract with the selected offeror. The governmental entity and its architect or engineer may discuss with the selected offeror options for a scope or time modification and any price change associated with the modification.

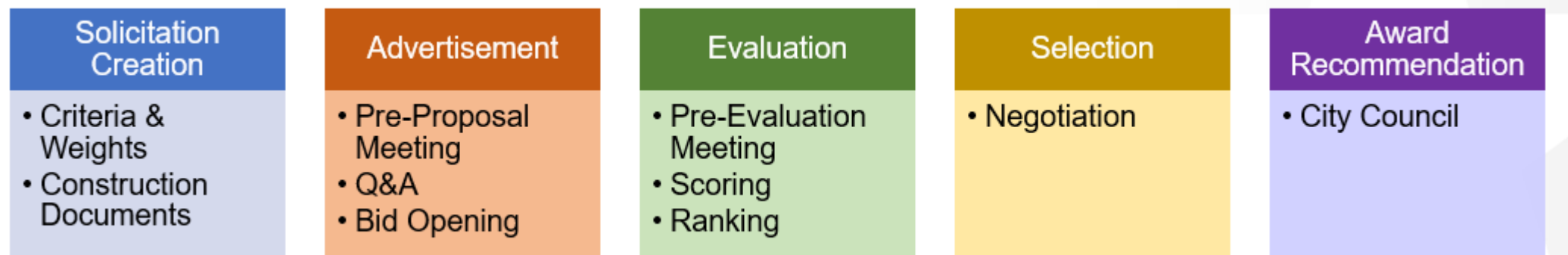
(c) If the governmental entity is unable to negotiate a satisfactory contract with the selected offeror, the governmental entity shall, formally and in writing, end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.

Negotiation

Selection

1. Coordinate with CID for negotiation items
2. Coordinate meeting(s) with highest ranked with the intent to reach an agreement
3. Follow regulations and process until an agreement is reached

Award Recommendation



Agenda Item

Award Recommendation

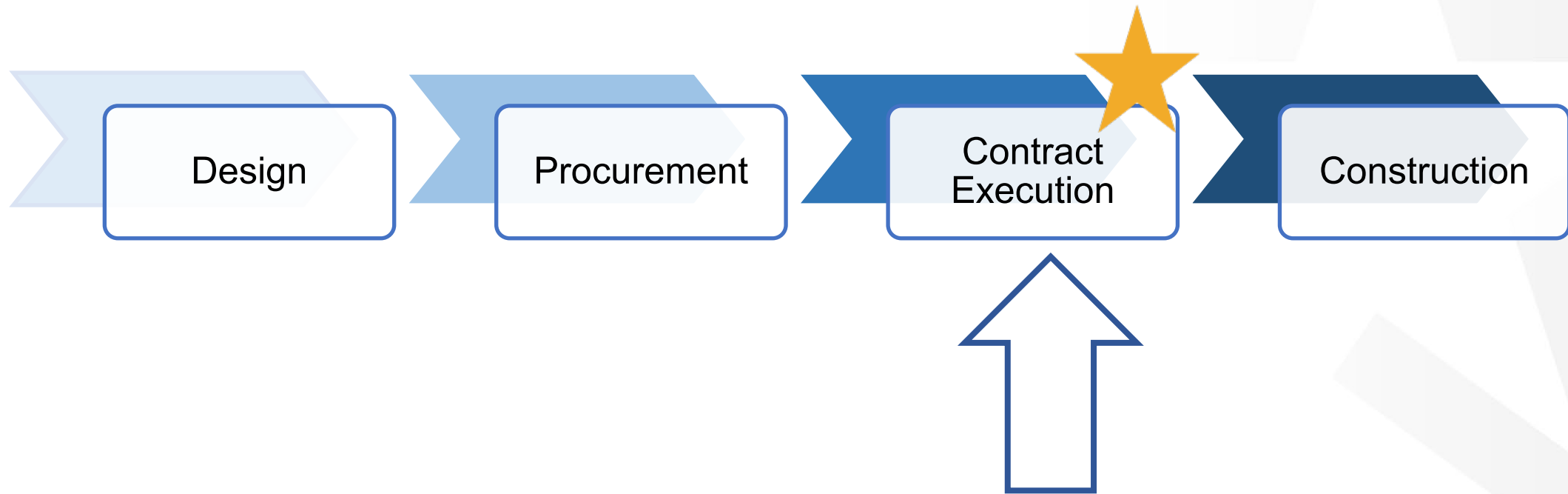
1. Prepare all the documents to post and agenda item for a City Council Agenda
2. Present the award recommendation to City Council

Agenda Item Backup

Award Recommendation

- Department Head Summary
- Ranking
- Price Tabulation
- View List

Capital Project Phases: Design-Bid-Build

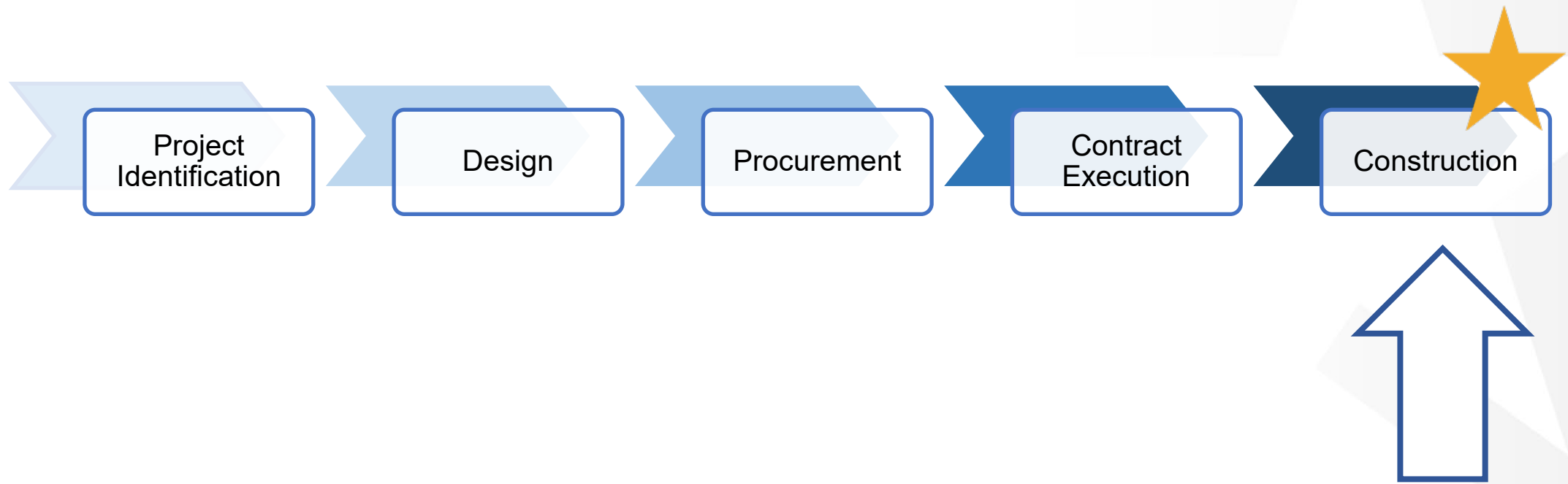


Contract Execution

Contract Awarded

- Award Notification – Contract Documents
- Contract Documents Returned by Contractor
- Review for Compliance
- Contract Executed

Capital Project Phases: Design-Bid-Build



Agenda

Session 1 – July 21, 2025 - Completed

- Purchasing Functions
- Procurement & Sourcing Policy Overview



Session 2 – August 4, 2025

- Procurement Process Overview



Session 3 – August 18, 2025

- Contract Administration
 - Vendor Performance Report
- Vendor Outreach
 - Supply El Paso

MISSION



Deliver exceptional services to support a high quality of life and place for our community.

VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



VALUES

Integrity, Respect, Excellence,
Accountability, People

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MISIÓN



Brindar servicios excepcionales
para respaldar una vida y un
lugar de alta calidad para
nuestra comunidad

VISIÓN



Desarrollar una economía regional
vibrante, vecindarios seguros y
hermosos y oportunidades
recreativas, culturales y educativas
excepcionales impulsadas por un
gobierno de alto desempeño

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VALORES

Integridad, Respeto, Excelencia,
Responsabilidad, Personas