

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

**AGENDA DATE:** October 8, 2024

**PUBLIC HEARING DATE:** Not Applicable

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

Richard J. Bristol, Streets & Maintenance Director, (915) 212-3306  
K. Nicole Cote, Managing Director (915) 212-1092

**DISTRICT(S) AFFECTED:** All

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

**SUBGOAL:** 6.5 – Deliver services timely and effectively with focus on continual improvement

**SUBJECT:**

The award of solicitation 2024-0095R Title Services to the following suppliers: 1) Lone Star Title Company of El Paso, Inc. and 2) WestStar Bank Holding Company, Inc. and Subsidiaries dba WestStar Title, LLC for a total estimated amount of \$300,000.00.

**BACKGROUND / DISCUSSION:**

This award will help to establish on call agreements with title services companies to improve efficiencies in obtaining title searches and closing services for real estate transactions.

**SELECTION SUMMARY:**

Solicitation was advertised on November 7, 2023 and November 14, 2023. The solicitation was posted on City website on November 7, 2023. There were a total number in five (5) viewers online; two (2) proposals were received, both being from local suppliers. An Inadequate Competition Survey was conducted.

**CONTRACT VARIANCE:**

N/A

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

Not applicable.

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$300,000.00

Funding Source: General Fund

Account: 532-1000-32080-521110

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO


PRIMARY DEPARTMENT: Streets and Maintenance

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

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

DEPARTMENT HEAD:



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Richard J. Bristol, Streets & Maintenance Director

Project Form  
Request for Proposals

\*\*\*\*\*Posting Language Below\*\*\*\*\*

Please place the following item on the Consent Agenda for the City Council of October 8, 2024.

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

The linkage to the Strategic Plan is subsection: 6.5 Deliver services timely and effectively with focus on continual improvement

**Award Summary:**

The award of solicitation 2024-0095R Title Services to the following suppliers: 1) Lone Star Title Company of El Paso, Inc. and 2) WestStar Bank Holding Company, Inc. and Subsidiaries dba WestStar Title, LLC for a total estimated amount of \$300,000.00. This contract will assist with title search and closing services needs for real estate transactions.

Department:	Streets and Maintenance
Award to Supplier 1:	Lone Star Title Company of El Paso, Inc.
City & State:	El Paso, TX
Item(s):	Title Search/Report Services
Initial Term:	3 Years
Option Terms:	2 Years
Total Contract Time:	5 Years
Award to Supplier 2:	WestStar Bank Holding Company, Inc. and Subsidiaries dba WestStar Title, LLC
City & State:	El Paso, TX
Item(s):	Title Search/Report Services and Title and closing Services
Initial Term:	3 Years
Option Terms:	2 Years
Total Contract Time:	5 Years
Total Estimated Award:	\$300,000.00
Account(s)	532-1000-32080-521110
Funding Source(s):	General Fund
District(s):	All

This was a Request for Proposals Procurement service contract.

The Purchasing & Strategic Sourcing and Streets and Maintenance Departments recommend award as indicated 1) Lone Star Title Company of El Paso, Inc. and 2) WestStar Bank Holding Company, Inc. and Subsidiaries dba WestStar Title, LLC the highest ranked offerors based on the evaluation factors established in the evaluation criteria for this procurement.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

Additionally, it is requested that the City Attorney's Office review and that the City Manager or designee be authorized to execute any related contract documents and agreements necessary to effectuate this award.

**Request for Proposal**

**Solicitation: 2024-0095R Title Services**

	<b>MAX POINTS</b>	Lone Star Title Company of El Paso, Inc	Weststar Title, LLC
<b>Factor A - Price Proposal</b>			
Price proposal Part I	20	18.43	20.00
Price proposal Part II	20	0.00	20.00
<b>Factor B - Understanding of Scope of Work</b>			
Score	25	23.33	23.33
<b>Factor C - Prior Experience</b>			
Score	25	23.33	24.33
<b>Factor D - References</b>			
Score	10	8.93	10.00
<b>Factor E - Qualifications and Capabilities of Assigned Key Personnel</b>			
Score	20	16.67	16.00
<b>Total Part I</b>	<b>100</b>	<b>90.70</b>	<b>93.67</b>
<b>Ranking Part I</b>		<b>2</b>	<b>1</b>
<b>Total Part II</b>	<b>100</b>	<b>Deemed Non-Responsive for Part II</b>	<b>93.67</b>
<b>Ranking Part II</b>			<b>1</b>



### Online View for 2024-0095R Title Services

<b>No.</b>	<b>Participant Name</b>	<b>City</b>	<b>State</b>
1	Access Communications Group, LLC	El Paso	TX
2	Lone Star Title Company of El Paso, Inc.	El Paso	TX
3	North America Procurement Council Inc., PBC	Grand Junction	CO
4	Sustainability Solutions Group USA, Inc.	Wilmington	DE
5	Weststar Title, LLC (Weststar Bank Holding Company, Inc., dba Weststar Title)	El Paso	TX