

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



DEPARTMENT: Internal Audit
Purchasing & Strategic Sourcing

AGENDA DATE: May 28, 2025

PUBLIC HEARING DATE: NA

CONTACT PERSON	Edmundo S. Calderon, Chief Internal	PHONE NUMBER:	(915)212-1365
NAME:	Auditor		
	Claudia A. Garcia, Director	PHONE NUMBER	(915)212-0043

DISTRICT(S) AFFECTED: All

SUBJECT:

The award of Solicitation 2025-0192R Hotel Occupancy Tax Administration Services to Avenu Insights & Analytics, LLC for an initial term of three (3) years for an estimated amount of \$97,500.00. The award also includes one (1) term of two (2) years for an estimated amount of \$65,000.00. The total contract time is for five (5) years for an estimated total amount of \$162,500.00. This contract will allow a firm to administer the collection and monitoring of the City's Local Hotel Occupancy Tax Revenues.

BACKGROUND / DISCUSSION:

This contract will allow a firm to administer and monitor revenue collection of the City's Local Hotel Occupancy Tax, recording and tracking of the City's Local Hotel Occupancy Tax Payments, deposit City's Local Hotel Occupancy Tax Revenues to the City of El Paso, monitor and collect past due payments from delinquent hotels, provide collection and delinquent payment reports to the City of El Paso and provide City staff access to agency's records to view City's Hotel Occupancy Tax Activity.

COMMUNITY AND STAKEHOLDER OUTREACH:

A pre-proposal meeting was held on January 22, 2025. One (1) supplier was in attendance.

SELECTION SUMMARY:

Solicitation was advertised on January 14, 2025 and January 21, 2025. The solicitation was posted on City website on January 14, 2025. There were a total twenty-one (21) viewers online; two (2) proposals were received; none from local suppliers. An Inadequate Competition Survey was conducted.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: A decrease of \$67,255.00, which represents a 29.27% decrease due to a reduction in scope of work.

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

NA

AMOUNT AND SOURCE OF FUNDING:

Amount: \$162,500.00
Funding Source: External Legal Counsel Service
Account: 457- 2326 - 57000 - 521100


REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

Report any contributions or donations to City Council of an accumulated total of \$500 or more. Report the name of the elected official and the amount.

NAME	AMOUNT (\$)
Form was provided to the applicant	NA

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



Edmundo S. Calderon, Chief Internal Auditor



Claudia A. Garcia – Director of Purchasing & Strategic Sourcing

Project Form
Request for Proposals

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

Please place the following item on the Consent Agenda for the City Council Meeting of May 28, 2025.

Award Summary:

The award of Solicitation 2025-0192R Hotel Occupancy Tax Administration Services to Avenu Insights & Analytics, LLC for an initial term of three (3) years for an estimated amount of \$97,500.00. The award also includes one (1) term of two (2) years for an estimated amount of \$65,000.00. The total contract time is for five (5) years for an estimated total amount of \$162,500.00. This contract will allow a firm to administer the collection and monitoring of the City's Local Hotel Occupancy Tax Revenues.

Contract Variance:

The difference based in comparison to the previous contract is as follows: A decrease of \$67,255.00, which represents a 29.27% decrease due to a reduction in scope of work.

Department:	Internal Audit
Award to:	Avenu Insights & Analytics, LLC
City & State:	Centreville, VA
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$32,500.00
Initial Term Estimated Award:	\$97,500.00
Option Term Estimated Award:	\$65,000.00
Total Estimated Award	\$162,500.00
Account(s)	457- 2326 - 57000 - 521100
Funding Source(s):	External Legal Counsel Service
District(s):	All

This was a Request for Proposals Procurement service contract.

The Purchasing & Strategic Sourcing and Internal Audit Departments recommend award as indicated to Avenu Insights & Analytics, LLC the highest ranked offeror 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.



**CITY OF EL PASO
REQUEST FOR PROPOSALS TABULATION FORM**



Title: Hotel Occupancy Tax Administration Services

Solicitation #: 2025-0192R

Bid Opening: February 12, 2025

Department: Internal Audit

OFFEROR'S NAME:	LOCATION:	AMENDMENT(S) ACKNOWLEDGED:
Avenu Insights & Analytics, LLC	Centreville, VA	YES
Sales Tax Assurance LLC dba HdL Companies	Houston, TX	YES

RFPs SOLICITED: 743 LOCAL RFPs SOLICITED: 224 RFPs RECEIVED: 2 LOCAL RFPs RECEIVED: 0 NO BIDS: 6

Approved: /s/
Date: 2/13/2025

CITY OF EL PASO RFP SCORESHEET

PROJECT: 2025-0192R Hotel Occupancy Tax Administration Services

Evaluation of Submittal

Avenu Insights & Analytics, LLC

Sales Tax Assurance LLC dba HdL
Companies

Centreville, VA

Houston, TX

MAX POINTS

Factor A - Proposal

30

\$97,500.00

\$319,475.00

30.00

9.16

Factor B - General Overview of Agency and Services

10

9.67

9.00

Factor C - Experience – Comparable Contracts

15

15.00

11.67

Factor D - References

10

5.20

5.60

Factor E - Capacity and Capability of Agency's Resources

20

19.67

18.00

Factor F - Number of Hours Dedicated to Engagement

15

14.00

12.00

TOTAL SCORE

100

93.54

65.43

Rank

1

2

Online Views for 2025-0192R Hotel Occupancy Tax Administration Services

<u>No.</u>	<u>Participant Name</u>	<u>City</u>	<u>State</u>
1	Revenue Recovery Group, Inc.	Baton Rouge	LA
2	Avenu Insights & Analytics, LLC	Centreville	VA
3	ekenex ventures and services	dallas	TX
4	Forvis Mazars LLP	Dallas	TX
5	Turner & Townsend Heery, LLC	Dallas	TX
6	Ritz Safety LLC	Dayton	OH
7	Paso-Tex Industries LLC	El Paso	TX
8	WOFFORD TRUCK PARTS (TE EL PASO,LLC)	EL PASO	TX
9	Zeraus Iluminacion	El Paso	TX
10	Condor Consulting Group, LLC	El Paso	TX
11	Jenny Solo	El Paso	TX
12	North America Procurement Council Inc., PBC	Grand Junction	CO
13	1STOPHUB, LLC	Hamshire	TX
14	HdL Companies	Houston	TX
15	Liberty Office Products	HOUSTON	TX
16	Pwxpress	Jacksonville	FL
17	COOLSOFT LLC	Louisville	KY
18	Economic & Planning Systems, Inc. (EPS) (Economic and Planning Systems, Inc)	Sacramento	CA
19	Deckard Technologies Inc	San Diego	CA
20	Balance Public Relations and Strategic Solutions Inc	Shafter	CA
21	Info-Solutions Inc	Tustin	CA