

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



DEPARTMENT: Tax Office
Purchasing & Strategic Sourcing
AGENDA DATE: December 16, 2025
PUBLIC HEARING DATE: Not Applicable
CONTACT PERSON NAME: Maria O. Pasillas, Tax Assessor & Collector
Claudia A. Garcia, Director
PHONE NUMBER: (915) 212-1737
PHONE NUMBER: (915) 212-0043
DISTRICT(S) AFFECTED: All

SUBJECT:

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for solicitation 2026-0059 Postal Services to US Postal Service for a three (3) year term for an estimated amount of \$650,000.00.

BACKGROUND / DISCUSSION:

This will allow the Tax Office to have a three-year contract to provide the tax bills to residents in a timely manner each year.

COMMUNITY AND STAKEHOLDER OUTREACH:

N/A

SELECTION SUMMARY:

This item is for a non-competitive purchase for tax mailing services. Exempt under 252.022 (7) a procurement of items that are available from only once source, including: (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies. The US Postal Service is a permanent fixture of the Federal Government in order to comply with the requirements under the Texas Property Tax Code, Sec. 31.01. Tax Bills.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: An increase of \$300,000.00 for the initial term, which represents a 85.71% increase due to price increases for postal services.

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Amount: \$650,000.00

Funding Source: Tax Office Enterprise Fund

Account: 206-3700-19040-540030


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.

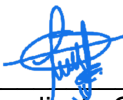
NAME	AMOUNT (\$)
Form was provided to the applicant	N/A

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

DEPARTMENT HEAD:



Maria O. Pasillas, Tax Assessor & Collector



Claudia A. Garcia – Director of Purchasing & Strategic Sourcing

Project Form
Non-Competitive

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

Please place the following item on the Regular Agenda for the City Council Meeting of December 16, 2025.

Award Summary:

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for solicitation 2026-0059 Postal Services to US Postal Service for a three (3) year term for an estimated amount of \$650,000.00. This contract will allow the Tax Office to have a three-year contract to provide the tax bills to residents in a timely manner each year.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$300,000.00 for the initial term, which represents a 85.71% increase due to price increases for postal services.

Department:	Tax Office
Award to:	US Postal Service
City & State:	El Paso, TX
Item(s):	All
Initial Term:	3 Years
Option Term:	N/A
Total Contract Time:	3 Years
Annual Estimated Award:	\$216,666.67
Initial Term Estimated Award:	\$650,000.00
Option Term Estimated Award:	N/A
Total Estimated Award	\$650,000.00
Account(s)	206-3700-19040-540030
Funding Source(s):	Tax Office Enterprise Fund
District(s):	All

This is a Non-Competitive Award – service contract.

Non-Competitive Procurement under Local Government General Exemption: Section 252.022: (7) a procurement of items that are available from only one source, (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies. The US Postal Service is a permanent fixture of the Federal Government in order to comply with the requirements under the Texas Property Tax Code, Sec. 31.01. Tax Bills.

The Purchasing & Strategic Sourcing and Tax Office Department recommend award as indicated to The US Postal Service, under the exemption listed above.

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.