

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

AGENDA DATE: October 10, 2023
PUBLIC HEARING DATE: NA

CONTACT PERSON(S) NAME AND PHONE NUMBER:

Maria O. Pasillas, Tax Assessor/Collector, (915) 212-1737
K. Nicole Cote, Managing Director, Purchasing & Strategic Sourcing, (915)
212-1092

DISTRICT(S) AFFECTED: All

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

SUBGOAL: 6.11 - Provide efficient and effective services to taxpayers

SUBJECT:

Discussion and action on the request that the Managing Director of the Purchasing and Strategic Sourcing Department be authorized to issue a Purchase Order(s) to US Postal Service for a three (3) year term. 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.

BACKGROUND / DISCUSSION:

The assessor shall mail tax bills by October 1 or as soon thereafter as practicable.

SELECTION SUMMARY:

NA

CONTRACT VARIANCE:

NA

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

NA

AMOUNT AND SOURCE OF FUNDING:

Amount: \$350,000.00
Funding Source: Tax Office Enterprise Fund
Account: 540030-206-3700-19040

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? YES NO

PRIMARY DEPARTMENT: Tax Office

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

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

DEPARTMENT HEAD:

Maria O. Pasillas

Maria O. Pasillas, Tax Assessor/Collector

**COUNCIL PROJECT FORM
(NON-COMPETITIVE)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **October 10, 2023**.

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

The linkage to the strategic plan is subsection 6.11 - Provide efficient and effective services to taxpayers

Award Summary:

Discussion and action on the request that the Managing Director of the Purchasing and Strategic Sourcing Department be authorized to issue a Purchase Order(s) to US Postal Service for a three (3) year term. 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:

Not applicable, new contract.

Department:	Tax Office
Award To:	US Postal Service El Paso, TX
Term:	3 Years
Total Estimated Amount:	\$350,000.00
Account No.:	540030 – 206 – 3700 – 1940
Funding Source:	Tax Office Enterprise Fund
District(s):	All
Reference No.:	2024-0097

This is a Non-competitive, service contract.

The Purchasing & Strategic Sourcing and Tax Office Departments recommend award as indicated to US Postal Service.

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