

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



DEPARTMENT: Tax Office
Purchasing & Strategic Sourcing
AGENDA DATE: November 18, 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:

The request that the Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2016-891R Delinquency Tax Collection Services to Delgado, Acosta, Spencer, Linebarger & Perez, LLP and Appraisal & Collection Technologies LLC. This change order will increase referenced contract by \$360,000.00 for a total estimated amount not to exceed \$1,950,000.00.

BACKGROUND / DISCUSSION:

This change order will add capacity to the contract to cover services until the expiration of the contract, December 2026.

COMMUNITY AND STAKEHOLDER OUTREACH:

N/A

SELECTION SUMMARY:

N/A

CONTRACT VARIANCE:

N/A

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

On October 4, 2016, City Council approved the award of contract Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2016-891R Delinquency Tax Collection Services to Delgado, Acosta, Spencer, Linebarger & Perez, LLC and Appraisal & Collection Technologies LLC., for a five (5) year term and five (5) year-option to extend for a total estimated award of \$1,590,000.00.

AMOUNT AND SOURCE OF FUNDING:

Amount: \$ 1,950,000.00

Funding Source: Enterprise Fund

Account: 206-3700-19040-522020

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.

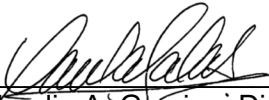
NAME	AMOUNT (\$)
Form was provided to the applicant	N/A

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

DEPARTMENT HEADS:



Maria O. Pasillas, Tax Assessor & Collector

for 

Cláudia A. Garcia – Director of Purchasing & Strategic Sourcing

Project Form
Change Order

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

Please place the following item on the Consent Agenda for the City Council Meeting of November 18, 2025.

Award Summary:

The request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order(s) to increase contract 2016-891R Delinquency Tax Collection Services to Delgado, Acosta, Spencer, Linebarger & Perez, LLP and Appraisal & Collection Technologies LLC. This change order will increase referenced contract by \$360,000.00 for a total estimated amount not to exceed \$1,950,000.00. This change order will add capacity to the contract to cover services until the expiration of the contract, December 2026.

Department:	Tax Office
Award to:	Delgado, Acosta, Spencer, Linebarger & Perez, LLP and Appraisal & Collection Technologies LLC
City & State:	San Antonio, TX
Current Contract Estimated Award:	\$1,590,000.00
Change Order Amount:	\$360,000.00
Total Estimated Award	\$1,950,000.00
Account(s)	206-3700-19040-522020
Funding Source(s):	Enterprise Funds
District(s):	All

This was a Request for Qualifications – Services Contract.