

**RESOLUTION**

**WHEREAS**, on May 10, 2022 the City of El Paso ("City") awarded Contract No. 2022-0007R Collection Services for Delinquent Fines and Fees ("Contract") to Delgado Acosta Spencer Linebarger & Perez, LLP, ("Vendor"); and

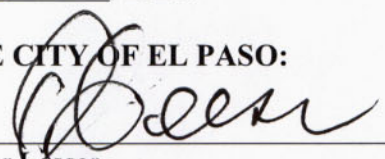
**WHEREAS**, the City desires to terminate the Contract, pursuant to the provisions of Section PART 7 – CONTRACT CLAUSES, Section 8.A. Termination for Convenience of the Contract.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Purchasing Director is authorized to notify Vendor that City is terminating awarded Contract No. 2022-0007R Collection Services for Delinquent Fines and Fees for convenience pursuant to above-referenced provisions of the Contract, and that the termination shall be effective as of June 20, 2023.

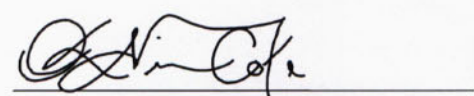
**APPROVED** this 20<sup>th</sup> day of June, 2023.

**THE CITY OF EL PASO:**



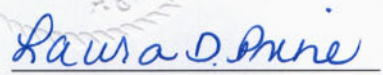
Oscar Lesser  
Mayor

**APPROVED AS TO CONTENT:**



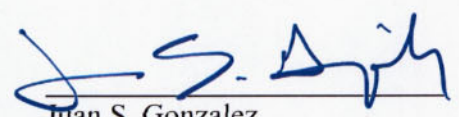
K. Nicole Cote, Managing Director  
Purchasing & Strategic Sourcing

**ATTEST:**



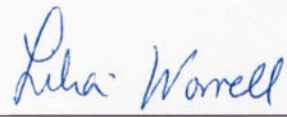
Laura D. Prine  
City Clerk

**APPROVED AS TO FORM:**



Juan S. Gonzalez  
Senior Assistant City Attorney

**APPROVED AS TO CONTENT:**



Lilia A. Worrell  
Municipal Court

**City Council Meeting /Mass Transit Board/  
Community Development Checklist**  
(Revised June 25, 2020)

Purchasing Agent / Procurement Analyst: Norma Jimenez

Solicitation Name: Collection Services for Delinquent Fines and Fees

Solicitation # 2022-0007R Council Date: 6/20/2023

Solicitation Opens: NA Contract Expiration Date: June 30, 2026

Solicitation Offer(s) Expires NA Supervisor's Signature: \_\_\_\_\_

**Termination of Contract**

1<sup>st</sup> (and only) packet (Council and agenda posting):

- NA 1 White Slip
- 2 Dept DHS Form
- 3 Project Form\*\*
- 4 Resolution with secured signatures

2<sup>nd</sup> packet (Purchasing due diligence):

- 5 Agenda Checklist
- 6 Executive Summary
- N/A 7 Request to Terminate and Rebid Form
- 8 Expenditure Excel Spreadsheet (Noting Termination) updated
- 9 People Soft Print out of entered contract and thresholds section (Closed) updated
- 10 Termination Letter
- NA 11 Assignment Delegation Letter
- 12 Original Council Motion approving the contract
- NA 13 Admin Execution Notification Email print out sent to Contract Compliance Manager & Bid Section - ONLY for Administrative Awards

**\*\*Project Form - Total Estimated Amount (TEA):**

- If TEA is over \$500,000 item goes under **Regular** Agenda
- If TEA is under \$500,000 item goes under **Consent** Agenda
- For a Sole Source Purchase, item goes under **Regular** Agenda

**Other items**

For the rare instances that require Council approval but are not any of the types of procurements listed in the checklist (such as getting pre-approval for a larger-than-normal series of purchases on a single cooperative agreement) the analyst should use the 'Award of Formal Solicitation' checklist to determine what needs to be included in the respective packets.

**Council and Agenda Posting Packets:**

Once the analyst knows which bidder the department is recommending for award (detailed in the DHS Form) two packets of information need to be collected. The first packet should consist of the material meant to be posted on the official Council agenda; the second packet should contain the contract back-up material detailing that Purchasing's due diligence has been performed. Paper clip packets individually and submit them as one to the Purchasing Director's assistant.

NOTE: In addition to submitting the hardcopy packets, the Project Form (Word version) needs to be emailed to the Senior Office Assistant.

\*\*\*\*\*FINANCIALS ARE DONE FOR PROJECTS BEING AWARDED \$250,000 OR ABOVE FOR A THREE YEAR TOTAL.

\*\*\*\*\*PAYMENT AND PREFORMANCE BONDS WILL BE REQUIRED FOR JANITORIAL AND SECURITY BIDS.



**EXECUTIVE SUMMARY**

**2022-0007R Collection Services for Delinquent Fines and Fees  
 VENDOR: Municipal Court to Delgado Acosta Spencer Linebarger & Perez, LLP**

<b>NATURE OF ITEM: (NEW CONTRACT, REPLACEMENT CONTRACT, EXTENSION, COOP PURCHASE, ETC.)</b>	Termination
<b>ADVERTISEMENT DATES:</b>	N/A
<b>POSTCARDS MAILED ON:</b>	N/A
<b>POSTED ON CITY WEBSITE:</b>	N/A
<b>EMAIL (PURMAIL) NOTIFICATION:</b>	N/A
<b>BIDS OPENED:</b>	N/A
<b>BIDS SOLICITED:</b>	N/A
<b>BIDS RECEIVED:</b>	N/A
<b>LOCAL BIDDERS CONTACTED:</b>	N/A
<b>LOCAL BIDDERS RESPONDED:</b>	N/A
<b>LOCATION OF VENDOR:</b>	El Paso, TX
<b>ANNUAL / INITIAL or EXTENSION TERM AMOUNTS and PERIOD:</b>	Original Contract Amount: Annual Estimated Amount: \$ 949,008.95 Year 1 Initial Estimate Amount: \$3,796,035.80 (4 years) Option to Extend Amount \$2,847,026.85 (3 years) Total Estimated Award: \$6,643,062.65 (7 years)
<b>PREVIOUS AND EXISTING CONTRACTS (SAME VENDOR):</b>	N/A
<b>EVALUATION CRITERIA:</b>	N/A
<b>PRINCIPAL STRENGTHS:</b>	N/A
<b>PRICE REASONABLENESS (compared to previous or coop contract):</b>	N/A
<b>VENDOR PERFORMANCE HISTORY:</b>	N/A

**EXECUTIVE SUMMARY**

**2022-0007R Collection Services for Delinquent Fines and Fees**

**VENDOR: Municipal Court to Delgado Acosta Spencer Linebarger & Perez, LLP**

<p><b>OTHER INFORMATION:</b></p>	<p><b>Good morning/afternoon!</b> <b>Norma Jimenez from Purchasing &amp; Strategic Sourcing</b></p> <p><b>STRATEGIC GOAL NO. 2: Set the Standard for a Safe and Secure City of El Paso.</b></p> <p>The linkage to the Strategic Plan is subsection 2.7: Maximize Municipal Court efficiency and enhance customer experience.</p> <p>Request That the Purchasing Director is authorized to notify Vendor that City is terminating awarded Contract No. 2022-0007R Collection Services for Delinquent Fines and Fees for convenience pursuant to above referenced provisions of the Contract, and that the termination shall be effective as of June 20, 2023.</p>
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UPDATED: 6/7/2023  
 Contract #: 2022-0007R  
 Title: Collection Services for Delinquent  
 Fines and Fees

VENDOR: Delgado Acosta Spencer Linebarger & Perez, LLP  
 Attn: Carmen I. Perez  
 ADDRESS: 221 North Kansas St. Suite 1400  
 El Paso, TX 79901

Initial Term 4 yrs. \$ 3,796,035.80  
 Option to extend Yr 1:  
 Option to extend Yr 1:  
 Option to extend Yr 1:

NUMBER: (915) 545-5481

TERM: N30

Performance Period: 7/01/2022 - 6/30/2026  
 Total Awarded: \$3,796,035.80

Exception to contract: n/a  
 Price Adjustment Clause: n/a  
 \*Contract Expiration Date: 6/30/2026  
 \*Renewals Due: 7/5/2025

Termination by Default City Council Agenda June 20, 2023

CONTRACT	PO	PO Date	Origin	Line	Amount	ACTUAL EXPENDITURE (Amt Mtchd.)	Status	ShortName
2022-0007R	2022006485	7/12/2022	MC	1	\$949,008.95	\$717,605.58	DISP	DELGADO AC-002

36 Month Award Amount: \$3,796,035.80      \$3,796,035.80  
 Total Expenditures: \$949,008.95      \$717,605.58  
 Remaining Amount: \$2,847,026.85      \$3,078,430.22



Contract Contract 270

Contract Entry Contract

SetID: SHARE
Contract ID: 2022-0007R
\*Status: Closed
Administrator/Buyer: JIMENN
\*Dept ID: 111

Contract Version
Version: 1 Status: Current
New Version
Approved Date: 03/29/2022
No Backup Found
Jimenez De Prine, Norma
MUNICIPAL COURT

Header

Process Option: General Contract
Vendor: DELGADO AC-002
Vendor ID: 1000008940
Begin Date: 07/01/2022
Expire Date: 06/30/2026
Renewal Date:
Currency: USD CRRNT
Primary Contact:
Vendor Contract Ref: RFP
Description: Collections Svcs
Master Contract ID:
Tax Exempt

DELGADO ACOSTA SPENCER LINEBARGER

Add Comments
Activity Log
Contract Activities
Document Status
Primary Contact Info
Thresholds & Notifications
View Changes
Current Change Reason
Contract Type: Blanket Purchase Order

Amount Summary

Maximum Amount: 3,796,035.80 USD
Line Item Released Amount: 0.00
Category Released Amount: 0.00
Open Item Released Amount: 949,008.95
Total Released Amount: 949,008.95
Remaining Amount: 2,847,026.85
Remaining Percent: 75.00

Order Contract Options

- Allow Multicurrency PO
Allow Open Item Reference
Corporate Contract
Adjust Vendor Pricing First
Lock Chartfields
Price Can Be Changed on Order
PO Defaults
Add Open Item Price Adjustments

Must Use Contract Rate Date Rate Date: 03/29/2022
Auto Default
\*Dispatch Method: Print Dispatch
Price Adjustment Template

Voucher Contract Options

Invoice Number:
AP Business Unit:
Accounting Template:
Payment Terms ID:
Basis Date Type:

Gross Amount: 0.00 USD
Freight Amount: 0.00
Sales Tax Amount: 0.00
VAT Amount: 0.00
Misc Charge Amount: 0.00
Miscellaneous Charges
Retention

Contract Items

Table with columns: Line, Item, Description, UOM, Category, Merchandise Amt, Include for Release, Status. Row 1: 1, [icon], [description], [UOM], [Category], [Amount], [checkbox], Active.

Contract Categories

Table with columns: Line, Category, Description, Status. Row 1: 1, [Category], [Description], Active.

Save Return to Search Notify Refresh Add Update/Display

**Contract Entry**

**Thresholds & Notifications**

**Send Date/Amount Notification**

[Expand All](#)   [Collapse All](#)

**Date Notification**

Notify User when contract is within specified days of Expire Date.

**Expire Date:** 06/30/2026      **Notify Days Before Expires:**   
**Expiration Notification Date:** 07/05/2025

Notify User when contract is within specified days of Renewal Date.

**Renewal Date:**      **Notify Days Before Renewal:**   
**Renewal Notification Date:**

**Maximum Amount Notification**

Notify User when the total contract released amount is either within the specified amount , or within the specified percentage, of the maximum contract amount.

**Amount Less than Maximum:**  USD  
**Percent Less than Maximum:**   
**Notification Amount:** 2,847,026.85

**Notification Assignments**

Personalize | Find | View 4 | First 1-10 of 10 Last

	Notification Type	User ID	User Description	Email Address		
1	Maximum Amc ▾	<input type="text" value="DEBEAP"/> 🔍	De Beard, Paula I Salas	beardpx@elpasotexas.gov		
2	Maximum Amc ▾	<input type="text" value="GOMEZV"/> 🔍	Gomez, Veronica	GomezV1@elpasotexas.gov		
3	Maximum Amc ▾	<input type="text" value="JIMENN"/> 🔍	Jimenez De Prine, Norma	jimenezdeprinene@elpasotexas.gov		
4	Maximum Amc ▾	<input type="text" value="MELGOC"/> 🔍	Melgosa, Carmen	MelgosaCI@elpasotexas.gov		
5	Maximum Amc ▾	<input type="text" value="WORREL"/> 🔍	Worrell,Lilia Adams	WorrellLA@elpasotexas.gov		
6	Expiration ▾	<input type="text" value="DEBEAP"/> 🔍	De Beard, Paula I Salas	beardpx@elpasotexas.gov		
7	Expiration ▾	<input type="text" value="GOMEZV"/> 🔍	Gomez, Veronica	GomezV1@elpasotexas.gov		
8	Expiration ▾	<input type="text" value="JIMENN"/> 🔍	Jimenez De Prine, Norma	jimenezdeprinene@elpasotexas.gov		
9	Expiration ▾	<input type="text" value="MELGOC"/> 🔍	Melgosa, Carmen	MelgosaCI@elpasotexas.gov		
10	Expiration ▾	<input type="text" value="WORREL"/> 🔍	Worrell,Lilia Adams	WorrellLA@elpasotexas.gov		

**Amount Summary**

**Maximum Amount:** 3,796,035.80 USD  
**Total Line Released Amount:** 0.00  
**Total Category Released Amount:** 0.00  
**Open Item Released Amount:** 949,008.95

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**Total Released Amount:** 949,008.95  
**Remaining Amount:** 2,847,026.85  
**Remaining Percent:** 75.00

OK      Cancel





# Purchasing & Strategic Sourcing Department

**MAYOR**

Oscar Leaser

**ELECTRONIC TRANSMITTAL**

June 20, 2023

**CITY COUNCIL****District 1**

Peter Svarzbein

**District 2**

Alexsandra Annello

**District 3**

Cassandra Hernandez

**District 4**

Joe Molinar

**District 5**

Isabel Salcido

**District 6**

Claudia L. Rodriguez

**District 7**

Henry Rivera

**District 8**

Cissy Lizarraga

**CITY MANAGER**

Tommy Gonzalez

Delgado Acosta Spencer Linebarger & Perez, LLP

Attn: Carmen I. Perez

296 Concord Road, Suite 300

Billerica, MA 01821

RE: Contract Termination Letter - No. 2022-0007R Collection Services for Delinquent Fines and Fees

Dear Ms. Perez,

This letter is to notify Delgado Acosta Spencer Linebarger & Perez, LLP. on June 20, 2023 the City Council for the City of El Paso approved the termination of contract 2022-0007R for convenience. The contract has been terminated for convenience pursuant to the provisions and requirements of section XIV.B. Termination shall be effective June 20, 2023.

If you have any questions or concerns about this termination, please feel free to contact Norma Jimenez, Senior Procurement Analyst at [jimenezDePrineNE@elpasotexas.gov](mailto:jimenezDePrineNE@elpasotexas.gov).

The Contract Administrator for this contract is Dania Martinez, Business & Financial Manager who can be reached at (915) 212-5818 or via email at [MartinezDX0@elpasotexas.gov](mailto:MartinezDX0@elpasotexas.gov) to coordinate the final deliverable(s), invoice(s) and payments associated with this contract.

Sincerely,

K. Nicole Cote  
Managing Director  
Purchasing & Strategic Sourcing Department

cc: Dania Martinez, Municipal Court

Bid File  
(NJ:KNC)

**K. Nicole Cote – Managing Director**

Purchasing & Strategic Sourcing | 300 N. Campbell | El Paso, TX 79901

(915) 212-0043 | [CoteKN@elpasotexas.gov](mailto:CoteKN@elpasotexas.gov)



DELIVERING EXCEPTIONAL SERVICES

**MOTION  
MAY 10, 2022**

Motion made by Representative Molinar, seconded by Representative Salcido, and unanimously carried to **AWARD** Solicitation 2022-0007R Collection Services for Delinquent Fines and Fees - Municipal Court to Delgado Acosta Spencer Linebarger & Perez, LLP for an initial four (4) year term for an estimated amount of \$3,796,035.80. The award also includes, three (3), one (1) year options for an estimated amount of \$2,847,026.85. The total value of the contract is, including the initial term plus the options, for a total of seven (7) years, for an estimated amount of \$6,643,062.65. This contract will allow collection services for the Municipal Court.

Contract Variance:  
No contract variance

Department:	Municipal Court
Award to:	Delgado Acosta Spencer Linebarger & Perez, LLP El Paso, TX
Item(s):	All
Annual Estimated Award:	\$949,008.95
Initial Term:	\$3,796,035.80 (4 years)
Option to Extend:	\$2,847,026.85 (3 years)
Total Estimated Award:	\$6,643,062.65 (7 years)
Account No.:	111-1000-11030-203400
Funding Source:	Collection Agency Payable
Districts(s):	All

This is a Request for Proposal (RFP), service contract.

The Purchasing & Strategic Sourcing and Municipal Court Departments recommend award as indicated to Delgado Acosta Spencer Linebarger & Perez, LLP, the sole highest ranked proposer based on evaluation factors established for this procurement. 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 be authorized to execute any related contract documents and agreements necessary to effectuate this award.

AYES: Representatives Svarzbein, Annello, Hernandez, Molinar, Salcido, Rodriguez, Rivera, and Lizarraga

NAYS: None

Laura D. Prine, City Clerk