



### Legislation Details

**File #:** 25-1442      **Version:** 1      **Name:**

**Type:** Other Bids, Contracts, Procurements      **Status:** Agenda Ready

**File created:** 12/1/2025      **In control:** City Council

**On agenda:** 12/16/2025      **Final action:**

**Title:** 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 Departments 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2026-0059 Packet 1

Date	Ver.	Action By	Action	Result
12/16/2025	1	City Council		