



Legislation Text

File #: 25-1442, Version: 1

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Purchasing and Strategic Sourcing, Claudia A. Garcia, (915) 212-0043  
Tax Office, Maria O. Pasillas, (915) 212-1737

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.  
Populate the table to maintain proper formatting. Copy and paste the agenda language in the designated area below. You may include more language after the table. Just made sure all posting language is populated between "TITLE" and "END".*

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.