

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

DEPARTMENT: Municipal Clerk and Courts – Courts Division

AGENDA DATE: May 31, 2016

CONTACT PERSON/PHONE: Richarda D. Momsen, Municipal Clerk, (915) 212-1206
Bruce D. Collins, Purchasing & Strategic Sourcing Director, (915) 212-1181

DISTRICT(S) AFFECTED: ALL

STRATEGIC GOAL: NO. (2) Set the Standard for a Safe and Secure City
2.6 – Enforce Municipal Court orders

SUBJECT:

The Municipal Clerk and Courts Department recommends the rejection of the Bid for 2016-781-Mailing Services – as a result of the vendor failing to include the necessary cost of postage included in the services.

BACKGROUND / DISCUSSION:

The Municipal Clerk and Courts Department is requesting this contract to obtain mailing services for the Municipal Court. Approximately 38,000 to 61,000 pieces are mailed out on a monthly basis. Documents include court hearing notices to defendants, attorneys, witnesses, bail bond companies, warrant notices, juvenile notices, parking courtesy notices, bond forfeiture conviction postcards and other correspondence.

SELECTION SUMMARY:

Solicitation was advertised on April 19, 2016 and April 26, 2016. The solicitation was posted on City website on April 19, 2016. The email (Purmail) notification was sent out on April 19, 2016. A total of (6) Bidders were solicited with (6) of those being local. (1) Bid was received; (1) local vendor.

PROTEST

☒ There was no protest received for this requirement.

PRIOR COUNCIL ACTION:

Yes, Council previously approved Contract 2011-292 on August 23, 2011.

AMOUNT AND SOURCE OF FUNDING:

111-1000-11030-540030

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD:

Richarda D. Momsen, Municipal Clerk

**COUNCIL PROJECT FORM
(REJECT ALL BIDS)**

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

Please place the following item on the **CONSENT** agenda (**BEST VALUE PROCUREMENT**) for the Council Meeting of **May 31, 2016**.

STRATEGIC GOAL: NO. 2: Set the Standard for Sound Governance and Fiscal Management

Request rejection the sole bid received for Solicitation No. 2016-781 (Mailing Services) as recommended by the Purchasing & Strategic Sourcing Department and Municipal Clerk and Courts Department due to the failure to include the necessary cost of postage included in the services.

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