

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

DEPARTMENT: Municipal Clerk & Courts

AGENDA DATE: December 8, 2015

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

DISTRICT(S) AFFECTED: All

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

SUBJECT: Approve the award of Solicitation 2015-709R Traffic Violation Collection Services to Delgado, Acosta, Spencer, Linebarger, & Perez, LLP. Delgado, Acosta, Spencer, Linebarger, & Perez, LLP was ranked the highest overall score.

BACKGROUND / DISCUSSION:

Since 2003, the Municipal Court has contracted with an outside collection agency as approved by the Texas Code of Criminal Procedures, Section 103.0031. The Court refers delinquent Class C warrants, warrant fees, and parking citations to the agency for collection. Each vendor submitted a minimum recovery rate for each account category, as well as a penalty fee associated with each category of accounts if the vendor fails to meet the guaranteed recovery rate.

It is important to note that no City money is paid to the collection agency. Section 103.0031 of the Texas Code of Criminal Procedure authorizes municipalities to pass on to the defendants and vehicle owners a 30 % collection fee when an outside collection agency or firm is used.

The evaluation committee consisted of 5 employees from different departments, all tasked with financial management for the City: Municipal Clerk & Courts, OMB, ESD, and Fire. The rating of the vendors was done in accordance with Purchasing Policies and Procedures. The Purchasing department rated the penalty fee proposals, and medical benefits & incentives. Attached is the final scoring sheet for all the vendors. The evaluation committee determined that Delgado, Acosta, Spencer, Linebarger, & Perez, LLP received the highest overall score.

SELECTION SUMMARY:

Solicitation, Number 2015-709R was advertised on February 17, 2015 and February 24, 2015, and opened March 25, 2015. On February 17, 2015 bid notifications were postcards were mailed out, the solicitation was posted on City website and the email (Purmail) notification was sent out and 38 vendors viewed the solicitation. Eight (8) vendors were solicited and two (2) vendors responded and one was a local vendor.

PROTEST

☒ There was no protest received for this requirement.

PRIOR COUNCIL ACTION:

Yes, the City has bid the collection services of the Municipal Court fines and fees before and City Council has approved the award of the contract. The most recent award was in 2008, for a five year contract with an option to extend to GC Services.

AMOUNT AND SOURCE OF FUNDING:

Approximately \$ 1.2 – 1.7 million annually is anticipated to be paid to the company based on the minimum recovery rate the company has guaranteed through the bid. The \$ 1.2- 1.7 million represents the agency's 30% collection fee against anticipated revenues in fines, bonds and fees of approximately \$4.0-5.7 million annually, attributed to the agency's efforts. The City collects the fee from the defendants with the delinquent citations at the time the bond or fine is received by the Court. The 30 % fee is then passed on to the agency. That 30 % collection fee amount is specified in the statute.

Accounting information: Municipal Court - # 111-11030-1000-203400

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD: _____

**COUNCIL PROJECT FORM
(RFP)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **DECEMBER 8, 2015**.

Strategic Goal 2: Set the Standard for a Safe and Secure City of El Paso

Discussion and action on the award of Solicitation No. 2015-709R (Traffic Violation Collection Services) to Delgado, Acosta, Spencer, Linebarger, & Perez, LLP, for an initial three (3) term in the estimated amount of \$4,535,693.46. The award is to include two (2) one year options in the amount of \$3,023,795.64 for a total five (5) year award of \$7,559,489.10.

Department:	Municipal Clerk
Vendor:	Delgado, Acosta, Spencer, Linebarger, & Perez, LLP El Paso, Texas
Item(s):	All
Initial Term:	3 years
Option to Extend:	Two, one year options
Annual Estimated Award:	\$1,511,897.82
Initial Term Estimated Award:	\$4,535,693.46 (3 years)
Total Estimated Award:	\$7,559,489.10 (5 years)
Account No.:	111-11030-1000-203400
Funding Source:	Collection Agency Payable
District(s):	All

This is a Request for Proposal service contract.

The Purchasing & Strategic Sourcing and Municipal Clerk recommend award as indicated to Delgado, Acosta, Spencer, Linebarger, & Perez LLP, the 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.

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

COMMITTEE SCORE SHEET

SOLICITATION NO: 2015-709R

SOLICITATION TITLE: TRAFFIC VIOLATION COLLECTION SERVICES

	Delgado, Acosta, spence, Linebager & Perez, LLP El Paso, TX	GC Services Limited Partnership Houston, TX			
MINIMUM RECOVERY RATE					
# points 25					
	23.11	24.09			
PENALTY FEE PROPOSAL					
# points 35					
	35.00	22.21			
PERFORMANCE & CLIENT HISTORY					
# points 10	7.80	9.2			
Experience & Qualifications					
# points 10	8.9	9.4			
Reponse to References					
# points 10	6.31	9.56			
EMPLOYEE MEDICAL BENEFITS & INCENTIVES					
# points 10	8.00	8.00			
GRAND TOTAL 100	89.12	82.46			



CITY OF EL PASO REQUEST FOR PROPOSAL TABULATION FORM



Bid Opening Date: MARCH 25, 2015
Project Name: TRAFFIC VIOLATION COLLECTION

Solicitation #: 2015-709R
Department: MUNICIPAL CLERK

DELGADO ACOSTA SPENCER LINEBARGER & PEREZ LLP ATTORNEYS AT LAW	EL PASO, TX
GC SERVICES LIMITED PARTNERSHIP	HOUSTON, TX
RFPs SOLICITED: 8 LOCAL RFPs SOLICITED: 5 RFPs RECEIVED: 2 LOCAL RFPs RECEIVED: 1 NO BIDS: 0	

NOTE: The information contained in this RFP tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED: 

DATE: 3-25-2015

LESLIE & LAY PC
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EL PASO, TX 79903

PUBLIC FINANCE STRATEGIES LLC
STEVE DOUGH
382 GRAHAM DR.
COPPELL, TX 75019

TANZY & BORREGO
2610 MONTANA AVE
EL PASO, TX 79903

GC SERVICES
6330 GULTON STE 400
HOUSTON, TX 77081

JOHNSON & VASQUEZ
4530 MONTANA AVE
EL PASO, TX 79903

HOV SERVICES
BOB RAYNOR
2601 E. YANDELL
EL PASO, TX 79903

DELGADO, ACOSTA, SPENCER, LINEBARGER,
& PERRY LLP
221 NORTH KANSAS STREET SUITE 1400
EL PASO, TX 79901

EQUIFAX GOVERNMENT SERVICES
P.O. BOX 740241
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