

**CITY OF EL PASO, TEXAS  
REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Community and Human Development

**AGENDA DATE:** June 17, 2008

**CONTACT PERSON/PHONE:** William L. Lilly – 541-4241  
Terrence Freiburg, Purchasing Manager, 541-4313

**DISTRICT (S) AFFECTED:** All

**SUBJECT:**

**APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.**

Award Best Value Procurement Solicitation No. 2008-084 for servicing the City of El Paso's Housing Program loans for Community and Human Development for an estimated annual amount of \$143,000 to AmeriNational Community Services, Inc. of Downey, CA. The award amount includes loan servicing of approximately 1,500 loans, delinquent loan management services, national credit bureau reporting, insurance monitoring and new loan set-up.

It is also requested that the City Manager of the City of El Paso be authorized to sign any contracts or other documents required to effectuate this award. This is a thirty-six (36) month contract with the City's option to extend the contract for two (2) additional one-year terms.

**BACKGROUND / DISCUSSION:**

**Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?**

There were 39 vendors who requested Bid solicitations, with two vendors submitting a Bid. AmeriNational Community Services, Inc. had the highest total score, based on the best value procurement rating procedures. The most significant rating factor was the cost for loan services and the second Bidder was more than 400% higher than AmeriNational Community Services, Inc.

**PRIOR COUNCIL ACTION:**

**Has the Council previously considered this item or a closely related one?**

On July 15, 2003, City Council approved an award to AmeriNational Community Services, Inc. of Downey, CA to provide loan servicing for loans under the City's Community and Human Development Department's CDBG Revolving Loan and HOME Loan programs. The contract was for 36 months, plus two one-year extensions were later approved by Council. During this period, the City has made significant improvements to its loan portfolio and has implemented more aggressive collection procedures with the coordination and cooperation of AmeriNational Community Services, Inc. The estimated revenue from the loan accounts is \$2,200,000 annually.

**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

Amounts have been budgeted and do not require a budget transfer.  
71150039-502201-09936-71000-CDBGRLFAD09, CDBG Revolving Loan Fund  
71150036-502201-09762-71000-G7109HM, CDBG Home Entitlement Grants

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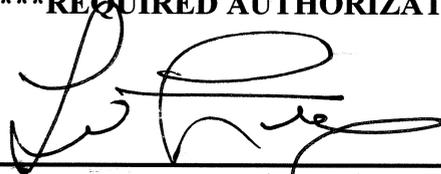
**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**  
N/A

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



William L. Lilly

**(Example: if RCA is initiated by Purchasing, client department should sign also)**  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

RECEIVED  
CITY CLERK  
MAY 11 2011 10:03 AM

PROJECT FORM

DATE: June 6, 1007

PROJECT: Administration of City of El Paso Housing Loan Program for Community and Human Development
SOLICITATION NO: 2008-084 DEPARTMENT: Community and Human Development
BUDGET NO: 71150039-502201-09936-CDBGRLFAD09 71150036-502201-09762-G7109HM
FUNDING SOURCE: CDBG Revolving Loan Fund CDBG Home Entitlement Grants
REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION: Vendor: Amerinational Community Services, Inc. Downey, CA
Item: Phase I (a) (b) (d), II, IV and V
Amount: \$143,000.00 Estimated Annual Expenditures

Community and Human Development and Financial Services Departments recommend award to Amerinational Community Services, Inc. offering best value bid.

This is a thirty-six (36) month requirement type contract. Vendor offers the City the option to extend the term of the contract at the same unit price for an additional two (2) year period if the option is exercised within two (2) years from the date of award. No prompt payment discount is offered.

BIDS SOLICITED- 39 (15 local)
BIDS RECEIVED- 2
"NO BID" RECEIVED 0

TOTAL RECOMMENDED AWARD: \$429,000.00
Estimated total expenditures

COUNCIL APPROVED [ ] REJECTED [ ] MUNICIPAL CLERK \_\_\_\_\_

APPROVED:

COUNCIL MEETING DATE: June 17, 2008

Terrence Freiburg
Purchasing Manager
Financial Services Department, Purchasing Division

cc: BID FILE

## MEMORANDUM

TO: The Honorable Mayor, City Council and City Manager

FROM: William L. Lilly, Director, Community and Human Development

THRU: Deborah G. Hamlyn, Deputy City Manager, Quality of Life

SUBJECT: Explanation for June 17, 2008 City Council Agenda Item

DATE: June 4, 2008

ITEM: \_\_\_\_\_

This item refers to Bid Solicitation No. 2008-084 that was issued on January 1, 2008 for the Administration of the City of El Paso Housing Loan Program for Community and Human Development. The purpose was to establish a 3-year contract with a firm to service the loans processed by Community and Human Development through utilization of its funding from the U.S. Department of Housing and Urban Development.

There were 39 vendors who requested the Bid Solicitation and there were two Bids received by the due date of March 25, 2008 from – Mills Escrow Company and AmeriNational Community Services, Inc. The Bids were analyzed by an evaluation committee of five staff members, representing Financial Services, Community and Human Development and the Deputy City Manager's office. The best value rating and evaluation of both vendors was done in accordance with Purchasing Policies and Procedures. Attached are the Bid Tabulation and Committee Score sheets for both vendors.

The price fee schedule for servicing the City's loan portfolio was the most significant criteria and therefore received the highest value of points (40 out of 100). The price fee schedule for Mills Escrow was more than 400% higher than AmeriNational Community Services, Inc. Attached is a price comparison of the loan services for each vendor. After reviewing and rating all aspects of the Bid Solicitation, the evaluation committee determined that AmeriNational Community Services, Inc. provided the best value for the price.

It should be noted that AmeriNational has serviced the City's loans for the past four years and that the final one-year extension will expire August 31, 2008. During the past years of loan servicing, the City has made significant improvement to its loan portfolio and has implemented more aggressive collection procedures, with the coordination and cooperation of AmeriNational Community Services, Inc.

# COMMITTEE SCORE SHEET

**SOLICITATION NO:** 2008-084

**SOLICITATION TITLE:** Administration of City of El Paso Housing Loan Program for Community and Human Development

		Amerinational Community Services, Inc. Downey, CA	Mills Escrow Company El paso, TX
Criteria	Maximum Points	\$44.20	\$202.50
Fee Schedule (Excluding Optional Awards)	40	40	8.69
Performance and Client History	20	12	8
References	10	6	4
Management and Information Technology Capabilities	10	8	4
Customer Service History	10	4	6
Employee Medical Benefits and Incentives	10	6	8
<b>GRAND TOTAL (Maximum 100 points)</b>	<b>100</b>	<b>76</b>	<b>38.69</b>

CITY OF EL PASO  
SOLICITATION NUMBER: 2008-084

ADMINISTRATION OF CITY OF EL PASO HOUSING LOAN PROGRAM  
FOR COMMUNITY AND HUMAN DEVELOPMENT

Vendor Receiving the Highest Score: AmeriNational Community Services, Inc.

Recommend Award of the following services:

<u>Description</u>	<u>Loan Fee</u>	<u>Estimated Annual Total</u>
<i>Phase I.</i>		
New Loan Set-Up Fee (\$25.00 X 50 loans estimated)	\$25.00 (OTF)	\$ 1,250.00
General Fee (1,400 + additional 100 loans = 1,500; 1,500 X \$6.50/month X 12 months)	\$ 6.50 monthly	\$117,000.00
Insurance Monitoring (1,500 estimated X .20 X 12 months)	\$ 0.20 monthly	\$ 3,600.00
<i>Phase II.</i>		
Monthly Administrative Fee per loan for Delinquent loan management (\$2.50 X 700 loans estimated)	\$ 2.50 monthly	\$ 21,000.00
<i>Phase V.</i>		
Monthly Administrative Fee per loan Account for National Credit Bureau Reporting (1,500 X -0- = No Charge)	\$ 0.00	\$ 0.00
<b>TOTAL AWARD/ACCEPTANCE:</b>		<b>\$142,850.00</b>

(OTF = One-time Fee)

CITY OF EL PASO  
SOLICITATION NUMBER: 2008-084

ADMINISTRATION OF CITY OF EL PASO HOUSING LOAN PROGRAM  
FOR COMMUNITY AND HUMAN DEVELOPMENT

Price Comparison of same services offered by: Mills Escrow Company

<u>Description</u>	<u>Loan Fee</u>	<u>Estimated Annual Total</u>
<i>Phase I.</i>		
New Loan Set-Up Fee (\$75.00 X 50 loans estimated)	\$75.00 (OTF)	\$ 3,750.00
General Fee (1,400 + additional 100 loans = 1,500; 1,500 X \$12.50/month X 12 months)	\$12.50 monthly	\$225,000.00
Insurance Monitoring (1,500 estimated X -0- No Charge)	\$ 0.00 monthly	\$ 0.00
<i>Phase II.</i>		
Monthly Administrative Fee per loan for Delinquent loan management (\$30.00 X 700 loans X 12 months)	\$30.00 monthly	\$252,000.00
<i>Phase V.</i>		
Monthly Administrative Fee per loan Account for National Credit Bureau Reporting (\$10 X 1,500 X 12 months)	\$10.00 monthly	\$180,000.00
<b>TOTAL FOR MILLS ESCROW COMPANY</b>		<b>\$660,750.00</b>

(OTF = One-time Fee)

# CITY OF EL PASO BID TABULATION

**BID ITEM: ADMINISTRATION OF THE CITY OF EL PASO HOUSING LOAN PROGRAM FOR COMMUNITY AND HUMAN DEVELOPMENT**  
**BID DATE: MARCH 26, 2008** **BID # 2008-084** **DEPARTMENT: COMMUNITY DEVELOPMENT**

		AMERINATIONAL COMMUNITY SERVICES, INC. DOWNEY, CA			MILLS ESCROW COMPANY EL PASO, TX					
PHASE	DESCRIPTION	LOAN FEE	APPLIES TO ALL LOANS? (YES OR NO)	ONE-TIME FEE? (YES OR NO)	LOAN FEE	APPLIES TO ALL LOANS? (YES OR NO)	ONE-TIME FEE? (YES OR NO)			
<b>I</b>	<b>GENERAL MONTHLY ADMINISTRATIVE FEE PER LOAN ACCOUNT</b>									
[a]	• NEW LOAN SETUP FEE	\$25.00	NO	YES	\$75.00	YES	YES			
[b]	• GENERAL FEE	\$6.50	YES	NO	\$12.50	YES	NO			
[c]	• PROPERTY TAX MONITORING FEE (OPTIONAL)	\$38.00 *	YES	YES	\$6.50	YES	NO			
[d]	• INSURANCE MONITORING FEE (OPTIONAL)	\$0.20	YES	NO	INCLUDED ABOVE					
<b>II</b>	<b>MONTHLY ADMINISTRATIVE FEE PER LOAN FOR DELINQUENT LOAN MANAGEMENT</b>	\$2.50	NO		\$30.00	YES	NO			
III	ADMINISTRATIVE FEE PER LOAN ACCOUNT FOR FORECLOSURE SERVICES (OPTIONAL)	\$250.00	NO	YES	\$450.00	YES	YES			
<b>IV</b>	<b>ADMINISTRATIVE FEE PER LOAN ACCOUNT FOR RETURN SERVICES (IF ANY)</b>	\$10.00	NO	YES	\$75.00	YES	YES			
<b>V</b>	<b>MONTHLY ADMINISTRATIVE FEE PER LOAN ACCOUNT FOR NATIONAL CREDIT BUREAU REPORTING</b>	\$0.00 (NO CHARGE)	YES		\$10.00	YES	NO			
VI	ADMINISTRATIVE FEE PER LOAN ACCOUNT FOR BANKRUPTCY SERVICES (OPTIONAL)	\$275.00 **	NO	YES	\$10.00	YES	NO			
		\$7.00 (MONITORING)	NO	NO						
<b>TOTALS: PHASE I [a][b][d], II, IV, AND V</b>		<b>\$44.20</b>			<b>\$202.50</b>					

**NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.**

\* THIS REPRESENTS A NEGOTIATED PRICE OFFERED BY AMERINATIONAL'S SELECTED TAX SERVICE VENDOR. IT IS DEPENDENT UPON CERTAIN INFORMATION BEING PROVIDED BY THE CITY, SUCH AS COUNTY AGENCY AND NUMBER, AND PARCEL NUMBER, AND ALSO ON A CERTAIN MINIMUM

\*\* ADMINISTRATIVE FEE PER LOAN ACCOUNT FOR BANKRUPTCY SERVICES INCLUDES: 1. FILING OF PROOF OF CLAIMS FEE: \$75.00 PER OCCURRENCE; 2. FILING OF REAFFIRMATION AGREEMENTS FEE: \$50.00 FOR EACH OCCURRENCE; 3. FILING OF LIFT STAYS FEE: \$150.00 PER OCCURRENCE PLUS OUT-OF-POCKET FEES AND COSTS. SUCH FEES AND COSTS INCLUDE, BUT ARE NOT LIMITED TO, OBTAINING LOCAL COUNSEL IN THE BANKRUPTCY JURISDICTION AND AS APPROVED BY THE CITY. THE CITY WILL BE RESPONSIBLE FOR THE PAYMENT OF ANY FEES FOR FILING SUITE OR RELATED OUTSIDE COSTS DUE AMERINATIONAL THAT CANNOT BE REIMBURSED FROM THE BORROWER.

APPROVED BY:   /  s/  

DATE:   4/9/08

# CITY OF EL PASO BID TABULATION

<b>BID ITEM: ADMINISTRATION OF THE CITY OF EL PASO HOUSING LOAN PROGRAM FOR COMMUNITY AND HUMAN DEVELOPMENT</b> <b>BID DATE: MARCH 26, 2008</b>			
<b>BID # 2008-084</b>		<b>DEPARTMENT: COMMUNITY DEVELOPMENT</b>	
	<b>AMERINATIONAL COMMUNITY SERVICES, INC.</b> <b>DOWNEY, CA</b>	<b>MILLS ESCROW COMPANY</b> <b>EL PASO, TX</b>	
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE ADDITIONAL YEAR AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN:</p> <p>TWO ADDITIONAL YEARS AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN:</p> <p>A. ONE YEAR FROM DATE OF AWARD OF THE CONTRACT.</p> <p>B. TWO YEARS FROM DATE OF AWARD OF THE CONTRACT.</p> <p>C. NO OPTION OFFERED.</p>	<div style="text-align: center; margin-bottom: 20px;"><input type="checkbox"/></div> <div style="text-align: center; margin-bottom: 20px;"><input checked="" type="checkbox"/></div> <p>YES <input type="checkbox"/>      NO <input type="checkbox"/></p> <p>YES <input checked="" type="checkbox"/>      NO <input type="checkbox"/></p> <div style="text-align: center; margin-top: 20px;"><input type="checkbox"/></div>	<div style="text-align: center; margin-bottom: 20px;"><input type="checkbox"/></div> <div style="text-align: center; margin-bottom: 20px;"><input checked="" type="checkbox"/></div> <p>YES <input checked="" type="checkbox"/>      NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/>      NO <input type="checkbox"/></p> <div style="text-align: center; margin-top: 20px;"><input type="checkbox"/></div>	
<b>PAYMENT TERMS:</b>	<b>NET - 30 DAYS</b>	<b>3.0% - 10 DAYS / 2.0% - 20 DAYS</b> <b>1.0% - 30 DAYS / NET - 30 DAYS</b>	
<b>BIDS SOLICITED: 39</b>	<b>BID RECEIVED: 2</b>	<b>BIDS LOCAL: 15</b>	<b>NO BIDS: 0</b>

**NOTE: THIS IS A BEST VALUE PROCUREMENT.**

**OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.**

APPROVED BY:   
 DATE: 4/9/08

CREDITORS SERVICE BUREAU  
1817 WYOMING AVE.  
EL PASO, TX 79902 *JTF*

AMERICAN GENERAL FINANCIAL  
SERVICES  
1506 LEE TREVINO  
EL PASO, TX 79936

ANN ANN ESCROW CO.  
P.O. BOX 371668  
EL PASO, TX 79937-1668 *JTF*

CITIFINANCIAL  
7420 GATEWAY EAST  
EL PASO, TX 79915

CURREY ADKINS COOK  
6633 N. MESA, STE 601  
EL PASO, TX 79912

BANK OF AMERICA  
416 N. STANTON  
EL PASO, TX 79901

CHASE MANHATTAN BANK  
201 E. MAIN  
EL PASO, TX 79901

DILL CONSULTING  
7700 ALABAMA, SUITE F  
EL PASO, TX 79904 *JTF*

WELLS FARGO FINANCIAL  
3800 N. MESA  
EL PASO, TX 79902

GECU  
7227 VISCOUNT  
EL PASO, TX 79925

BANK OF THE WEST  
500 N. MESA  
EL PASO, TX 79901

RENE NAVARRO  
12228 KYLE WENDELIN  
EL PASO, TX 79936

WASHINGTON MUTUAL FINANCE  
1360 LEE TREVINO  
EL PASO, TX 79936 *JTF*

BENEFICIAL  
10501 GATEWAY WEST  
EL PASO, TX 79925

INTERNATIONAL BANK  
1790 LEE TREVINO  
EL PASO, TX 79936

NATIONWIDE CREDIT, INC.  
136 WALTON FERRY ROAD  
HENDERSONVILLE, TN 37075 *JTF*

RSI ENTERPRISES, INC.  
3131 SOUTH VAUGHN WAY, STE 426  
AURORA, CO 80014

PROGRESSIVE FINANCIAL  
SERVICIES  
624 W. BROADWAY ROAD. STE 215  
MESA, AZ 85210 *JTF*

MULTI FINANCIAL SERVICES CO., INC.  
ATTN: TERRY RYAN  
P.O. BOX 13241  
ALLAHASSEE, FL 32317 *JTF*

AMERINTIONAL COMMUNITY SERVICES  
8121 E. FLORENCE AVE.  
DOWNEY, CA 90240

MITAS GROUP  
ATTN: BILL BROWN  
1500 S. CENTRAL EXPRESSWAY,  
SUITE 100  
MCKINNEY, TX 75070

AMERICAN MUNICIPAL SERVICES  
740 NORTH JOSEY LANE, SUITE 225  
DARROLLTON, TX 75007

GC SERVICES  
6330 GULTON, STE 400  
HOUSTON, TX 77081

ALLIED INTERSTATE INC.  
435 FORD RD, STE 800  
MINNEAPOLIS, MD 55426

VENUE MANAGEMENT CORP.  
21 METRO DRIVE, SUITE B  
EFFERSON CITY, MO 65109 *JTF*

STATE METROPOLITAN & COUNTY  
SERVICES  
3939 GREEN OAKS BLVD., STE 101  
ARLINGTON, TX 76016 *JTF*

BPG  
P.O. BOX 545  
ARLINGTON, TX 76004-0545

QUIFAX GOVERNMENT SERVICES  
360 NORTHEAST EXPRESSWAY  
ATLANTA, GA 30340 *JTF*

NATIONAL CREDIT MANAGERS  
P.O. BOX 140925  
ORLANDO, FL 32814

R.M. SERVICES, INC. *Change of Address*  
639 RESEARCH PARKWAY  
MERIDAN, CT 06450  
*Executive Park Dr.*  
*Bedford, NH 03110*

NATIONAL RECOVERIES, INC. *change of address*  
11000 CENTRAL AVENUE N.E.  
BLAINE, MN 55434-3827  
*14735 highway*  
*Ham Lake, MN*

S.W. CREDIT SYSTEMS  
2629 DICKERSON PARKWAY  
CARROLLTON, TX 75507  
*JTF*

REVENUE ASSURANCE  
PROFESSIONALS, LLC  
2650 THOUSAND OAKS BLVD., STE  
4200  
MEMPHIS, TN 38118

ICC  
78111 HIGHWAY 25  
FOLSOM, LA 70437-0579  
*JTF*

MUNICIPAL SERVICE BUREAU  
5912 BALCONES DR., STE 100  
AUSTIN, TX 78731  
*JTF*

MANAGEMENT KONCEPTS  
3201 CHERRY RIDGE # 300  
SAN ANTONIO, TX 78230  
*JTF*

FINANCIAL ASSET MANAGEMENT  
SYSTEMS, INC. (FAMIS)  
3740 DAVINCI COURT, STE 420  
NORCROSS, GA 30092  
*JTF*

NATIONAL FINANCIAL SYSTEMS, INC.  
8895 N. MILITARY TRAIL  
PALM BEACH GARDEN, FL 33410  
*JTF*

AMERICAN RECOVERY SYSTEMS  
1699 WALL STREET  
MOUNT PROSPECT, IL 60056