



**Council Agenda Item
July 15, 2019**

9. AUTHORIZATIONS

- (b) Consider awarding a delinquent property tax collection services contract and authorizing the city manager to negotiate and execute a delinquent property tax collection services contract with the awardee.

Background information attached as follows:

Cover memo – **Updated 07.12.2019**

PowerPoint – **Provided 07.12.2019**



CITY COUNCIL AGENDA ITEM COVER MEMO

July 15, 2019

To: Mayor and City Council
Agenda Item: 9(b) Consider awarding and authorizing the negotiation and execution of a delinquent property tax collection services contract.
Submitted by: Allena J Portis, Director of Financial Services

SYNOPSIS

Staff recommends awarding a contract for delinquent property tax collection services.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Create a great place to live
- Maintain a financially sound City

BACKGROUND

The current collection contract for delinquent property tax collection expired on 6/30/2019. The Purchasing Office issued the RFP 19-055 for Delinquent Tax Collection Services on May 16, 2019. RFP 19-055 was advertised in the Fort Bend Independent newspaper for two consecutive weeks as well as posted the solicitation on Demandstar and TX Smart Buy. Responses were due on June 14, 2019. Two responses were received. They were from (in alphabetical order):

- Linebarger, Goggan, Blair & Sampson, LLP
- Purdue Brandon Fielder Collins and Mott

The responses were evaluated and ranked by a staff evaluation committee. The staff evaluation committee consisted of representatives from Finance, Legal, Municipal Court, and City Manager's Office. Each evaluator independently scored each proposal. Linebarger received 4565 of 500 points, while Purdue received 445 of 500 points. Based on the scores, staff recommends award to Linebarger. Linebarger is the incumbent vendor and has provided these services to the City since 2004.

FISCAL ANALYSIS

Pursuant to state law (Property Tax Code -Section 33.48), in a suite to collect a delinquent tax, a taxing unit is entitled to recover attorney fees in the amount of 15 percent of the total amount of taxes, penalties, and interest due. The attorney fees are paid by the property owner and are not budgeted within the City's financial system.

SUPPORTING MATERIALS

1. Request for Proposal # 19-055
2. Addendum #1 - RFP #19-055
3. [Score Tabulation RFP #19-055](#)
- 3.4. [Power point presentation](#)

STAFF'S RECOMMENDATION

Staff's recommendation is to award the contract to Linebarger, Goggan, Blair & Sampson, LLP, which is the firm that scored the highest during the evaluation process.

Director Approval: Allena J Portis, Director of Financial Services

**Assistant City Manager/
City Manager Approval: Anthony J. Snipes, City Manager**

DELINQUENT PROPERTY
TAX COLLECTIONS SERVICES
CONTRACT RFP No. 19-055



BACKGROUND

PRIOR SOLICITATION

- Last solicitation: RSQ 14-092 (issued in 2014)
- The agreement expired June 30, 2019; but allows for 6 months of collection after expiration

CURRENT SOLICITATION

- Request for Proposals (RFP) No. 19-055
- Issued on May 16, 2019
- Posted on two websites:
<http://www.txsmartbuy.com/sp> and
<https://www.demandstar.com/Default.asp>
- Advertised: Ft. Bend Independent
- Responses due on Friday June 14, 2019
- Two (2)responses received
Linebarger, Goggan, Blair & Sampson, LLP
Perdue, Brandon, Fielder, Collins & Mott, LLP



TIMELINE

EVENT

Date of RFP Issued
Questions from Proposers Due to the City
Proposals Due from Proposers
Finance and Services Committee
Council Agenda Date
Notification of Intent to Award
Contract Start Date

DATE

May 16, 2019
May 29, 2019 - 2:00PM CST
June 14, 2019- 2:00PM CST
July 11, 2019
July 15, 2019
July 2019
July 2019



Evaluation Process

- Four Evaluation Committee members were selected
- Signed a Non-disclosure agreement
- Individual scoring sent directly to Purchasing from committee members
- Scores were tabulated by Purchasing with results sent to evaluation committee members
- Scores and process are presented to Finance and Services committee



Evaluation Criteria	Score
Criterion 1: Local Tax Collection Experience	25
Criterion 2: Local capability of firm in the areas of legal personnel, support personnel, data processing capabilities and a spectrum of services	20
Criterion 3: Demonstrated ability to handle complex delinquent tax litigation and comprehensive bankruptcy services.	15
Criterion 4: Clarity and quality of response and supporting data	10
Criterion 5: Location of firm's staff with respect to the geographic location of the City.	5
Criterion 6: Responses from references.	10
Criterion 7: Taxpayer communications and assistance program	15
Total	100

**REQUEST FOR PROPOSALS NO. 19-055
FOR MUNICIPAL COURT AND ALARM COLLECTION SERVICES
FOR THE CITY OF MISSOURI CITY, TEXAS**

TABULATION AND RANKING

EVALUATOR	#1	#2	#3	#4	#5	TOTAL
LINEBARGER	98	99	93	870	95	465 5/500
PERDUE	91	97	91	74	92	445/500

- 1. Linebarger
- 2. Perdue

Compiled by: Ireyan J. Clark-Sam
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July 5, 2019



RFP No. 19-055 Point of Contact

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