

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

**AGENDA DATE:** June 4, 2024  
**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**  
Benjamin E. Fyffe, Managing Director, Quality of Life (915) 212-1766  
K. Nicole Cote, Managing Director (915) 212-1092

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** Goal 3 - Promote the Visual Image of El Paso

**SUBGOAL:** 3.3 Establish a brand that celebrates and promotes El Paso's unique identity and offerings

**SUBJECT:**

Discussion and action on the award of solicitation 2024-0071 Domestic Fine Art Shipping to Iron Mountain Incorporated dba Crozier Fine Arts, for an initial term of three (3) years for an estimated amount of \$1,241,130.00. The award also includes a one (1), two (2) year option for an estimated amount of \$827,420.00. The total contract time is for five (5) years for a total estimated amount of \$2,068,550.00. This contract will allow the Museum and Cultural Affairs Department to ship artwork domestically.

**BACKGROUND / DISCUSSION:**

The services under this contract will provide the Museums and Cultural Affairs Department a specialized fine art shipper in order to safely and securely transport artwork used in exhibitions.

**SELECTION SUMMARY:**

Solicitation was advertised on February 6, 2024 and February 13, 2024. The solicitation was posted on City website on February 6, 2024. There were a total of ten (10) viewers online; one (1) bid was received; not a local supplier. An Inadequate Competition Survey was conducted.

**CONTRACT VARIANCE:**

The difference based in comparison to the previous contract is as follows: An increase of \$151,530.00 for the initial term, which represents a 13.91% increase due to price increases.

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$1,241,130.00  
Funding Source: General Fund  
Account: 522150-454-1000-54000

**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?   X   YES      NO**

2024-0071 Domestic Fine Art Shipping

**PRIMARY DEPARTMENT:** Museum and Cultural Affairs  
**SECONDARY DEPARTMENT:** Purchasing & Strategic Sourcing

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

**DEPARTMENT HEAD:**



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Benjamin E. Fyffe, Managing Director, Quality of Life

Project Form  
Low Bid

\*\*\*\*\*Posting Language Below\*\*\*\*\*

Please place the following item on the Consent Agenda for the City Council Meeting of June 4, 2024.

Strategic Goal 3 - Promote the Visual Image of El Paso

The linkage to the Strategic Plan is subsection: 3.3 Establish a brand that celebrates and promotes El Paso's unique identity and offerings

**Award Summary:**

Discussion and action on the award of solicitation 2024-0071 Domestic Fine Art Shipping to Iron Mountain Incorporated dba Crozier Fine Arts, for an initial term of three (3) years for an estimated amount of \$1,241,130.00. The award also includes a two (2) year option for an estimated amount of \$827,420.00. The total contract time is for five (5) years for a total estimated amount of \$2,068,550.00. This contract will provide the Museums and Cultural Affairs Department a specialized fine art shipper in order to safely and securely transport artwork used in exhibitions.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$151,530.00 for the initial term, which represents a 13.91% increase due to price increases.

Department:	Museum and Cultural Affairs
Award to:	Iron Mountain Incorporated dba Crozier Fine Arts
City & State:	New York, NY
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$413,710.00
Initial Term Estimated Award:	\$1,241,130.00
Option Term Estimated Award:	\$827,420.00
Total Estimated Award	\$2,068,550.00
Account(s)	522150-454-1000-54000
Funding Source(s):	General Fund
District(s):	All Districts

This was a Best Value Procurement - service contract

The Purchasing & Strategic Sourcing Department and Museum and Cultural Affairs Department recommend award as indicated to Iron Mountain Incorporated dba Crozier Fine Arts highest ranked bidder based on the evaluation criteria for this solicitation.

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.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

## CITY OF EL PASO BEST VALUE SCORESHEET

PROJECT: 2024-0071 Domestic Fine Art Shipping

## Evaluation of Submittal

Iron Mountain Incorporated  
dba Crozier Fine Arts  
New York, NY

MAX POINTS

## Factor A - Offeror's Fee Proposal

35

\$ 1,241,130.00

29.59

## Factor B - Experience – Comparable Contracts

35

27.83

## Factor C - References

30

26.00

## TOTAL SCORE

100

83.42

Rank

1



CITY OF EL PASO  
BID TABULATION FORM



BID TITLE: Domestic Fine Art Shipping										Bid NO: 2024-0071	
BID DATE: March 6, 2024										DEPARTMENT: MCAD	
					Iron Mountain Incorporated dba Crozier Fine Arts New York, NY Bidder 1 of 1						
Group 1 - National Fine Art Shipping - Shuttle Service											
Item No.	Description	Unit of Measure	Minimum Approximate Quantities	Maximum Approximate Quantities (A)	Price (B)	Yearly Total (C = A X B) (C)	3 Year Total (D = C X 3) (D)	Price (B)	Yearly Total (C = A X B) (C)	3 Year Total (D = C X 3) (D)	
1	Climate controlled, air-ride suspension vehicle equipped with GPS tracking.	Each	1	\$ 20.00	\$2,937.00	\$ 58,740.00	\$ 176,220.00	\$ -	\$ -	\$ -	
2	Two (2) Traind Art Handlers	Each	1	\$ 20.00	\$ 214.50	\$ 4,290.00	\$ 12,870.00	\$ -	\$ -	\$ -	
3	Soft-Pack Works of Art	Each	1	\$ 20.00	\$ 214.50	\$ 4,290.00	\$ 12,870.00	\$ -	\$ -	\$ -	
4	Crate Works of Art	Each	1	\$ 20.00	\$ 286.00	\$ 5,720.00	\$ 17,160.00	\$ -	\$ -	\$ -	
Total						\$ 73,040.00	\$ 219,120.00			\$ -	
Group 2 - National Fine Art Shipping - Exclusive Service											
1	Climate controlled, air-ride suspension vehicle equipped with GPS tracking.	Each	1	\$ 20.00	\$ 16,318.50	\$ 326,370.00	\$ 979,110.00	\$ -	\$ -	\$ -	
2	Two (2) Traind Art Handlers	Each	1	\$ 20.00	\$ 214.50	\$ 4,290.00	\$ 12,870.00	\$ -	\$ -	\$ -	
3	Soft-Pack Works of Art	Each	1	\$ 20.00	\$ 214.50	\$ 4,290.00	\$ 12,870.00	\$ -	\$ -	\$ -	
4	Crate Works of Art	Each	1	\$ 20.00	\$ 286.00	\$ 5,720.00	\$ 17,160.00	\$ -	\$ -	\$ -	
Total						\$ 340,670.00	\$ 1,022,010.00			\$ -	
						Bidder's Price: \$334,950.00	Bidder's Price: \$1,004,850.00				
<p align="center"><b><u>OPTION TO EXTEND THE TERM OF THE AGREEMENT</u></b></p> <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. THE TERM OF THIS CONTRACT SHALL BE BASED ON ONE OF THE SELECTIONS BELOW AND UNDER THE SAME TERMS AND CONDITIONS. THE CITY MANAGER OR DESIGNEE MAY EXTEND THE OPTION TO EXTEND.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p>											
TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S)					<div>X</div>			<div></div>			



CITY OF EL PASO  
BID TABULATION FORM



BID TITLE: Domestic Fine Art Shipping		Bid NO: 2024-0071
BID DATE: March 6, 2024		DEPARTMENT: MCAD
	Iron Mountain Incorporated dba Crozier Fine Arts New York, NY Bidder 1 of 1	
NO OPTION OFFERED	<input type="text"/>	<input type="text"/>
AMENDMENTS ACKNOWLEDGED:	YES	
BIDS SOLICITED: 7	LOCAL BIDS SOLICITED: 0	BIDS RECEIVED: 1
	LOCAL BIDS RECEIVED: 0	NO BID: 4
NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.		