

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

AGENDA DATE: August 30, 2022
PUBLIC HEARING DATE: Not Applicable

CONTACT PERSON(S) NAME AND PHONE NUMBER:

Araceli Guerra, Managing Director of Internal Services, (915) 212-1401
Claudia A. Garcia, Interim Director of Purchasing & Strategic Sourcing, (915) 212-1218

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: 6: Set the Standard for Sound Governance and Fiscal Management.

SUBGOAL: 6.2 - Implement employee benefits and services that promote financial security.

SUBJECT:

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order to USI Southwest, Inc., referencing Contract 2019-1063R Property Insurance. This will be a change order to increase the contract by \$682,201.40 for a total amount not to exceed \$3,411,006.98 for the initial term. The change order will cover expenses for property insurance annual premium increases from August 30, 2020 to July 1, 2023.

BACKGROUND / DISCUSSION:

This contract allows the City of El Paso to obtain property insurance for City of El Paso assets.

SELECTION SUMMARY:

NA

CONTRACT VARIANCE:

NA

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

On January 21, 2020 City Council approved the award of contract 2019-1063R to vendor for a three (3) year term and two (2) additional terms of two (2) years each to extend the contract for at total amount of \$6,367,213.02.

AMOUNT AND SOURCE OF FUNDING:

Amount: \$682,201.40
Funding Source: Non-departmental – Property Insurance Expense
Account: 999-9999-1000-544090

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? X YES NO

PRIMARY DEPARTMENT: Human Resources

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

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

DEPARTMENT HEAD:

Mary Michel for Araceli Guerra

Araceli Guerra, Managing Director of Internal Services

**COUNCIL PROJECT FORM
(CHANGE ORDER)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **August 30, 2022.**

STRATEGIC GOAL NO. 6: Set the Standard for Sound Governance and Fiscal Management.

The linkage to Strategic Plan is subsection 6.2 - Implement employee benefits and services that promote financial security.

Award Summary:

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order to USI Southwest, Inc., referencing Contract 2019-1063R Property Insurance. This will be a change order to increase the contract by \$682,201.40 for a total amount not to exceed \$3,411,006.98 for the initial term. The change order will cover expenses for property insurance annual premium increases from August 30, 2020 to July 1, 2023.

Contract Variance:

No contract variance

Department:	Human Resources
Award to:	USI Southwest, Inc. El Paso, TX
Total Estimated Amount:	\$682,201.40
Account No.:	999-9999-1000-544090
Funding Source	Non-departmental – Property Insurance Expense
District(s):	All

This is a Request for Proposal, services contract.

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