

**DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** El Paso International Airport  
Purchasing & Strategic Sourcing

**AGENDA DATE:** April 15, 2025

**PUBLIC HEARING DATE:** NA

**CONTACT PERSON NAME:** Tony Nevarez Aviation Director  
Claudia A. Garcia Director of  
Purchasing & Strategic Sourcing

**PHONE NUMBER:** (915)212-7301

**PHONE NUMBER:** (915)212-0043

**DISTRICT(S) AFFECTED:** 3

**STRATEGIC GOAL:** No. 1. Cultivate an Environment Conductive to Strong Sustainable Economic Development

**SUBGOAL:** 1.4- Grow the core business of air transportation.

**SUBJECT:**

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2020-487R Financial and Planning Services to Garver, LLC and Ricondo & Associates, Inc. This change order will increase referenced contract by \$625,000.00 for a total estimated amount not to exceed \$3,125,000.00.

**BACKGROUND / DISCUSSION:**

This Change Order will increase the capacity of the contract to cover services through its expiration on September 16, 2025.

**COMMUNITY AND STAKEHOLDER OUTREACH:**

N/A

**SELECTION SUMMARY:**

NA

**CONTRACT VARIANCE:**

N/A

**PROTEST**

NA

**PRIOR COUNCIL ACTION:**

On March 17, 2020 City Council approved the award of contract 2020-487R to Garver LLC and Ricondo & Associates, Inc. for a three (3) year term and two (2) year-option to extend the contract for at total amount of \$2,500,000.00.

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$625,000.00

Funding Source: Airport Enterprise Funds

Account: 562-3000-521160-62030-P6201

**REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:**

Report any contributions or donations to City Council of an accumulated total of \$500 or more. Report the name of the elected official and the amount.

NAME	AMOUNT (\$)
Form was provided to the applicant	

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

**DEPARTMENT HEAD:**



\_\_\_\_\_  
Tony Nevarez Aviation Director



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Claudia A. Garcia Director of Purchasing & Strategic Sourcing

Project Form  
(Change Order)

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

Please place the following item on the Regular Agenda for the City Council of April 15, 2025.

Strategic Goal 1 - Create an Environment Conducive to Strong sustainable Economic Development

The linkage to the Strategic Plan is subsection: 1.4 Grow the core business of air transportation environment

**Award Summary:**

Discussion and action on the Request that the Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2020-487R Financial and Planning Services to Garver LLC and Ricondo & Associates, Inc. This change order will increase referenced contracts by \$625,000.00 for a total estimated amount not to exceed \$3,125,000.00. This change order will increase the capacity of the contract to cover services through its expiration on September 16, 2025.

Department:	El Paso International Airport
Supplier 1:	Garver LLC
City & State:	El Paso, TX
Current Contract Estimated Amount:	\$1,250,000.00
Change Order Amount:	\$ 312,500.00
Total Estimated Amount not to Exceed:	\$1,562,500.00
Supplier 2:	Ricondo & Associates, Inc.
City & State:	Chicago, IL
Current Contract Estimated Amount:	\$1,250,000.00
Change Order Amount:	\$ 312,500.00
Total Estimated Amount not to Exceed:	\$1,562,500.00
Current Contracts Estimated Amount:	\$2,500,000.00
Total Change Order Amount:	\$ 625,000.00
Total Estimated Amount no to Exceed:	\$3,125,000.00
Account(s):	562-3000-521160-62030-P6201
Funding Source(s):	Airport Enterprise Funds.
District(s):	3

This was a Request for Proposals Award – service contract