

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

**AGENDA DATE:** March 12, 2024

**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**

Benjamin E. Fyffe, Managing Director of Museum and Cultural Affairs (915)  
212-1766

K. Nicole Cote, Managing Director of Purchasing & Strategic Sourcing (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 that the Managing Director of the Purchasing & Strategic Sourcing Department be authorized to issue Purchase Order(s) to Cordova Brokerage International, Inc., for a term of three (3) years for an estimated amount of \$690,000.00. This contract will allow the Museum and Cultural Affairs Department to ship artwork internationally.

**BACKGROUND / DISCUSSION:**

The El Paso Museum of Art utilizes specialized fine art shipper in order to safely and securely transport artwork used in exhibitions.

**SELECTION SUMMARY:**

NA

**CONTRACT VARIANCE:**

The difference based in comparison to the previous contract is as follows: An increase of \$579,300.00 for the initial term which represents 523.31%. This is due to the addition of new services and an increase in the price of transportation.

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$690,000.00

Funding Source: General

Account: 454-1000-54000-522150

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? ☒ YES ☐ NO

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 of Museum and Cultural Affairs

Project Form  
Non-Competitive

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

Please place the following item on the Regular Agenda for the City Council of March 12, 2014.

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 Request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for solicitation 2024-0181 International Fine Art Shipping to Cordova Brokerage International, Inc., for an initial term of three (3) years for an estimated amount of \$ 690,000.00. This contract will allow the Museum and Cultural Affairs to ship artwork internationally.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$579,300.00 for the initial term, which represents a 523.31% increase due to the addition of new services and an increase in the price of transportation.

Department:	Museum and Cultural Affairs
Award to:	Cordova Brokerage International, Inc.
City & State:	El Paso, Texas
Item(s):	All
Initial Term:	3 Years
Option Term:	N/A
Total Contract Time:	3 Years
Annual Estimated Award:	\$230,000.00
Initial Term Estimated Award:	\$690,000.00
Option Term Estimated Award:	N/A
Total Estimated Award:	\$690,000.00
Account(s):	454-1000-54000-522150
Funding Source(s):	General
District(s):	All

Non-Competitive Procurement under Local Government General Exemption: Section 252.022 -

(7) a procurement of items that are available from only one source –

(A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;

The Purchasing & Strategic Sourcing Department and Museum and Cultural Affairs recommend award as indicated to Cordova Brokerage International, Inc. under the exemption listed above.

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.