

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

DEPARTMENT: Museums and Cultural Affairs

AGENDA DATE: May 26, 2009

CONTACT PERSON/PHONE: Sean McGlynn 541-4896 ; Terrence Freiburg, Purchasing Manager
541-4313

DISTRICT(S) AFFECTED: All Districts

SUBJECT:

The award of Solicitation No. 2009-110 - Artifact Appraisal Services for Museums of History and Archeology bid to Art International Resource, LLC.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

An appraisal of 500 of the most significant works in the permanent collections of the El Paso Museum of History and and the El Paso Museum of Archaeology is recommended in line with the recommendation by the City of El Paso Internal Audit Office for appraisal of the El Paso Museum of Art collection, which is currently underway. The artifact collections have never been appraised. This appraisal will ensure the proper insurance and safeguarding of City of El Paso and El Paso Museum of Archaeology and El Paso Museum of History assets.

PRIOR COUNCIL ACTION

Has the Council previously considered this item or a closely related one?

Approval and award of Solicitation No. 2008-110 - Art Museum Collection Appraisal on May 6, 2008

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

99010273/01101/54000/502101. Budget Transfer not required - OMB manage non-departmental General Fund.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

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

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

PROJECT FORM

DATE: May 8, 2009

PROJECT: Artifact Appraisal Services
SOLICITATION NO: 2009-110 DEPARTMENT: MCAD - Museums of History & Archaeology
BUDGET NO: 99010273/01101/502101
FUNDING SOURCE: Special Items/General Fund/Appraisal Services
REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION: Vendor: Art International Resources LLC
Westminister, CO
Item(s): Base Bid I - All
Total Award: \$80,665.00

The award of Solicitation No. 2009-110, Art Work Appraisal Services, to Art International Resources LLC for a total amount of \$80,665.00.

This is a fixed-price, single (one-time) purchase for services to provide current fair market values for 500 of the most valuable works in the permanent collection of the El Paso Museum of History and the El Paso Museum of Archaeology. No prompt payment discount was offered.

The Museums & Cultural Affairs and Financial Services Departments recommend award as indicated to the Bidder offering the Best Value Bid.

BIDS SOLICITED 29 (0 local)
BIDS RECEIVED 2
"NO BID" RECEIVED 0

TOTAL RECOMMENDED AWARD: \$80,665.00

COUNCIL APPROVED [checked] REJECTED [] MUNICIPAL CLERK _____

APPROVED:

COUNCIL MEETING DATE: May 26, 2009

Terrence Freiburg
Purchasing Manager

BEST VALUE SCORE SHEET

		ART INTERNATIONAL RESOURCES LLC WESTMINISTER, CO		KENDRA E. BOWERS COLORADO SPRINGS, CO							
CRITERIA	WEIGHT BY %	SCORE	POINTS	SCORE	POINTS	SCORE	POINTS	SCORE	POINTS	SCORE	POINTS
QUALIFICATIONS AND EXPERIENCE	25		21		25						
TIMETABLE - ABILITY TO MEET SCHEDULES	10		10		7						
COST	30		30.0		13.7						
REFERENCES AND PAST PERFORMANCE	25		21		25						
ADEQUACY OF RESPONSE	10		10		8						
TOTAL	100		91.3		78.1						

CITY OF EL PASO BID TABULATION

BID ITEM: ARTIFACT APPRAISAL SERVICES		BID # 2009-110	
BID DATE: FEBRUARY 18, 2009		DEPARTMENT: EL PASO MUSEUMS OF HISTORY AND ARCHAEOLOGY	
	ART INTERNATIONAL RESOURCES LLC WESTMINSTER, CO	KENDRA E. BOWERS - NO COMPANY COLORADO SPRINGS, CO	
BASE BID I	UNIT PRICE	UNIT PRICE	
COST OF APPRAISAL SERVICES (ATTACH SCHEDULE OF FEES)	\$72,000.00	\$172,000.00	
COST OF TRAVEL (ATTACH SCHEDULE OF TRIPS)	\$4,600.00	\$4,000.00	
COST OF TEMPORARY ON-SITE ASSISTANT	\$3,520.00	N/A	
COST OF MISCELLANEOUS EXPENSES (ATTACH SCHEDULE)	\$545.00	N/A	
TOTAL COST BASE BID FOR ARTIFACT APPRAISAL SERVICES	\$80,665.00 TOTAL	\$176,000.00 TOTAL	
BASE BID II (OPTIONAL AWARD)			
ADDITIONAL FUTURE COSTS (UPDATE APPRAISED VALUES IN 2ND - 5TH YEAR)	\$16,000.00 YEAR	TBD YEAR	
PAYMENT TERMS:	NET - 30 DAYS		
BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD: ..	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
BIDS SOLICITED: 29	BIDS RECEIVED: 2	BIDS LOCAL: 0	NO BIDS: 0

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

APPROVED BY: 
DATE: 2/19/2009

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