

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

**DEPARTMENT:** EL PASO FIRE DEPARTMENT

**AGENDA DATE:** DECEMBER 11, 2012

**CONTACT PERSON/PHONE:** CARLOS CARMONA, INTERIM FIRE CHIEF, 485-5610  
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

**DISTRICT (S) AFFECTED:** ALL

**SUBJECT:**

The El Paso Fire Department requests that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue a change order in the amount of \$180,000.00 or 17.20% to Center for Employee Assistance for Contract 2008-054 Stress Management for Fire Fighters. The current contract amount is 1,046,250.00; proposed revised total is \$1,226,250.00.

**BACKGROUND / DISCUSSION:**

The El Paso Fire Department provides stress management for Firefighters. The current vendor contract will expire January 31, 2013. The El Paso Fire Department is requesting that a change order be made to the original contract amount because the threshold of the contract has been reached. The change order will allow Fire Department to continue with services for 4 months or until new contract is awarded.

**SELECTION SUMMARY:**

Vendor is currently providing services to the El Paso Fire Department employees.

**PRIOR COUNCIL ACTION:**

Yes, Council Approved Contract on January 22, 2008.  
On January 18, 2011 - Council approved option to extend for 2 additional years.

**AMOUNT AND SOURCE OF FUNDING:**

\$180,000.00 or 17.20%  
322-22020-521120-1000- General Funds - Health Care Provider Services

**BOARD / COMMISSION ACTION:**

N/A

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

**DEPARTMENT HEAD:** \_\_\_\_\_

Name

Signature

Date

**COUNCIL PROJECT FORM  
(CHANGE ORDER)**

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

Please place the following item on the CONSENT agenda (under **BIDS**) for the Council Meeting of December 11, 2012

Request that the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a change order to Center for Employee Assistance Contract No. 2008-054 (Stress Management for Firefighters) for a total estimated amount of \$180,000.00 for a the total revised contract amount of \$1,226,250.00.

|                        |   |
|------------------------|---|
| Department:            | Fire  |
| Award to:              | Center for Employee Assistance<br>El Paso, TX |
| Total Estimated Award: | \$180,000.00                                  |
| Account No.:           | 322-22020-521120-1000                         |
| Funding Source:        | General Fund – Health Care Provider Services  |
| District(s):           | All   |

This is a Best Value, services contract.

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