



## Travis County Commissioners Court Agenda Request

**Meeting Date:** January 17, 2012

**Prepared By/Phone Number:** Michael Long/854 4850; Marvin Brice/854 9765

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 4 to Contract No. PS110249ML, Renea Hicks, for Legal Services.

Ø **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

The Purchasing Agent approved a contract with Renea Hicks for legal services on May 26, 2011 in an amount not to exceed \$50,000.

Modification No. 4 will change the contract amount from \$150,000 to \$180,000, an increase of \$30,000. This increase will serve to provide additional funding for services and expenses incurred for the Contract

Modification No. 3 corrected an error on Modification No. 2.

The "Current Modified Amount" amount shown in the "For Travis County Use Only" section of the modification was erroneously listed as \$200,000. This amount should have read \$150,000, and was corrected to read as such with the execution of Modification No. 3.

Modification No. 2:

a) Changed the contract amount from \$50,000 to \$200,000, an increase of \$150,000. This increase served to continue legal services as described in paragraph 3.1.

b) As authorized by paragraph 2.1 "Term of Contract", this modification changed the term of the contract from May 24, 2011 through September 30, 2011 to May 24, 2011 through September 30, 2012, a one year extension.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

Modification No. 1:

a) Changed the contract no. from PS110200ML to PS110249ML as issuance of the contract number was inadvertently duplicated.

b) In accordance with the requirements of Section 7.1 of the contract, the law firm of Scott, Douglas & McConnico were authorized to provide sub- contracting services for certain approved services. The original contract not-to-exceed amount of \$50,000 did not change.

Ø **Contract Expenditures:** Within the last 12 months \$107,627.11 has been spent against this contract.

Ø **Contract-Related Information:**

Award Amount: \$50,000

Contract Type: Professional Services

Contract Period: May 24, 2011 – September 30, 2011

Ø **Contract Modification Information:**

Modification Amount: \$30,000

Modification Type: Professional Services

Modification Period: May 24, 2011 – September 30, 2012

Ø **Solicitation-Related Information:**

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

Ø **Special Contract Considerations:**

Award has been protested

Award is not to the lowest bidder

Comments:

Ø **Funding Information:**

Purchase Requisition in H.T.E.:

Funding Account(s): 00119105414012

Comments: Contract is on a as needed basis; court approved funding from allocated reserve on December 20th. A requisition will be submitted prior to court approval.

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**DAVID A. ESCAMILLA**  
COUNTY ATTORNEY

STEPHEN H. CAPELLE  
FIRST ASSISTANT

JAMES W. COLLINS  
EXECUTIVE ASSISTANT

314 W. 11<sup>TH</sup>. STREET  
GRANGER BLDG., SUITE 420  
AUSTIN, TEXAS 78701

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(512) 854-9513  
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**TRANSACTIONS DIVISION**

JOHN C. HILLE, JR., DIRECTOR †

BARBARA J. WILSON

MARY ETTA GERHARDT

TAMARA ARMSTRONG

JAMES M. CONNOLLY

TENLEY A. ALDREDGE

DANIEL BRADFORD

† Member of the College  
of the State Bar of Texas

December 22, 2011

Mr. Mike Long  
Purchasing Office  
P.O. Box 1748  
Austin, Texas 78767

Re: Contract for Legal Services with Renea Hicks; Our File No. 188.394

Dear Mike:

A new contract modification is needed for the contract referenced above. Please forward to the Commissioners Court a request to increase this contract cost not-to-exceed \$30,000. On Tuesday, December 20, 2011, the Court authorized the money be taken from the allocated reserve. If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "John C. Hille, Jr.", is written over the typed name and title.

John C. Hille, Jr.  
Assistant County Attorney

cc: Sherine Thomas, Director, Litigation Division  
Kevin Morse, Director, Enforcement Division  
Amanda Valdes, Travis County Attorney  
Jose Palacios, Travis County Auditor  
Kapp Schwebke, Travis County Auditor



**MODIFICATION OF CONTRACT NUMBER: PS110249ML Legal Svcs**

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ISSUED BY: PURCHASING OFFICE 700 LAVACA STREET, 8 <sup>TH</sup> FLOOR AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Michael Long</b> TEL NO: (512) 854-4850 FAX NO: (512) 854-9185	DATE PREPARED: <b>December 28, 2011</b>
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ISSUED TO: Renea Hicks 101 West 6 <sup>th</sup> St. Ste 504 Austin, TX 78701	MODIFICATION NO.: <b>4</b>	EXECUTED DATE OF ORIGINAL CONTRACT: <b>May 24, 2011</b>
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ORIGINAL CONTRACT TERM DATES: 5/24/11 – 9/30/11      CURRENT CONTRACT TERM DATES: 5/24/11 – 9/30/12

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$50,000 (NTE)      Current Modified Amount: \$180,000(NTE)

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

- The contract amount in Section 4 of the Contract will be changed from a not-to-exceed amount of \$150,000 to a not-to-exceed amount of \$180,000, an increase amount of \$30,000. This change will provide additional funding for services and expenses incurred for the Contract.

**Note to Vendor:**

Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Law Office of Max Renea Hicks</u>	<input checked="" type="checkbox"/> DBA
BY: <u>[Signature]</u> SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>Renea Hicks</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: <u>self</u> ITS DULY AUTHORIZED AGENT	DATE: <u>12/31/11</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: <u>[Signature]</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	<u>1/5/12</u>

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**ID# 5692**



**TRAVIS COUNTY  
Purchase Requisition**

Number . . . . . : 0000549960  
 Type . . . . . : 1 PURCHASE REQUISITION  
 Status . . . . . : READY FOR BUYER PROCESS  
 Reason . . . . . : MODIFY PO 482091 TO INCREASE PO BY \$30,000  
 By . . . . . : AMANDA VALDES 854-4154  
 Date . . . . . : 1/09/12  
 Vendor . . . . . : 61509 HICKS, RENEA  
 Contract nbr . . . . . :  
 Ship to . . . . . : 2A COUNTY ATTORNEY - CIVIL  
 Deliver by date . . . . . : 1/09/12  
 Buyer . . . . . : ML MIKE LONG  
 Fiscal year code . . . . . : C C=Current year, P=Previous year, F=Future year

**Type options, press Enter.**

**5=Display 8=Item extended description**

Opt Line#	Quantity	UOM	Description
- 1	72.00	HR	RENEA HICKS LITIGAION SERVICES
- 2	4800.00	EA	OUT OF POCKET EXPENSES FOR LEGAL SERVICES

Total: 30000.00

**F9=Print**

**F3=Exit F7=Alternate view**  
**F10=Approval info F12=Cancel F20=Comments**