



Travis County Commissioners Court Agenda Request

Meeting Date: March 27, 2012

Prepared By/Phone Number: Richard Villareal/854-4881, Marvin Brice/854-9765, Purchasing

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 2 to Contract No. PS100259RV, Sentinel Lavaca Management Corporation for Property Management Services.

- **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.

This contract provides for property management services for the Travis County Administration Building located at 700 Lavaca Street.

The proposed Modification No. 2 will incorporate a new contract term for an additional fifteen (15) month period, June 22, 2012 through September 30, 2013, at a rate of \$10,000.00 per month.

Modification No. 1 was approved by the Commissioner's Court on April 12, 2011, to extend the contract for an additional twelve (12) months through June 21, 2012, at a rate of \$20,000.00 per month.

- **Contract Expenditures:** Within the last 12 months, \$240,000.00 has been spent against this contract.
- **Contract Modification Information:**
 - Modification Amount: \$10,000.00 (monthly)
 - Modification Type: Professional Management Agreement
 - Modification Period: June 22, 2012 through September 30, 2013

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 by Tuesdays at 5:00 p.m. for the next week's meeting.

➤ **Solicitation-Related Information:**

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.:

Funding Account(s):

Comments: The management fee is deducted from the rents each month before the balance is deposited to the County as revenue. No purchase order will be issued for the fee. Revenue line is 007-1407-381-7110.

FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

Manvin


Rick
2-16-12
MB

MEMORANDUM

FMD Project: LAVA7-General
FILE: 102

TO: Cyd V. Grimes, CPM, Purchasing Agent

VIA: Steven M. Manilla, P.E., County Executive, TNR

FROM: Roger A. El Khoury, M.S., P.E., Director

Roger El Khoury

DATE: February 10, 2012

SUBJECT: 700 Lavaca Property Management
PS100259RV - Sentinel Lavaca Management Corporation

On February 7 2012, Facilities Management Department (FMD) obtained the Commissioners Court approval to proceed with a modification of the subject property management agreement with Sentinel Lavaca Management Corporation. The Commissioners Court agreed with the FMD and Core Team recommendation to accept the terms as negotiated and as outlined in the Sentinel proposal dated January 4, 2012. Please prepare the appropriate modification to the property management agreement to incorporate these terms and submit the modification to the Commissioner Court for formal approval. The current term will end on June 21, 2012. The proposed modification would extend the property management agreement through September 30, 2013 at a rate of \$10,000 per month, and also establish three options to extend beyond this term, at a reducing rate per option year. Sentinel has provided acceptable property management services during the initial and renewal terms of the original contract agreement.

Funding for this property management agreement is generated by the revenue received from tenants in the building. Please call Roger at 44579 or John at 44772 if you have any questions on this recommendation.

ATTACHMENT:

Sentinel letter, January 4, 2012

COPY TO:

Susan Spataro, County Auditor
Leroy Nellis, County Executive, PBO
Amy Draper, CPA, Financial Manager, FMD
John Carr, Administrative Director, FMD

RECEIVED

FEB 15 2012

TRAVIS COUNTY
PURCHASING OFFICE

MODIFICATION OF CONTRACT NUMBER: PS100259RV, Property Management Services for 700 Lavaca

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ISSUED BY: PURCHASING OFFICE 700 Lavaca Street, Suite 800 AUSTIN, TX 78701	PURCHASING AGENT ASST: Richard Villareal TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <p style="text-align: center;">March 5, 2012</p>
ISSUED TO: Sentinel Lavaca Management Corp. Attn.: Martin Cawley 1251 Avenue of the Americas New York, New York 10020	MODIFICATION NO.: <p style="text-align: center;">Two</p>	EXECUTED DATE OF ORIGINAL CONTRACT: <p style="text-align: center;">June 22, 2010</p>

ORIGINAL CONTRACT TERM DATES: June 22, 2010 – June 21, 2012. CURRENT CONTRACT TERM DATES: June 22, 2012 – June 21, 2013.

FOR TRAVIS COUNTY INTERNAL USE ONLY:
 Original Contract Amount: \$240,000.00 Current Modified Amount \$150,000.00

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 purpose of this modification is to incorporate a new contract term for an additional fifteen (15) month term at a rate of \$10,000 per month and to allow three (3) twelve (12) month extension options with a reduction of \$1,000 per month for each twelve (12) month option year.

A. The contract period is changed from: June 22, 2010 through June 21, 2012, to read June 22, 2012 through September 30, 2013, a fifteen (15) month extension.

B. The three (3) twelve (12) month extension options would be as follows (subject to Commissioners' Court approval): October 1, 2013 through September 30, 2014 at a rate of \$9,000 per month; October 1, 2014 through September 30, 2015 at a rate of \$8,000 per month; October 1, 2015 through September 30, 2016 at a rate of \$7,000 per month.

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>SENTINEL LAVACA MANAGEMENT CORP</u> BY: <u>[Signature]</u> SIGNATURE BY: <u>MARTIN CAWLEY</u> PRINT NAME TITLE: <u>VP</u> ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER DATE: <p style="text-align: center;"><u>3-6-12</u></p>
TRAVIS COUNTY, TEXAS BY: <u>[Signature]</u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE:
TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE: