



Travis County Commissioners Court Agenda Request

Meeting Date: August 20, 2013

Prepared By/Phone Number: Richard Villareal/512-854-4881, Marvin Brice, CPPB/512-854-9765, Purchasing

Elected/Appointed Official/Dept. Head: Cyd Grimes, C.P.M., CPPO

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 3 to Contract No. PS100259RV, Sentinel Lavaca Management Corporation, for Property Management Services for 700 Lavaca.

- **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. 3 will incorporate a new contract term for an additional twelve (12) month period, October 1, 2013 through September 30, 2014, at a rate of \$9,000.00 per month, and also corrects some language in Modification No. 2, dated March 5, 2012.

Modification No. 2 was approved by the Commissioners Court on March 27, 2012, to extend the contract for an additional twelve (12) months through September 30, 2013, at a rate of \$10,000.00 per month.

Modification No. 1 was approved by the Commissioners 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 \$120,000.00 has been spent against this contract/requirement.

- **Contract Modification Information:**

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to agenda@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

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

MEMORANDUM

FMD Project: LAVA7-General
FILE: 102

TO: Cyd V. Grimes, CPM, Purchasing Agent
FROM: Roger A. El Khoury, M.S., P.E., Director
DATE: July 9, 2013
SUBJECT: 700 Lavaca Property Management
PS100259RV - Sentinel Lavaca Management Corporation

A handwritten signature in blue ink that reads "Roger A. El Khoury".

On March 27, 2012, the Commissioners Court approved Modification No. Two to the property management service agreement with Sentinel Lavaca Management Corporation (Sentinel). This occurred following the receipt of a letter from Sentinel dated January 4, 2012 (Attachment One) offering to provide property management services for additional timeframes. Under this modification (Attachment Two), the County approved for Sentinel to continue providing the property management services for the 700 Lavaca building through September 30, 2013. Also included in this Modification No. Two was the establishment of three twelve month extension options, with the monthly fee being reduced by \$1,000 per month in each option year. Facilities Management Department recommends that the Commissioners Court approve exercising the first option under this previously approved Modification No. Two. This option would extend the Sentinel property management services for the period of October 1, 2013 through September 30, 2014 at a rate of \$9,000 per month. 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 me at 44579 if you have any questions.

ATTACHMENTS:

1. Sentinel letter, January 4, 2012
2. Modification No. Two

COPY TO:

Leslie Browder, County Executive, PBO
John Carr, Administrative Director, FMD
Amy Draper, CPA, Financial Manager, FMD
Richard Villareal, Purchasing Agent Assistant, Purchasing Office

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TRAVIS COUNTY
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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: July 12, 2013
ISSUED TO: Sentinel Lavaca Management Corp. Attn.: Martin Cawley 1251 Avenue of the Americas New York, New York 10020	MODIFICATION NO.: Three	EXECUTED DATE OF ORIGINAL CONTRACT: June 22, 2010

ORIGINAL CONTRACT TERM DATES: June 22, 2010 - June 21, 2011. CURRENT CONTRACT TERM DATES: October 1, 2013 - September 30, 2014.

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$240,000.00 Current Modified Amount \$108,000.00

DESCRIPTION OF CHANGES: The purpose of this modification is to make corrections to Modification Number Two and to exercise the option to extend the contract for an additional twelve (12) month term at a rate of \$9,000 per month.

- A. Reference Contract Modification No. Two, dated March 5, 2012. The "Current Contract Term Dates" were incorrectly written as June 22, 2012- June 21, 20, and is hereby corrected to read June 22, 2012- September 30, 2013.
- B. The contract period is changed from: June 22, 2012 through September 30, 2013, to read October 1, 2013 through September 30, 2014, a twelve (12) month extension.

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.

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>	<input type="checkbox"/> DBA
BY: <u>[Signature]</u>	<input checked="" type="checkbox"/> CORPORATION
SIGNATURE	<input type="checkbox"/> OTHER
BY: <u>MARTIN CAWLEY</u>	DATE:
PRINT NAME	<u>7-15-13</u>
TITLE: <u>UP</u>	
ITS DULY AUTHORIZED AGENT	
TRAVIS COUNTY, TEXAS	DATE:
BY: <u>[Signature]</u>	
CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT	
TRAVIS COUNTY, TEXAS	DATE:
BY: _____	
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	