

# **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.

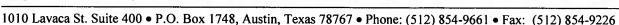
### Contract Modification Information:

Modification Type: Professional Management Agreement Modification Period: October 1, 2013 through September 30, 2014. 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: ☐ SAP Shopping Cart #: ☐ 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.

Modification Amount: \$9,000.00 (monthly)

## FACILITIES MANAGEMENT DEPARTMENT

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



**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

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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PURCHASING

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Note to Vendor:  [X ] 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.	
MEMEY CORP	D DBA CORPORATION  OTHER
<u></u>	DATE: 7-13
	DATE:
AGENT	