



## Recommendation for Action

**File #:** 21-3596, **Agenda Item #:** 35.

12/9/2021

### **Posting Language**

Authorize negotiation and execution of a contract with Llama, LLC to provide a real estate management solution, for a term of five years in an amount not to exceed \$2,600,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Office of Real Estate Services.

### **Fiscal Note**

Funding in the amount of \$659,533 is available in the Fiscal Year 2021-2022 Capital Budget of Communications and Technology Management. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Financial Services Department issued a Request for Proposals (RFP) 5600 GAZ3010REBID for these services. The solicitation was issued on July 27, 2021 and it closed on August 10, 2021. Of the seven offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=135545)  
<[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=135545](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=135545)>.

### **For More Information:**

Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Gil Zilkha, at 512-974-2696 or [Gil.Zilkha@austintexas.gov](mailto:Gil.Zilkha@austintexas.gov)  
<<mailto:Gil.Zilkha@austintexas.gov>>.

### **Additional Backup Information:**

The contract is for a real estate management solution for City real estate properties and leases. The City's real estate portfolio includes City-owned properties, leased properties, and properties leased by the City to third parties. The real estate management solution will focus on lease and property management, acquisitions, and overall real estate operations. The proposed solution also includes asset management functionality that will facilitate strategic decisions about key City real estate assets. Services provided include software and ongoing maintenance support, implementation services, and onboarding and training services for administrators and end users. The solution will result in enhancement of real estate operations, consolidation of data and

---

information, and a migration away from legacy systems, tools, and processes that rely heavily on manual input.

An evaluation team with expertise in this area evaluated the offers and scored Llama, LLC as the best to provide these services based on system concept and solutions proposed, demonstrated applicable experience, price, local preference, and service-disabled veteran business enterprise.

Approving this contract will allow the City to efficiently manage real estate services and operations, improving reliability and quality.

**Strategic Outcome(s):**

Government that Works for All.