



Recommendation for Action

File #: 22-2717, Agenda Item #: 47.

9/1/2022

Posting Language

Authorize negotiation and execution of a contract with HotelEngine, Inc. to provide emergency hotel rooms, for a term of five years in an amount not to exceed \$2,500,000.

(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 no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Financial Services Department.

Client Department(s)

All City Departments.

Fiscal Note:

Funding in the amount of \$42,000 is available in the Fiscal Year 2021-2022 Operating Budget of various City departments. 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) 5000 JTH3019 for these services. The solicitation was issued on March 7, 2022, and it closed on May 3, 2022. Of the two 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=136596)
<https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=136596>.

For More Information:

Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Persons: Jim Howard, at 512-974-9031 or Jim.Howard@austintexas.gov <<mailto:Jim.Howard@austintexas.gov>> or Brenita Wilkison, at 512-974-3164 or Brenita.Selement@austintexas.gov <<mailto:Brenita.Selement@austintexas.gov>>.

Additional Backup Information:

The contract will provide the City's approved essential staff a place to work and stay while performing their duties when working from home, or travel is not feasible due to a declared emergency. The City previously had multiple contracts in place for emergency hotel accommodations during declared emergencies and to reduce administrative costs, the City issued a solicitation to acquire better pricing and to consolidate its emergency hotel needs. Under this contract there will be 25 hotels throughout the city that will be available for City use.

This is a new contract. An evaluation team with expertise in this area evaluated the offers and scored HotelEngine, Inc. as the best to provide these services based on experience, project concept and strategy, location/size of hotel, price, local preference, and service-disabled veteran business enterprise.

Strategic Outcome(s):

Safety, Health and Environment, Government that Works for All.