



Recommendation for Action

File #: 23-2926, **Agenda Item #:** 54.

9/14/2023

Posting Language

Authorize negotiation and execution of a contract for facility rental and related services with Hyatt Corporation as agent for Austin TRS LLC d/b/a Hyatt Regency Austin, for up to five years for a total contract amount not to exceed \$2,062,500.

[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 \$392,500 is available in the Fiscal Year 2023-2024 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 AVB3013REBID for these services. The solicitation was issued on February 13, 2023, and closed on March 28, 2023. The recommended contractor submitted the only responsive offer. A complete solicitation package, including a log of offer 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=138438.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

The contract will provide City departments with meeting facilities and related services for City hosted events, including conferences, banquets, symposiums, contractor demonstrations, management retreats, and staff development meetings.

This contract replaces a contract that expires September 30, 2023. The authorization amount for this contract was determined using departmental estimates based on historical use. The recommended contractor is the current provider for these services.

An evaluation team with expertise in this area evaluated the offers and scored Hyatt Corporation as the best to provide these services based on facility information and sustainable practices, business organization, experience and qualifications, proposed solutions, price, local business presence, and service-disabled veteran business enterprise.

If the City is unable to secure a contract for the services, departments will be required to solicit each time the City is hosting an event in need of these services which would be inefficient and costly to the City.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	3 yrs.	\$1,227,500
Optional Extension 1	1 yr.	\$ 417,500
Optional Extension 2	1 yr.	\$ 417,500
TOTAL	5 yrs.	\$2,062,500

Note: Contract Authorization amounts are based on the City's estimated annual usage.