



Legislation Text

File #: 18-0020, **Version:** 1

DATE: December 23, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Shauna Billingsley, City Attorney
Brian Wilcox, Purchasing Manager

SUBJECT:

Consideration Of Establishment For A Term Of Award Of A List Of Qualified, Responsive, And Responsible Service Providers Who Agree To Provide To The City, On A Rotating Basis, Legal Counsel And Professional Services Pertaining To Real Estate Closings For The City's Voluntary Purchase And Sale Of Real Estate Or Its Acquisition By Eminent Domain For City Public Works Projects And Other Public Purposes (Purchasing Office Procurement Solicitation No. 2018-004; Fees To Be Allocated To The Projects To Which The Services Pertain; Contract Nos. 2017-0367, 2017-0368, 2017-0369 and 2017-0370) (01/09/18 WS)

Purpose

The purpose of this procurement is to purchase, on an as-needed basis, legal counsel and professional services pertaining to real estate closings for the City's voluntary purchase and sale of real estate or its acquisition by eminent domain for City public works projects and other public purposes.

Background

The City published on November 16, 2017 a Notice to Service Providers in the *Williamson Herald* for legal counsel and professional services pertaining to real estate closings for the City's voluntary purchase and sale of real estate or its acquisition by eminent domain for City public works projects and other public purposes (Purchasing Office Solicitation No. 2018-004). In addition, solicitation documents were sent on or about the same date directly to sixteen (16) potential proposers known or thought to be interested in this solicitation. Proposals from four (4) service providers were publicly opened at the submittal opening held on December 19, 2017. A tabulation of the submittals received for this solicitation is attached. The term of award is to be three (3) years, with up to two (2) options to extend the term of award, each one for up to (1) year each.

Financial Impact

Fees for real estate closing services rendered, at the rates quoted within the service provider's submittal, will be allocated to the projects to which the services pertain.

Options

In accordance with the solicitation documents, the City reserves the right to reject any and all submittals.

Recommendation

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City contracts for each service provider, and that the Board of Mayor and Aldermen declares responsive and responsible the four (4) submittals received in response to the City's solicitation for real estate closing services. Purchasing Manager Brian Wilcox believes the prepared solicitation documents as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the submittals received. The contracts are not yet in final form and therefore are not attached. When they are in final form, and if the staff recommendation above is approved by the Board of Mayor and Aldermen, then, pursuant to authority previously granted by the Board of Mayor and Aldermen, the contracts will be executed by the City Administrator and reported to the Board of Mayor and Aldermen.