



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of August 21, 2018  
Action Item for the City Council Meeting August 28, 2018

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**DATE:** August 28, 2018

**TO:** Keith Selman, Interim City Manager

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**Two-Year Service Agreement Disaster Recovery Management Service for \$50,000 with three one-year options for a potential multi-year amount not to exceed \$125,000**

### **CAPTION:**

Motion authorizing a two-year service agreement for Disaster Recovery Management Services with Langford Community Management Services, Inc., Leander, Texas, for \$50,000, with three one-year options for a total potential multi-year amount not to exceed \$125,000.

### **PURPOSE:**

To approve a two-year service agreement with Langford Community Management Services, Inc. to provide disaster recovery management services.

### **BACKGROUND AND FINDINGS:**

The Contractor will assist the City in the process of gaining federal assistance related to Hurricane Harvey on an as needed, as directed basis.

The Purchasing Division conducted a Request for Proposal processes to obtain proposals for the new contract. The City received seven proposals. The proposals were evaluated by an evaluation team against the published criteria in the RFP. Minimum qualifications were evaluated under a pass fail system and the firm's experience, teams' experience and understanding of the scope of work were evaluated on the published point system as outlined in the RFP. The firms were also interviewed and scored based on the same published criteria and a final score was developed for each firm. Then the cost proposals were evaluated for each firm and the pricing score was tabulated and added to the

technical proposal and interview scores to determine the highest scoring firm. The staff recommends awarding a service agreement to Langford Community Management Services, Inc. as the highest scoring firm.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Executive Departments

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$0.00	\$125,000.00	\$125,000.00
Encumbered / Expended Amount	\$0.00	0.00	\$0.00
This item	\$0.00	\$125,000.00	\$125,000.00
BALANCE	\$0.00	0.00	\$0.00

Fund(s): Various

**Comments:** Future funds will be budgeted during the standard budget process.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Evaluation Matrix