



City of Austin

Recommendation for Action

File #: 25-2445, **Agenda Item #:** 40.

12/11/2025

Posting Language

Ratify a contract for property management services for Austin Facilities Management with Transwestern Commercial Services, LLC d/b/a Transwestern in the amount of \$89,375 and authorize continuation of this contract for an initial term of five months with up to two 6-month extension options in an amount not to exceed \$401,625. Funding: \$89,375 was available for the portion of the contract being ratified and \$236,250 is available in the Operating Budget of Austin Facilities Management. Funding for the remaining contract term is contingent upon available funding in future budgets.

Lead Department

Austin Financial Services.

Client Department(s)

Austin Facilities Management.

Fiscal Note

Funding: \$89,375 was available for the portion of the contract being ratified and \$236,250 is available in the Fiscal Year 2025 -2026 Operating Budget of Austin Facilities Management. Funding for the remaining contract term is contingent upon available funding in future budgets.

Procurement Language:

Ratification.

MBE/WBE:

Note: This contract is exempt from the City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program); therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Austin Financial Services - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500.

Additional Backup Information:

Austin Facilities Management does not currently have sufficient staffing to provide property management services at the University Park facility without impacting service at the existing Austin Facilities Management facilities. This contract and ratification will provide ongoing management services for the University Park property the acquired City May 2025.

LHREV Austin University Park, L.P., the prior owner of the property, executed the contract with Transwestern Commercial Services LLC for property management services, and the City assumed the contract with this acquisition.

If the City is unable to ratify the contract, property management services, and continuity of services with the facility's tenants would be negatively impacted.

Contract Details:				
Contract Term	Length of Term	Contract Authorization	Requested Additional Authorization	Revised Total Authorization
Initial Term	1 year	\$76,000		\$76,000
Optional Extension 1	6 months			
Optional Extension 2	6 months			
Proposed Amendmer			\$420,125	\$496,125
Total	2 years	\$76,000	\$420,125	\$496,125

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