



City of Dallas

OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED

2021 JAN -6 PM 1:20

CITYSECRETARY  
DALLAS.TEXAS

December 14, 2020

Quick Acquisition LLC dba Quick Search (VC13967)  
Attn: John Page  
10100 North Central Expressway, Suite 400  
Dallas, TX 75231  
jvpage@quicksi.com  
214-208-1444

RE: Background Screening Checks (BK1707)

Dear Mr. Page,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **January 10, 2021**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **January 10, 2022**, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **December 18, 2020**.

**YES, I agree to extend this agreement through January 10, 2022.**

**NO, I decline to extend this agreement.**

*John Page*

12/15/2020

**Authorized Signature**

**Date**

John Page

VP Sales

**Name**

**Title**

Please let me know if you have any questions or concerns.

Thank you,

Doug Shelton  
Sr. Buyer  
Office of Procurement Services  
Douglas.shelton@dallascityhall.com  
214-671-9820

*Chhunmy Chhean*

Chhunmy Chhean (Jan 6, 2021 10:05 CST)

**Director, Aviation**

**Director, Office of Procurement Services**

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER  
**21-0052**

EFFECTIVE DATE  
01/06/21

### INSTRUCTIONS

- Complete and submit this form for approval of changes of \$50,000 or less to competitively bid contracts.
- The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
- Authorized by Dallas City Code, Section 2.
- Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED  
2021 JAN - 6 PM 2:44  
CITY SECRETARY  
DALLAS, TEXAS

<b>VENDOR NAME</b>	Jeske Construction Company	<b>VENDOR NUMBER</b>	083791
<b>CONTRACT NAME</b>	Street Reconstruction Group 12-630 PB12S428 & PB12S439	<b>DEPARTMENT</b>	Public Works

**ACTION REQUESTED**

Authorize Change Order Number 2 to the construction contract with Jeske Construction Company for Street Reconstruction Group 12-630. This action will add \$49,592.00 to the contract increasing the contract amount from \$2,607,291.00 to \$2,656,883.00.

<b>CONTRACT NUMBER:</b>	PBW-2019-00011081	<b>CONTRACT TERM:</b>	11/26/2019 To 12/29/2021
-------------------------	-------------------	-----------------------	--------------------------

**BACKGROUND**

During construction, it was noticed that more water services lowering and adjustment items than provided for in the contract were needed to complete the DWU scope for the project. Consequently, it is necessary to add more DWU items to the contract. This will require reducing the quantities of some items that are no longer needed and adding new items to the contract. All items needed for this change order are included in the attachment.

**FUNDING**

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
4U22	PBW	S428	SREC	4510	PB12S428	PBW-2019-00011081	-\$21,448.00
2115	DWU	PW42		4550	719415	PBW-2019-00011081	\$14,940.00
0102	DWU	CW42		3221	719415X	PBW-2019-00011081	\$39,200.00
3116	DWU	PS42		4560	719416	PBW-2019-00011081	\$14,140.00
0103	DWU	CS42		3222	719416X	PBW-2019-00011081	\$ 2,760.00
<b>Total:</b>							<b>\$49,592.00</b>

PROGRAM NO.: PB12S428 & PB12S439      COMMODITY CODE: 91200      FINANCING: Water Utilities Capital Funds

**M/WBE INFORMATION**

Place an  or  in the appropriate boxes:

African-American       Hispanic

Caucasian: Female  Male

Other Minority (Asian-Pacific, Asian-American Native American)

M/WBE Certification Number: \_\_\_\_\_

**CHANGE ORDER DATA**

Change Order No.	<u>2</u>	Original CR/AA No.	<u>19 -1576</u>
Original CR/AA Date	<u>10/8/2019</u>	Original CR/AA Amount	<u>\$2,598,359.00</u>
Total of Previous Change Orders			<u>\$8,932.00</u>
Change Amount Including this Order			<u>\$58,524.00</u>
Total Change Order Percentage			<u>2.25%</u>

*GDYE* BB CTN **APPROVAL**

Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.

BY DEPARTMENT DIRECTOR	DATE
<i>Robert Perez</i>	01/06/21



OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED

2021 JAN - 6 PM 3:10

CITY SECRETARY  
DALLAS, TEXAS

December 22, 2020

Lavi Industries (VS0000076235)  
Jamie Ladd  
27810 Avenue Hopkins  
Valencia, CA 91355  
jamiel@lavi.com  
972-322-4081

RE: Stanchions for Dallas Love Field (AVI-2018-00004786)

Dear Lavi Industries,


Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **January 9, 2021**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **January 9, 2022** or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **January 9, 2021**.

YES, I agree to extend this agreement through January 9, 2022.

NO, I decline to extend this agreement.

	12-23-20
Authorized Signature	Date
Devera Began	Sales Manager
Name	Title

Please let me know if you have any questions or concerns.

Thank you,

Melony Hilson  
Buyer III  
Office of Procurement Services  
Melony.hilson@dallascityhall.com  
214-670-0604

*Timothy Smith*

Director, Department of Aviation

  
Chhunny Chhean (Jan 6, 2021 11:48 CST)

Director, Office of Procurement Services

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



**OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER**

**RECEIVED 21-0054**  
2021 JAN -6 PM 3:10  
**CITY SECRETARY  
DALLAS, TEXAS**

October 28, 2020

Simba Industries (519720)  
Attn: Vickie L. Kasten  
753 Port America Place, Suite 210  
Grapevine, Texas 76051  
Via email to: sales@simbaindustries.com  
(817) 251-4800

RE: Bagged Cement (POM-2018-00004739)

Dear Vickie L. Kasten,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on January 9, 2021. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through July 9, 2021, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **Monday, November 2, 2020.**

**YES, I agree to extend this agreement through July 9, 2021.**

**NO, I decline to extend this agreement.**

<i>Nathaniel Kasten</i>	11/2/20
<b>Authorized Signature</b>	<b>Date</b>
Nathaniel Kasten	Operations Manager
<b>Name</b>	<b>Title</b>

Please let me know if you have any questions or concerns.

Thank you,

**Adenia Clark**  
Manager II  
City of Dallas Office of Procurement Services  
O: (214) 670-3332  
[adenia.clark@dallascityhall.com](mailto:adenia.clark@dallascityhall.com)

**Robert Perez** Jan 6, 2021  
Director, Department of Public Works

*Chhunmy Chhean*  
Chhunmy Chhean (Jan 6, 2021 11:22 CST)  
Director, Office of Procurement Services

Signature: *Robert Perez*  
Robert Perez (Jan 6, 2021 10:38 CST)  
Email: robert.perez@dallascityhall.com

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
- (Name and Tax ID number changes cannot be made online.)



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

# 21-0055

EFFECTIVE DATE

Dec 18, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN -8 PM 12:27  
CITY SECRETARY  
DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Scott-King Group, LLC & Bobbie Williams Vendor No. VS100679

Subject: Change Order to the Construction agreement for repair work on 4505 Bonnie View Rd.

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Authorize a Change Order to the Tri-Party Contract for Services with Scott King Group, LLC and Bobbie Williams to include costs associated with a new furnace installation; increase cost of \$2000.00.

Contract Number: HOU-2020-00014399 Contract Term: 09/18/2020 to 9/30/2021

Background: In 2015 the City of Dallas Housing Department contracted Dryquick Restorations to build 8 homes for the Home Repair Division. Dryquick Restorations completed the homes well beyond the deadlines set by the Home Repair Division. All 8 Homes have had multiple issues with workmanship and as a result of a HUD audit the City obtained an engineering firm to inspect the overall soundness of all 8 of these homes. This agreement will address all the suggested repairs made by Braun Intertec Engineering firm for 4505 Bonnie View Rd. This agreement will also address the health and safety items that the Housing Inspection Division listed on the work write up.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	HOU	4284		3100		CT HOU-2020-00014399	\$2,000.00	
Financing:							<b>TOTAL:</b>	\$2,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	205982	9/18/2020	\$3900.00	0.00	\$5900.00	

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

David Noguera Dec 17, 2020

*[Signature]*

By Department Director *[Signature]* Date

Approved as to Form by City Attorney *[Signature]* Date Dec 18, 2020

By City Manager Date



City of Dallas

OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED 21-0056

2021 JAN 12 AM 10:21

CITY SECRETARY  
DALLAS, TEXAS

October 28, 2020

Crafco, Inc. (VS0000084622)  
Attention: Angie Hoaglin  
6165 W Detroit Street  
Chandler, Arizona 85226  
Via email to: [angie.hoaglin@crafco.com](mailto:angie.hoaglin@crafco.com)  
(602) 276-0406

RE: Bagged Cement (POM-2018-00004739)

Dear Ms. Angie Hoaglin,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on January 9, 2021. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through July 9, 2021, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **Monday, November 2, 2020.**

**YES, I agree to extend this agreement through July 9, 2021.**

**NO, I decline to extend this agreement.**

  
\_\_\_\_\_  
Authorized Signature  
  
N. Thomas Kelly  
\_\_\_\_\_  
Name

November 2, 2020

Date

Vice President National Sales Manager

Title

Please let me know if you have any questions or concerns.

Thank you,

**Adenia Clark**  
Manager II  
City of Dallas Office of Procurement Services  
O: (214) 670-3332  
[adenia.clark@dallascityhall.com](mailto:adenia.clark@dallascityhall.com)

**Robert Perez**  
Robert Perez (Jan 29, 2020 14:22 CST)

Director, Department of Public Works

  
Chhunny Chhean  
Chhunny Chhean (Jan 8, 2021 10:37 CST)

Director, Office of Procurement Services

Changes to supplier accounts may be completed online at <https://Nendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

**21-0057**

EFFECTIVE DATE

Jan 8, 2021

### INSTRUCTIONS

1. Complete and submit this form for approval of changes of \$50,000 or less to competitively bid contracts.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section 2.
6. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

**RECEIVED**  
 2021 JAN 12 AM 11:28  
 CITY SECRETARY  
 DALLAS, TEXAS

<b>VENDOR NAME</b>	Henneberger Construction, Inc.	<b>VENDOR NUMBER</b>	331939
<b>CONTRACT NAME</b>	Danieldale / Willoughby	<b>DEPARTMENT</b>	Park and Recreation

**ACTION REQUESTED**  
 Authorize Change Order #1, an increase in the construction contract with Henneberger Construction, Inc. in the amount of \$3,405.00; thereby increasing the contract from \$379,700.00 to \$383,105.00.

<b>CONTRACT NUMBER:</b>	PKR-2020-00014065	<b>CONTRACT TERM:</b>	N/A To N/A
-------------------------	-------------------	-----------------------	------------

**BACKGROUND**  
 Change Order #1 consists of the following items: Adjust Layout, Relocate Existing Trees and Temporary Fencing.  
 All changes (are / are not) owner requested.

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
1V00	PKR	1V00	PLGI	4890	PK17VK11	PKR-2020-00014065	\$3,405.00

PROGRAM NO.: See Program      COMMODITY CODE: 91200      FINANCING: 2017 Bond Program (B)

**M/WBE INFORMATION**

Place an **X** in the appropriate boxes:

African-American       Hispanic

Caucasian: Female  Male

Other Minority (Asian-Pacific, Asian-American Native American)

M/WBE Certification Number: \_\_\_\_\_

**CHANGE ORDER DATA**

Change Order No. One      Original CR/AA No. 20-1329


Original CR/AA Date 9/9/20      Original CR/AA Amount \$379,700

Total of Previous Change Orders 0

Change Amount Including this Order \$383,105.00

Total Change Order Percentage 0.90%

### APPROVAL

Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.	
BY DEPARTMENT DIRECTOR	DATE
 John Ostina Jan 8, 2021 1:58:42 CST	Jan 8, 2021

Calvert Collins-Bratton      Jan 8, 2021  
 Calvert Collins-Bratton, President  
 Park and Recreation Board  
 Original-City Secretary    Copy - Initiating Department      REV 10/2020

Attested by: Anthony Becker      Jan 11, 2021  
 Anthony Becker, Secretary  
 Park and Recreation Board



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

## 21-0058

EFFECTIVE DATE

Jan 8, 2021

### INSTRUCTIONS

1. Complete and submit this form for approval of changes of \$50,000 or less to competitively bid contracts.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section 2.
6. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

**RECEIVED**  
 2021 JAN 12 PM 1:07  
 CITY SECRETARY  
 DALLAS TEXAS

<b>VENDOR NAME</b>	Phoenix I Restoration and Construction, Ltd.	<b>VENDOR NUMBER</b>	VC0000003594
<b>CONTRACT NAME</b>	Hall of State Restoration	<b>DEPARTMENT</b>	Park and Recreation

**ACTION REQUESTED**  
 Authorize Change Order No. 8 to the construction contract with Phoenix I Restoration and Construction, Ltd. for construction services at the Hall of State, located at 3939 Grand Avenue, in the amount of \$44,402.65; thereby increasing the contract from \$10,686,694.39 to \$10,731,097.04.

<b>CONTRACT NUMBER:</b>	PKR-2019-00010478	<b>CONTRACT TERM:</b>	1/4/2020 To 2/1/2021
-------------------------	-------------------	-----------------------	----------------------

**BACKGROUND**  
 This change order consists of additional painting of the walls in the Hall of Heroes, painting of flag poles in the courtyard, replacing pieces of exterior wall at the North auditorium stairs, refurbishing metal grilles in the entrance vestibules and installation of erosion control fabric at the South auditorium stairs. The contractor's proposal, dated 12/10/2020, is attached. All changes are requested by the City of Dallas Park and Recreation Department. 12/28/2020

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
1V02	PKR	VC01	FPRK	4310	PK17VC01	PKR-2019-00010478	\$44,402.65

PROGRAM NO.: See Program      COMMODITY CODE: 91200      FINANCING: 2017 Bond Program (B)

**M/WBE INFORMATION**

Place an  or  in the appropriate boxes:

African-American       Hispanic

Caucasian: Female       Male

Other Minority (Asian-Pacific, Asian-American Native American)

M/WBE Certification Number: \_\_\_\_\_

**CHANGE ORDER DATA**

Change Order No. 8      Original CR/AA No. 19-1414

Original CR/AA Date 9/11/2019      Original CR/AA Amount \$8,754,600.00

Total of Previous Change Orders \$1,932,094.39 / \$10,686,694.39

Change Amount Including this Order \$1,976,497.04 / \$10,731,097.04

Total Change Order Percentage 22.58%

**APPROVAL**

Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.

BY DEPARTMENT DIRECTOR		DATE	Jan 8, 2021
------------------------	--	------	-------------

Calvert Collins-Bratton      Jan 8, 2021

Calvert Collins-Bratton, President  
 Park and Recreation Board      Date

Original-City Secretary      Copy - Initiating Department      REV 1/2020

Attested by: Anthony Becker      Jan 11, 2021

Anthony Becker, Secretary      Date  
 Park and Recreation Board



OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED 21-0059

2021 JAN 21 AM 4: 43

CITY SECRETARY  
DALLAS TEXAS

September 9, 2020

DAL-TECH ENGINEERING INC (262063)  
SEDI A TOVMANI  
17400 DALLAS PKWY STE 110  
DALLAS, TX 75287  
stoumani@dal-tech.com  
214-250-2727

RE: ENGINEERING AND SURVEY SERVICES (BNZ1621)

Dear Sedi Tovmani,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **December 30, 2020**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **December 30, 2021**, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **September 18, 2020**.

YES, I agree to extend this agreement through December 30, 2021.

NO, I decline to extend this agreement.

Authorized Signature

Date

Name

Title

Please let me know if you have any questions or concerns.

Thank you,

Melony Hilson  
Buyer III  
Office of Procurement Services  
Melony.hilson@dallascityhall.com  
214-670-0604

Chhunmy Chhean (Jan 21, 2021 16:09 CST)

Director, Office of Procurement Services

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



**OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER**

RECEIVED 21-0060

2021 JAN 22 PM 2: 17

CITY SECRETARY  
DALLAS TEXAS

September 9, 2020

FREESE AND NICHOLS, INC (347200)  
ALAN GREER  
2711 N. HASKELL AVE  
DALLAS TX 75204  
THH@FREESE.COM  
214-920-2500

RE: Engineering and Survey Services (BNZ1621)

Dear Alan Greer,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement **expires on December 30, 2020**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **December 30, 2021**, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **September 18, 2020**.

**YES, I agree to extend this agreement through December 30, 2021.**

**NO, I decline to extend this agreement.**

9/15/2020

Authorized Signature

Date

John Dewar, PE

Vice President

Name

Title

Please let me know if you have any questions or concerns.

Thank you,

Melony Hilson  
Buyer III  
Office of Procurement Services  
Melony.hilson@dallascityhall.com  
214-670-0604

  
Chhunny Chhean (Jan 21, 2021 16:10 CST)

Director, Office of Procurement Services

**Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)**



OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED 21-0061

2021 JAN 28 AM 9:30

CITY SECRETARY  
DALLAS TEXAS

October 30, 2020

Allied Tube & Conduit (152046)  
Clay Russell  
16100 South Lathrop Avenue  
Harvey, IL 60426  
crussell@atkore.com  
800-882-5543

RE: Permanent Sign Posts & Installation Hardware (POM-2018-00004729)

Dear Allied Tube & Conduit,

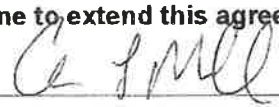
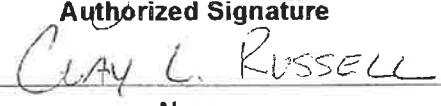
Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **January 9, 2021**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **January 9, 2022**, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **November 1, 2020**.

**YES, I agree to extend this agreement through January 9, 2022.**

**NO, I decline to extend this agreement.**

	10/30/20
Authorized Signature	Date
	DISTRICT SALES MANAGER
Name	Title

Please let me know if you have any questions or concerns.

Thank you,

Emily Grose  
Senior Buyer  
Office of Procurement Services  
Emily.grose@dallascityhall.com  
214-670-3391



Director, Department of Transportation

  
Chhunny Chhean | Jan 27, 2021 10:21 CST

Director, Office of Procurement Services

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



**OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER**

**RECEIVED 21-0062**

2021 JAN 28 AM 9:31

**CITY SECRETARY  
DALLAS TEXAS**

January 7, 2021

Custom Crete Redi-Mix, LLC (VC13900)  
Kyle Marten  
2624 Joe Field Road  
Dallas, TX 75229  
Kyle.Marten@us-concrete.com  
94-255-0037

RE: Concrete (Mobile) Products (BQ1602)

Dear Custom Crete Redi-Mix, LLC,

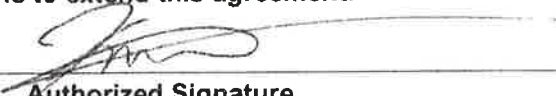
Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **February 23, 2021**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **February 23, 2022**, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **February 1, 2021**.

**YES, I agree to extend this agreement through February 23, 2022.**


**NO, I decline to extend this agreement.**

	1-7-2021
<b>Authorized Signature</b>	<b>Date</b>
Kyle Marten	Operations / Sales Manager DFW
<b>Name</b>	<b>Title</b>

Please let me know if you have any questions or concerns.

Thank you,

Emily Grose  
Senior Buyer  
Office of Procurement Services  
Emily.grose@dallascityhall.com  
214-670-3391

  
Robert Perez (Jan 11, 2021 11:08 CST)

**Director, Public Works Department**

  
Chhunmy Chhean (Jan 27, 2021 10:20 CST)

**Director, Office of Procurement Services**

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED 21-0063

2021 JAN 28 AM 9:28

CITY SECRETARY  
DALLAS TEXAS

January 21, 2021

Preferred Business Solutions (120180)  
Paula Leigh  
1701 W. Walnut Hill  
Irving, TX 75038  
paulal@popexpress.com  
214-358-1200

RE: Custom Rubber Stamps (Project Number BX1803)

Dear Paula Leigh,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **February 6, 2021**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **February 6, 2022** or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **January 27, 2021**.

**YES, I agree to extend this agreement through February 6, 2022.**

**NO, I decline to extend this agreement.**

Andrew Atkinson  
Andrew Atkinson (Jan 22, 2021 12:12 CST)

01/22/2021

**Authorized Signature**

**Date**

Andrew Atkinson

President & CEO

**Name**

**Title**

Please let me know if you have any questions or concerns.

Thank you,

Doug Shelton  
Sr. Buyer  
Office of Procurement Services  
Douglas.shelton@dallascityhall.com  
214-671-9820

Kriston Sweckard  
Kriston Sweckard (Jan 22, 2021 11:56 CST)

**Director, Sustainable Development**

Chhunny Chhean  
Chhunny Chhean (Jan 27, 2021 14:32 CST)

**Director, Office of Procurement Services**

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)

RECEIVED

2021 JAN 28 AM 9:28

CITY SECRETARY  
DALLAS TEXAS



City of Dallas

**OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER**

November 18, 2020

Hach Company, (029911)  
Richard Delgadillo/Gail Feikes  
5600 Lindbergh Drive  
Loveland, CO 80538  
[rdelgadi@hach.com](mailto:rdelgadi@hach.com) / [gfeikes@hach.com](mailto:gfeikes@hach.com)  
970-443-8821

RE: BMZ1701 Flow Monitoring Services & Data Analysis

Dear Richard Delgadillo/Gail Feikes,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **April 13, 2021**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **April 12, 2022**, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by December 1, 2020.

**YES, I agree to extend this agreement through April 12, 2022.**

**NO, I decline to extend this agreement.**

*Meghan Cozzens*  
Authorized Signature

11/18/2020

Date

Meghan Cozzens

Professional Services Program Manager

Name

Title

Please let me know if you have any questions or concerns.

Thank you,

Mario Torres  
Buyer III  
Insert Office of Procurement Services  
[mario.torres@dallascityhall.com](mailto:mario.torres@dallascityhall.com)  
214-671-9829

11/25/20

Director, DWG Department

*Chhunny Chhean*  
Chhunny Chhean (Jan 27, 2021 11:05 CST)

Director, Office of Procurement Services

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



**OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER**

**RECEIVED**  
2021 JAN 28 AM 9:28  
**21-0065**  
**CITY SECRETARY  
DALLAS TEXAS**

January 11, 2021

Joe East Enterprises, Inc. dba A-1 LOCKSMITHS INC (268354)  
Amber Melland  
2508 Highlander Way #230  
Carrollton, TX 75006  
amber@joeeastinc.com  
469-791-3497

RE: A-1 Locksmith Services (BE1501)

Dear Joe East Enterprises, Inc.,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **January 12, 2021**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **January 12, 2022**, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by **January 11, 2021**.

**YES, I agree to extend this agreement through January 12, 2022.**

**NO, I decline to extend this agreement.**

*Amber Melland*

1/11/2021

Authorized Signature	Date
Amber Melland	A/R & Collections Specialist
Name	Title

Please let me know if you have any questions or concerns.

Thank you,

Mario Torres  
Buyer III  
Office of Procurement Services  
[Mario.torres@dallascityhall.com](mailto:Mario.torres@dallascityhall.com)  
214-671-9829

*[Handwritten Signature]*  
Director, Dallas Water Utilities Department

*Chhunny Chhean*  
Chhunny Chhean (Jan 27, 2021 11:39 CST)  
Director, Office of Procurement Services

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5051

### EFFECTIVE DATE

Dec 24, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2020 JAN -4 AM 9:20  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	Opportunity Construction LLC – Contractor Joyce Williams - Homeowner	<b>Vendor No.</b>	VC14284
---------------------	---	-------------------	---------

**Subject:** Home Improvement and Preservation Program (HIPP Recon)

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 2301 Bethurum Ave. Dallas, Texas 75215 in the amount of \$148,625.00 and lead based grant amount \$000.00 CDBG funds will be utilized for this project: 2019-20 Funds will be used for this project that have been previously approved by Council..

<b>Contract Number:</b>	HOU-2020-00014625	<b>Contract Term:</b>	Effective Date of the AA above	to	6/20/2021
-------------------------	-------------------	-----------------------	--------------------------------	----	-----------

**Background:** On December 11 by Resolution No. 19-1863, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a repayment loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is Joyce Williams.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>							-	0.00
							-	
							-	
	<b>Financing:</b>						<b>TOTAL:</b>	0.00

	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
<b>Contract Amendment Information:</b>							0%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*David Noguera*  
By Department Director Dec 24, 2020  
Date

*Christina Sutton*  
Approved as to Form by City Attorney *CS* Jan 1, 2021  
Date

Dec 24, 2020  
By City Manager Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5052

### EFFECTIVE DATE

Dec 24, 2020

RECEIVED  
 2021 JAN -4 AM 9:20  
 CITY SECRETARY  
 DALLAS, TEXAS

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Opportunity Construction LLC - Contractor  
Nathan Jerome Brown - Homeowner Vendor No. VC14284

Subject: Home Improvement and Preservation Program (HIPP Recon)

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute agreement for payment for Home Improvement and Preservation Program project at property address 2326 Harlandale Ave. Dallas, Texas 75216 in the amount of \$146,700.00 and lead based grant amount \$000.00 CDBG funds will be utilized for this project: 2019-20 Funds will be used for this project that have been previously approved by Council..

Contract Number: HOU-2020-00014617 Contract Term: Effective Date of the AA above to 6/20/2021

Background: On December 11, 2019 by Resolution No. 19-1863, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a repayment loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is Nathan Jerome Brown.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						-	0.00	
						-		
						-		
Financing:							TOTAL:	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							0%

*NDJ* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*David Nguyen* Dec 24, 2020  
By Department Director Date

*Christina Sutton* Jan 1, 2021  
Approved as to Form by City Attorney *CS* Date

*David Nguyen* Dec 24, 2020  
By City Manager Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5054

EFFECTIVE DATE

1/1/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN -4 PM 12:24  
CITY SECRETARY  
DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Wolters Kluwer Financial Services Vendor No. VS0000079286

Subject: GuidePath Migration: TeamMate AM to TeamMate + Audit Work Proposal

Lead Dept: AUD

Action Requested: The Office of the City Auditor has been using TeamMate AM since 2007. TeamMate AM is nearing end-of-life, and we are required to upgrade to the latest version of TeamMate, TeamMate+, to continue receiving support by the vendor. This upgrade is a one-time conversion project which encompasses consulting, configuration, and training costs and will allow us to be more compatible and robust with server/hardware requirements to be utilized within the City domain. No additional contract terms or supplemental amendments are necessary to follow vendors product end-of-support migration path.

Contract Number:	AUD-2021-00015150	Contract Term:	11/12/2020	to	4/30/2021
------------------	-------------------	----------------	------------	----	-----------

Background: On June 27, 2007, by Council Resolution #07-2020, the City Council authorized the Office of the City Auditor to procure the TeamMate Audit Management System software to be used for the preparation and review of audit work papers. The Office of the City Auditor will be able to continue using our existing software licenses with Wolters Kluwer Financial Services along with the conversion of historic audit engagement electronic working papers and open audit recommendations.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	AUD	1201	AU01	3070		AUDGF2021WK	\$28,500.00
						-	
						-	
Financing:						TOTAL:	

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

**Mark Swann**

Digitally signed by Mark Swann  
Date: 2020.12.31 11:29:58 -06'00'

**Michael Doss**

Digitally signed by Michael Doss  
Date: 2021.01.04 11:43:28 -06'00'

By Department Director

Date  
**TC Broadnax**

Digitally signed by TC Broadnax  
Date: 2021.01.01 18:15:37 -06'00'

Approved as to Form by City Attorney

Date

By City Manager

Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

## 21-5055

EFFECTIVE DATE

Dec 8, 2020

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment)

2021 JAN -4 PM 3:53  
CITY SECRETARY  
DALLAS, TEXAS

RECEIVED

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Aloft Hotel (Downtown Dallas) Vendor No. VC0000012538

Subject: Hotel Rooms for DFR Lieutenant Assessment Center Department: Civil Service

Action Requested: Authorization to pay vendor for hotel rooms for the Dallas Fire Rescue Lieutenant Assessment Center scheduled for January 10-15, 2021.

Contract Number: CVS-2021-00015115 Contract Term: 1/10/2021 To 1/15/2021

Background: The Civil Service Department conducts Assessment Centers for the DFR Lieutenant position as a part of the promotional process for the Dallas Fire Rescue Department. The Civil Service Department provides accommodations for all assessors and the consultants during the Assessment Center.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	DFD	HS00	DF03	3090		CX-CVS-2021-00015115	\$12,255.30
<b>TOTAL:</b>							<b>\$12,255.30</b>

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Donna*  
By Department Director

*Kimberly Bizer Tolbert*  
Dec 8, 2020  
DATE

Kimberly Bizer Tolbert  
Digitally signed by Kimberly Bizer Tolbert  
Date: 2020.12.08 15:58:21 -0800

By Assistant City Manager

*Don Knight*  
Approved as to form by City Attorney

Dec 8, 2020

DATE

Jan 4, 2021

DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5056

EFFECTIVE DATE

1/4/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN -5 AM 9:32  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No/NA

Vendor Name: Legal Aid of NorthWest Texas Vendor No. \_\_\_\_\_

Subject: Evictions Assistance Initiative

Lead Dept: Office of Equity and Inclusion

Action Requested: Authorize an amendment to the budget and the scope of services to the contract with Legal Aid of NorthWest Texas. Total amount not to change.

Contract Number:	FHO-2021-00014891	Contract Term:		to	
------------------	-------------------	----------------	--	----	--

**Background:**

As the COVID-19 Pandemic has affected our communities in various manners, we have noted a distinct hardship on tenants. Due to COVID-19 financial hardships, tenants have faced the threat of eviction.



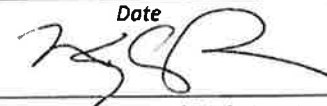
The Evictions Assistance Initiative establishes an evictions program where services will include education, community outreach, and direct legal services to Dallas residents. The goal is to mitigate the problem of people finding themselves facing possible eviction or before the eviction courts without the resources to retain legal representation.

There is an immediate need for eviction assistance due to the effects of the COVID-19 pandemic. It is a priority to develop education, community outreach, and direct legal services for evictions utilizing CARES Act funding.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						-	0.00	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	20-6222	10.19.20	\$50,000	0	\$ 50,000.00	0%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

By Department Policy Manager  Date 1/4/2021  
 Approved as to Form by City Attorney  Date 01.05.21  
 By City Manager/Chief of Equity & Inclusion  Date 1/4/2021



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5057

EFFECTIVE DATE

Nov 16, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2020 JAN -5 AM 9:39  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Harrison, Walker & Harper, L.P. Vendor No. 513339

Subject: Supplemental Agreement No. 3 to Design/Builder's Contract for Fire Station #46

Lead Dept: MGT-Office of Bond and Construction Management

Action Requested: Authorize an increase to the design/build contract with Harrison Walker & Harper, L.P. (HWH) for pier reconciliations and a Y-inlet connection with a curb drain for Fire Station 46, located at 331 E. Camp Wisdom Rd., in an amount not to exceed \$23,363.60, increasing the contract from \$6,049,702.00 to \$6,073,065.60 and extend the project completion date by five (15) days for these modifications to the planned scope of work.

Contract Number: PBW-2019-00009460A Contract Term: 12/30/2019 to 4/27/2021

Background: On April 10, 2019, Resolution No. 19-0499 authorized a design-build services contract with Harrison, Walker & Harper, L.P. for Fire Station 46. During construction, the bearing stratum piers required more depth than anticipated by the geotechnical report, resulting in a net increase to the cost of the piers. Also, the Y inlet connection anticipated and designed by the Civil Engineer needed revisions during construction, due to unforeseen conditions, requiring the existing culvert to be removed, and a Y-inlet connection and curb drain at the north parking entrance along Manitoba Avenue to be installed to collect runoff. This action will authorize an increase to the construction contract amount for pier reconciliation and the addition of the Y-inlet and curb drain.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V33	BSD	VG02	FIRF	4112	EB17VG02	CX PBW-2019-00009460A	\$23,363.60
						-	
						-	
Financing: 2017 General Obligation Bond Fund						TOTAL:	\$23,363.60

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	3	19-0499	4/10/2019	\$616,065.00	\$ 6,049,702.00	\$6,073,065.60	886%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

By Department Director: Nov 16, 2020 Date  
 Approved as to Form by City Attorney: Jan 5, 2021 Date  
 By City Manager: Nov 16, 2020 Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5058

### EFFECTIVE DATE

Dec 3, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications, the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN -5 AM 10:18  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: T-Grip, LLC dba T-Grip Graphics & Signs Vendor No. VS97285

Subject: Decals

Lead Dept: EFM

Action Requested: Authorize Supplemental Agreement No. 1, a \$1,279.20 increase in funds to the master agreement, under the same terms and conditions.

Contract Number: POM-2018-00006575 Contract Term: 8/8/2018 to 8/8/2021

Background: On August 8, 2018, City Council authorized a three-year master agreement with T-Grip, LLC dba T-Grip Graphics & Signs (BN1812) in the amount of \$5,116.80 by Resolution No. 18-1052, for the purchase of replacement reflective decals for squad cars, City fleet vehicles, and non-reflective labels for storage containers.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						- POM-2018-00006575	\$1,279.20	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$1,279.20

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	18-1052	8/8/2018	\$5,116.80	\$1,279.20	\$6,396.00	25%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Chummy Chkuan*  
Chummy Chkuan (Dec 3, 2020 10:52 AM CST)

Dec 3, 2020

*Arthur N. Bashor*  
Arthur N. Bashor (Jan 5, 2021 10:04 AM CST)

Jan 5, 2021

*Ky*  
By Department Director

Date

Approved as to Form by City Attorney

Date

*Judy Zapala*  
Judy Zapala (Dec 3, 2020 10:02 AM CST)

Dec 3, 2020

By City Manager

Date

Dec 3, 2020



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5059

### EFFECTIVE DATE

Dec 24, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN -5 AM 10:53  
CITY SECRETARY  
DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	Atilano Torres dba Torres Construction Michelle Cross	<b>Vendor No.</b>	337798
---------------------	--	-------------------	--------

**Subject:** Home Improvement and Preservation Program (HIPP Repair)

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 7709 Chorus Way Dallas, Texas 75237 in the amount of \$12,270.00 and lead based grant amount \$0.00. CDBG funds will be utilized for this project: 2019-20 Resolution No. 20-1220.

<b>Contract Number:</b>	HOU-2020-00014608	<b>Contract Term:</b>	Effective Date of the AA above	to	01/20/2021
-------------------------	-------------------	-----------------------	--------------------------------	----	------------

**Background:** On August 26, 2020, Resolution No. 20-1220 approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is Michelle Cross.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>							-	0.00
							-	
							-	
<b>Financing:</b>							<b>TOTAL:</b>	0.00

	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
<b>Contract Amendment Information:</b>							0%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Noguera  
By Department Director  
Dec 24, 2020  
Date

Approved as to Form by City Attorney  
Dec 28, 2020  
Date

By City Manager  
Dec 24, 2020  
Date





# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5061

EFFECTIVE DATE

Dec 1, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN -5 AM 10:59  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Freese & Nichols, Inc. Vendor No. 347200

Subject: Southeast Service Center Canopy Foundation Design

Lead Dept: Office of Bond Program and Construction Management

Action Requested: Authorize a professional services contract with Freese & Nichols, Inc. for the design of canopy foundations and a flex base parking lot at Southeast Service Center, located at 2761 Municipal Street, in an amount not to exceed \$49,040.00

Contract Number: BON-2021-00015108 Contract Term: 12/10/2020 to 10/10/2021

Background: As part of renovations to the Southeast Service Center, the client department has requested the installation of three (3) vehicle canopies at Southeast Service Center to allow staff to work on light and heavy City vehicles, which requires foundation plans and specifications. Also, a building demolition took place earlier in the renovation and a planned parking lot will be designed in its place. This action will authorize Freese and Nichols, Inc. to provide plans and specifications for the vehicle canopy foundations of the premanufactured canopies and the flex base parking lot.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1T60	BSD	T743	CFCR	4112	PB06T743	BON-2021-00015108	\$49,040.00
Financing: 2006 General Obligation Bond Fund						TOTAL:	\$49,040.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Dec 1, 2020  
By Department Director Date

Jan 5, 2021  
Approved as to Form by City Attorney Date

Dec 1, 2020  
By City Manager Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5062**

EFFECTIVE DATE

Nov 30, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 NOV 21 2021  
 5:08 PM  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: MICA Corporation Vendor No. VC22366  
 Subject: IH30/US75 Interchange (High Mast Pole Replacement with Refurbished Carpenter Park High Mast Pole)  
 Lead Dept: Transportation (TRN)

Action Requested: Approve a purchase from MICA Corporation to replace the existing damaged high mast pole at the IH30/US75 interchange with a refurbished high mast pole that is scheduled to be removed from Carpenter Park.  
 Contract Number: TRN-2020-00014488 Contract Term: 8/28/2020 to 12/31/2020

Background: Parks for Downtown Dallas is currently managing the construction of Carpenter Park. As part of this construction project, MICA Corporation is scheduled to remove a high mast pole from Carpenter Park. For \$21,000, this high mast pole could be used to replace the damaged high mast pole at the IH30/US75 interchange. If a new high mast pole had to be purchased, the cost would be approximately \$100,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	TRN	3180	SL01	3110		-	\$21,000.00	
Financing:							<b>TOTAL:</b>	<b>\$21,000.00</b>

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*M. Rogers*  
 By Department Director      10/21/2020      Date

*Christine Lanners*  
 Approved as to Form by City Attorney      Dec 1, 2020      Date

*[Signature]*  
 By City Manager      Nov 30, 2020      Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

## 21-5063

EFFECTIVE DATE

12/4/20 *AS*

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment)

CITY SECRETARY  
DALLAS, TEXAS  
2021 JAN - 5 PM 12:50

RECEIVED

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	OnSolve, LLC dba One Call Now	Vendor No.	VS93728
Subject:	Messaging Service	Department:	Office of Community Care - WIC Prog

Action Requested: Request the renewal of the existing contract between the City of Dallas's WIC Program and OnSolve, LCC dba One Call Now for multimedia messaging services. The vendor will continue to provide services for the City of Dallas's WIC Program and its clients and potential eligibles.

Contract Number:	MGT-2020-00014028	Contract Term:	12/18/2020 To 12/17/2021
------------------	-------------------	----------------	--------------------------

Background: OnSolve, LLC dba One Call Now (OCN) provides multimedia options for communicating with the City of Dallas's WIC Program existing and potentially eligible clients. OCN is an existing vendor of both the State of Texas and the City of Dallas. The software facilitates secure file date transfer (approved by State) of information associated to participants notifying clients of future and missed appointments. While using this software, clients are able to safely and securely two-way chat their questions and concerns about the WIC Program and receive additional information about various social sevice options with their smartphones or telephonic devices. OCN software is 100% internet based & does not require IT staff daily intervention.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
F639	MGT	129C		3050		OCC-2020-00014028	\$19,152.22
<b>TOTAL:</b>							\$19,152.22

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Jessica Galleghaw*

Dec 1, 2020

*Christen Sutton*

Jan 4, 2021

By Department Director

DATE

Approved as to form by City Attorney

DATE

*[Signature]*

### Dec 4, 2020

By Assistant City Manager

DATE



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5064**

EFFECTIVE DATE

12/21/2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 20%).
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN -5 AM 10:59  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Urban Environmental dba Urban Jungle Vendor No. VS0000022350

Subject: Plant Maintenance for Dallas Love Field Airport

Lead Dept: AVI

Action Requested: Authorize Administrative Action for a 1-year service contract for vendor to maintain the plants around the terminal and offices at Dallas Love Field. Service not to exceed \$19,320.00 **3 quotes attached**

Contract Number: AVI-2021-00014881 Contract Term: 12/30/2020 to 12/31/2021

Background: Vendor will be responsible for the monthly maintenance and Color Program for interior plants at Dallas Love Field Airport terminal and Parking Garages. This includes, but is not limited to watering, pruning, fertilization, pest control and cleaning of plants and planters. Also, immediate replacement for dying or aging plants. AVI is working on a long-term agreement. One-year service agreement will allow us time to take this solicitation to council. Service amount not to exceed \$19,320.00

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
130	AVI	7736	AV18	3210		CX AVI-2021-00014881	\$19,320.00
Financing: FY2021 Operating Fund						<b>TOTAL:</b>	\$19,320.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*[Signature]*  
By Department Director Date 12/18/2020

*Ashley Stockton*  
Approved as to Form by City Attorney Date 12/21/2020

12/21/2020  
By City Manager Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5065

### EFFECTIVE DATE

Dec 31, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN - 5 PM 2:31  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: American Program Bureau Inc. Vendor No. 518947

Subject: 2021 City of Dallas MLK Celebration Week- APB VIRTUAL IN-PERSON (VIP) PLATFORM CONTRACT

Lead Dept: Office of Community Care/Martin Luther King Jr. Community Center

Action Requested: The City of Dallas -Office of Community Care seeks a vendor to provide a virtual platform for online 2021 MLK Celebration week events developed and provided by the City of Dallas OCC and PAO recording and broadcasting teams for our MLK Celebration week in January 2021.

Contract Number:	OCC-2021-00015354	Contract Term:	Jan 1, 2021	to	Jan 30, 2021
------------------	-------------------	----------------	-------------	----	--------------

Background: The Awards Gala is held annually in remembrance of the legacy and accomplishments of Dr. King and is a fundraiser for the MLK Jr. Community Center.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCC	4296				OCC-2021-00015354	\$15,500
Financing:						<b>TOTAL:</b>	\$15,500

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Jessica Galleshaw

Dec 31, 2020

*[Signature]*

Jan 5, 2021

By Department Director

Date

Approved as to Form by City Attorney

Date

*[Signature]*

Dec 31, 2020

By City Manager

Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

## 21-5066

EFFECTIVE DATE

Dec 14, 2020

CITY SECRETARY  
DALLAS, TEXAS  
2021 JAN - 5 PM 2:41

RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	Industrial Organizational Solutions, Inc.	Vendor No.	VS0000014784
Subject:	Development of Assessment Centers and Written Exams	Department:	Civil Service

Action Requested: Authorize ratification of invoice payment to Industrial Organizational Solutions, Inc. for development of the Dallas Fire Rescue Captain Assessment Center administered on November 10-16, 2019.

Contract Number:	CVS-2021-00015466	Contract Term:	11/10/2019 To 11/16/2019
------------------	-------------------	----------------	--------------------------

Background: The Civil Service Department conducts Assessment Centers for the DFR Captain position as a part of the promotional process for the Dallas Fire Rescue Department. The Civil Service Department provides accommodations for all Assessors and the Consultants during the Assessment Center.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	DFD	HS00	DF03	3090		CVS-2021-00015466	\$27,950.00
<b>TOTAL:</b>							\$27,950.00

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

By Department Director

By Assistant City Manager

Michael Doss (Jan 5, 2021 10:37 CST)  
Approved as to form by City Attorney

Jan 5, 2021  
DATE

Dec 14, 2020  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5067

### EFFECTIVE DATE

1/5/2021 *MD*

### 1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN - 5 PM 3:26  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Vendor Name: **Transformance, Inc.** Vendor No. **VS0000063662**

Subject: **Subrecipient Agreement – South Dallas Drug Court**

Lead Dept: **City Attorney's Office**

Action Requested: **Authorize a contract between the City of Dallas and Transformance, Inc. to provide financial literacy classes to program participants at the South Dallas Drug Court. This contract shall not exceed \$5,730.**

Contract Number: **ATT-2021-00015136** Contract Term: **9/30/2020** to **9/29/2021**

Background: **On August 26, 2020, City Council by Resolution No. 20-1214, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$343,639.00 for year three of the project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2020 through September 29, 2021. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.**

**Under this contract, Transformance, Inc. will provide financial literacy classes to program participants at the South Dallas Drug Court as provided by the engagement letter dated November 11, 2020. This contract shall not exceed \$5,730.**

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
F631	ATT	121C		3070		MASC ATT-2021-00015136	\$5,730.00
						-	
						-	
Financing:						<b>TOTAL:</b>	<b>\$5,730.00</b>

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
							%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Ayah Powers*

Dec 28, 2020

By Department Director

Date

*Michael Doss*

Jan 5, 2021

Approved as to Form by City Attorney *MD*


Date

*[Signature]*

Jan 5, 2021

By City Manager

Date

 CITY OF DALLAS	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	21-5068	
	EFFECTIVE DATE	
	Dec 30, 2020	
See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.		

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED

CITY SECRETARY  
DALLAS, TEXAS

2021 JAN - 6 AM 10:14

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	SHI Government Solutions, Inc.	<b>Vendor No.</b>	502145
---------------------	--------------------------------	-------------------	--------

**Subject:** Report2Web Software Support Services – Supplemental Agreement No. 1

**Lead Dept:** Information & Technology Services

**Action Requested:** Authorize SA No. 1 for a 90-day extension of the services agreement for Report2Web Software Support.


<b>Contract Number:</b>	DSV-2018-00008112	<b>Contract Term:</b>	11/15/2020	<b>to</b>	2/15/2021
-------------------------	-------------------	-----------------------	------------	-----------	-----------

**Background:** This action is necessary to provide continuous utilization of Report2Web software until a new multi-year agreement is approved by council. Report2Web is a report distribution and repository software used to distribute and store current reports and retain historical reports from computer systems such as the Advantage Financial Management System.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0198	DSV	1665		3099		- DSV-2018-00008112	\$ 13,886.00
							-	
							-	
<b>Financing:</b>		Data Services Fund					<b>TOTAL:</b>	\$13,886.00

	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
<b>Contract Amendment Information:</b>	1	15-1648	9/9/2015	\$336,856.00	\$0.00	\$350,742.00	4.12%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 William Zielinski (Nov 11, 2020 12:31 CST)  
 By Department Director

Nov 11, 2020  
 Date

  
 Willow Sanchez  
 Approved as to Form by City Attorney  
 Date

  
 Joey Zapata (Dec 30, 2020 17:49 CST)  
 By City Manager

Dec 30, 2020  
 Date

W S



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5069**

EFFECTIVE DATE

Dec 8, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN -6 AM 11:29  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: **ECHO THEATRE** Vendor No. **39345**  
 Subject: Professional Services  
 Lead Dept: Office of Arts and Culture

Action Requested: The consultant will produce "IT'S MY PARTY!" by Ann Timmons / The Suffragist's Story - A Regional Premiere" a new play that is a tribute to the Suffrage Movement, IT'S MY PARTY! educates audiences about key players and events in the fight to gain women the right to vote. This engaging and entertaining script celebrates this year's 100th anniversary of the passage of the 19th Amendment. This play will be performed in September 2021 and will also be streamed online. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2019-00011740 (CR-00025365)	Contract Term:	12/14/2020	to	9/30/2021
------------------	---------------------------------	----------------	------------	----	-----------

Background: The fee for this service is \$9,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,250.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$4,500.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2,250.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R3	MASC OCA-2019-000011740	\$9,000.00
						-	
						-	
Financing: General Fund						<b>TOTAL:</b>	\$9,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Janifer Saiz*  
 Janifer Saiz (Dec 8, 2020 08:49 CST)  
 By Department Director

Dec 8, 2020  
 Date

*MPS*  
 Approved as to Form by City Attorney  
 Dec 21, 2020  
 Date

*Joey Zapata*  
 Joey Zapata (Dec 8, 2020 10:00 EST)  
 By City Manager

Dec 8, 2020  
 Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5070

EFFECTIVE DATE

Dec 3, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN -6 AM 11:29  
CITY SECRETARY  
DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: **Micaela Tillett** Vendor No. VC20223

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present a project entitled, "Orizon Dance Intensive". The project will consist of 4 days intensive: 3 days of dance workshop and 1 day of educational lecture with performance on the roots of Afro-Caribbean (Hip Hop, Afro-Brasil, Dancehall and AfroDance). This dance intensive will occur in August 2021. Consultant shall follow CDC guidelines for the health and safety of in-person events. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy...

Contract Number:	OCA-2019-00011740 (CR-00025366)	Contract Term:	12/14/2020	to	9/30/2021
------------------	---------------------------------	----------------	------------	----	-----------

Background: The fee for this service is \$7,500.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$1,875.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$3,750.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$1,875.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R3	MASC OCA-2019-000011740	\$7,500.00
						-	
						-	
Financing: General Fund						TOTAL:	\$7,500.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Joey Zapata*  
By Department Director

Dec 3, 2020

Date

*Tasheana L. Byrd*

Approved as to Form by City Attorney

Dec 29, 2020


Date

*Joey Zapata*  
By City Manager

Date

Dec 3, 2020

Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <h2>21-5071</h2>
		<b>EFFECTIVE DATE</b>
		Dec 22, 2020

1. Place an "X" in the appropriate box for the approval of:

a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)

c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN - 6 AM 11:29  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: **National Association of Composers USA - Texas Chapter** Vendor No. **VC22335**

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: The consultant will present *Classical and contemporary Choral music experience for Dallas Green Space audiences at Roosevelt Park and at the Dallas Central Public Library Auditorium*. In April 2021 a concert of solo and chamber pieces will be performed at the Dallas Central Library and students and families from the Pleasant Grove area will be bused in. Once at the library students will have an opportunity to have a tour and learn about the services offered in the Central Library. In May of 2021 students from Samuel HS Concert choir will perform with a professional string quartet at Roosevelt park. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2019-00011740 (CR-00025390)	Contract Term:	1/04/2021	to	9/30/2021
------------------	---------------------------------	----------------	-----------	----	-----------

Background: The fee for this service is **\$5,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$1,250.00** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or **\$2,500.00** of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or **\$1,250.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R3	MASC OCA-2019-000011740	\$5,000.00
						-	
						-	
Financing: General Fund						<b>TOTAL:</b>	\$5,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%


**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

  
 By Department Director  
 (Dec 22, 2020 14:18 CST)


Dec 22, 2020  
 Date

  
 Approved as to Form by City Attorney  
 Date

Jan 4, 2021  
 Date

  
 By City Manager  
 (Dec 22, 2020 16:19 EST)

Dec 22, 2020  
 Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <h2>21-5072</h2>
		<b>EFFECTIVE DATE</b> Dec 10, 2020

1. Place an "X" in the appropriate box for the approval of:

a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)

c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN -6 AM 11:29  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: **Ofelia Faz-Garza** Vendor No. VS88191

Subject: Professional Services

Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall present a residency entitled, "Semillitas Community Library". Consultant will set up a community library inside a local bazaar that will operate as a booth where customers who are shopping at the bazaar can visit to get free books and art supplies, and participate in interactive art and writing experiences. Local community artists will be invited to share local resources and skills with participants. Consultant shall follow all CDC guidelines and recommendations for the health and safety of all which could include scheduling socially distant pick up times and virtual lessons. This project will happen in summer 2021. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.

Contract Number:	OCA-2019-00011740 (CR-00025370)	Contract Term:	12/16/2020	to	9/30/2021
------------------	---------------------------------	----------------	------------	----	-----------

**Background:** The fee for this service is **\$12,500.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$3,125.00** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or **\$6,250.00** of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or **\$3,125.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.


FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R3	MASC OCA-2019-000011740	\$12,500.00
						-	
						-	
<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$12,500.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$ 0.00	%


**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 By Department Director  
 (Dec 10, 2020 08:32 CST)

Dec 10, 2020  
 Date

  
 Approved as to Form by City Attorney  
 Date

Dec 11, 2020  
 Date

  
 By City Manager  
 (Dec 10, 2020 09:50 EST)

Dec 10, 2020  
 Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5073**

EFFECTIVE DATE

Nov 11, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): Annual Software Maintenance  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN -6 PM 12:21  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: SCANTRON Corporation Vendor No. 117076

Subject: Scantron Maintenance – Renewal

Lead Dept: Civil Service

Action Requested: Authorization to pay vendor for maintenance of ParScore Lan Unlimited Users (Serial Number 008000751) and ParTest Lan Unlimited Users (Serial Number 003333600) for the period of tU26/2019 to LU25/2020

Contract Number: CVS-2021-00014948 Contract Term: 11/26/2020 to 11/25/2021

Background: Scantron machines are used to score Civil Service Exams, including but not limited to Police and Fire Promotional Exams. Civil Service has four (4) scantron machines that are utilized for scoring uniform and civilian exams and providing statistical reports to the Validation team.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	CVS	1415	CS04	3438		CX - CVS-2021-00014948	1,985.00	
						-		
						-		
Financing:							<b>TOTAL:</b>	

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Jared Davis  
By Department Director  
11/27/20  
Date

Don Knight  
Don Knight (Jan 5, 2021 4:33 CST)  
Approved as to Form by City Attorney  
Jan 5, 2021  
Date

[Signature]  
By City Manager  
Nov 11, 2020  
Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5074**

EFFECTIVE DATE

Dec 18, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN - 6 PM 2:55  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Cynthia Olvera Vendor No. VS14551

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Cynthia Olvera who will. The vendor will provide Karate classes to the citizens of Dallas.  
 Contact: Leatrice Newhouse 214-670-8847  
 Contract Number: PKR-2021-00015152 Contract Term: NTP to 9/30/2021

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR	5071	N/A	3064	N/A	MASC PKR-2021-00015152	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.	
Financing:							TOTAL:	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Jenkins*  
 John Jenkins (Dec 17, 2020 21:36 CST)  
 By Department Director Date Dec 17, 2020

*Benjamin N. Samples, II*  
 Benjamin N. Samples, II (Jan 6, 2021 12:54 CST)  
 Approved as to Form by City Attorney Date Jan 6, 2021

*Joey Zapata*  
 Joey Zapata (Dec 18, 2020 08:12 EST)  
 By City Manager Date Dec 18, 2020

*MH*  
 ORIGINAL - City Secretary



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5075**

EFFECTIVE DATE

January 1, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN - 6 PM 3:27  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Navex Global Vendor No. VS91079

Subject: Case Management

Lead Dept: Human Resources

Action Requested: Authorize a services contract for NAVEX Global to help process and track internal HR investigations, employee relation matters and grievances.

Contract Number:	PER-2020-00014403	Contract Term:	12/28/2020 to 12/27/2021
------------------	-------------------	----------------	--------------------------

Background: The Human Resource (HR) department currently has three separate legacy databases for tracking internal HR investigations, employee relation matters and grievances with no reporting capabilities. This software will replace these databases and streamline processes for intake, investigation management and reporting for employee relations matters and grievances.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PER	1432		3099		-	8,722.50
						-	
						-	
Financing:						<b>TOTAL:</b>	8,722.50

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

By Department Director Jan 6, 2021  
 Date

Approved as to Form by City Attorney Jan 4, 2021  
 Date

By City Manager Jan 1, 2021  
 Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5076**

EFFECTIVE DATE

Dec 21, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%.)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2020 JAN - 6 PM 2:55  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Roberto Marquez Vendor No. VS78749

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Roberto Marquez. The vendor will provide Soccer classes to the citizens of Dallas.

Contact: Steve Baker, 214-670-8885

Contract Number:	PKR-2021-00015041	Contract Term:	NTP	to	09/30/2021
------------------	-------------------	----------------	-----	----	------------

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00015041	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.
							-	
							-	
Financing:							TOTAL:	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

John Dentino  
 Job Title: (Dec 21, 2020 09:01 CST)  
 Dec 21, 2020  
 By Department Director Date

Benjamin N. Samples, II  
 Benjamin N. Samples, II (Jan 6, 2021 14:47 CST)  
 Jan 6, 2021  
 Approved as to Form by City Attorney Date

Joey Zapata  
 (Dec 21, 2020 13:13 EST)  
 Dec 21, 2020  
 By City Manager Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5077**

EFFECTIVE DATE

Dec 21, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%.)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN - 6 PM 2:55  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Sergio Gutierrez Vendor No. VS34314

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of with Sergio Gutierrez. The vendor will provide Karate classes to the citizens of Dallas.

Contact: Leatrice Newhouse, 214-670-0221

Contract Number:	PKR-2021-00015046	Contract Term:	NTP	to	09/30/21
------------------	-------------------	----------------	-----	----	----------

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
rmb rmb Funding:	N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00015046	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.
							-	
							-	
Financing:							TOTAL:	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

John Jenkins  
By Department Director Date Dec 21, 2020

Benjamin N. Samples, II  
Approved as to Form by City Attorney Date Jan 6, 2021

Joey Zapata  
By City Manager Date Dec 21, 2020

MH  
ORIGINAL - City Secretary



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5078

EFFECTIVE DATE

01/07/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN -7 AM 11:21  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: RJN Group, Inc. Vendor No. 244922

Subject: Supplemental Agreement No. 1 for Erosion Control Contract No. A

Lead Dept: Dallas Water Utilities

Action Requested: Authorize Supplemental Agreement No. 1 to the professional services contract with RJN Group, Inc. for additional erosion control improvements at 8915 and 8919 Clubcreek Circle. Supplemental Agreement No. 1 increases the contract amount by \$41,516.00 to a new total of \$615,497.38.

Contract Number:	DWU-2019-00009201	Contract Term:	05/14/2019	to	4/28/2022
------------------	-------------------	----------------	------------	----	-----------

Background: On April 10, 2019, City Council authorized a professional services contract with RJN Group, Inc. for Erosion Control Contract A by Resolution No. 19-0523. The original project limits covered three properties: 8903, 8907, and 8911 Clubcreek Circle. After further investigation during the design phase, additional erosion concerns were found at the two adjacent northeast properties of 8915 and 8919 Clubcreek Circle. This action is needed for additional erosion control improvements for 8915 and 8919 Clubcreek Circle which will extend the proposed gabion wall an additional 110 linear feet, from 270 linear feet to 380 linear feet total. The height of the proposed wall is approximately 22 feet.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		1V23	SDM	VD14	ERCT	4111	TW17VD14	CX- DWU-2019-00009201
							-	
							-	
	Financing: Flood Control (D) Fund (2017 General Obligation Bond Funds)						TOTAL:	\$41,516.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	19-0523	04/10/2019	\$573,981.38	\$0.00	\$615,497.38	7.23%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Terry Lowery  
Terry Lowery (Jan 7, 2021 08:41 CST)  
By Department Director

01/07/21  
Date

Christine Lanners  
Christine Lanners (Jan 7, 2021 09:31 CST)  
Approved as to Form by City Attorney


01/07/21  
Date

W.P

[Signature]  
By City Manager

01/07/21  
Date

C.L.  
C.L.

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b>
		<h1>21-5079</h1>
	<b>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</b>	<b>EFFECTIVE DATE</b> Dec 16, 2020

1. Place an "X" in the appropriate box for the approval of:

<input checked="" type="checkbox"/>	a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input checked="" type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
<input type="checkbox"/>	NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2021 JAN -7 PM 12:01  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>

Vendor Name:	Richardson Independent School District (RISD)	Vendor No.	VS0000065846
--------------	---	------------	--------------

Subject:	Construction Services via RISD ILA
----------	------------------------------------

Lead Dept:	Dallas Park and Recreation Department
------------	---------------------------------------

Action Requested:	Authorize an encumbrance of \$35,925.00 pursuant to 10-year interlocal agreement with RISD (Council Resolution 18-0290). Contact: Dennis Ware (214) 671-5095
-------------------	---




Contract Number:	PKR-2020-00014331	Contract Term:	02/20/2018	to	02/19/2028
------------------	-------------------	----------------	------------	----	------------

**Background:** On February 16, 2018, Council authorized a 10-year interlocal agreement with RISD to partner with local schools to make their campuses available for residents use after school after hour and weekends. By partnering with RISD the City will be able to fill many gaps in service without the expense of acquiring new park land. Logistics for funding capital improvements are to be made in conjunction with the RISD. This project partners with RISD to construct a loop-trail at Thurgood Marshall Elementary School. RISD will provide \$16,197.00 toward the project.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5010		4599		CX PKR-2020-00014331	\$35,925.00
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	\$35,925.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

 John Dentino <small>John Dentino (Dec 16, 2020 13:16 CST)</small> By Department Director	Dec 16, 2020 Date	 Benjamin N. Samples, II <small>Benjamin N. Samples, II (Dec 16, 2020 16:35 CST)</small> Approved as to Form by City Attorney	Dec 16, 2020 Date
	 Iney Zapata <small>Iney Zapata (Dec 16, 2020 14:43 EST)</small> By City Manager	Dec 16, 2020 Date	



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5080

EFFECTIVE DATE

Jan 6, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN -7 AM 10:21  
CITY SECRETARY  
DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	Johnny Aguinaga dba J.A Construction Group- Contractor <b>Sandra Cuevas- Homeowner</b>	Vendor No.	VS91985
--------------	---	------------	---------

Subject: Home Improvement and Preservation Program (HIPP Rehab)

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute agreement for payment for Home Improvement and Preservation Program project at property address 2009 Engle Avenue Dallas, Texas 75224 in the amount of \$43,750.00 and lead based grant amount \$6,200.00 CDBG funds will be utilized for this project: 2019-20 Resolution No. 20-1220.

Contract Number:	HOU-2021-00014612	Contract Term:	Effective Date of AA above	to	2/7/2021
------------------	-------------------	----------------	----------------------------	----	----------

Background: On August 26, 2020, Resolution No. 20-1220 approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is Sandra Cuevas.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	0.00
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							0%

*MS* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*David Noquera*

Jan 6, 2021

By Department Director

Date

*Andrea Flores*

Jan 6, 2021

Approved as to Form by City Attorney

Date

*Eric J. Miller*

Jan 6, 2021

By City Manager

Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5081**  
EFFECTIVE DATE

Jan 6, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN 7 PM 3:18  
CITY SECRETARY  
DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: TACTICAL K9 TRAINING Vendor No. VC22451

Subject: BASIC E-COLLAR AND CERIFICATION CLASS

Lead Dept: Dallas Police Department

Action Requested: To authorize an agreement between Tactical K9 LLC and Dallas Police Department for Basic E-collar and Certification class.

Contract Number: DPD-2021-00015320 01/06/2021 to 01/06/2022

Background: This course is designed to instruct the Police Service Dog Trainer/Handler in the proper use of the Electronic Dog Training Collar (E-collar). At the end of each workshop, an evaluation and testing of each indivial K9 team will be completed to ensure they can "read" and access their assigned canine order to properly manipulate the E-Collar.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
01SN	DPD	6767		3364		CX DPD-2021-00015320	7,300	
						-		
						-		
Financing:							<b>TOTAL:</b>	7,300

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Lonzo Anderson  
Lonzo Anderson (Jan 6, 2021 15:44 CST)  
By Department Director

Jan 6, 2021  
Date

Don Knight  
Don Knight (Jan 6, 2021 16:35 CST)  
Approved as to Form by City Attorney

Jan 6, 2021  
Date

Jon Fortune  
Jon Fortune (Jan 6, 2021 16:02 CST)  
By City Manager

Jan 6, 2021  
Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

**ADMINISTRATIVE ACTION**  
**21-5082**  
**EFFECTIVE DATE**  
1/7/2021

**RECEIVED**  
 2021 JAN 8 AM 8:38  
 CITY SECRETARY  
 DALLAS, TEXAS

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Nicol Scales, L. P. dba Nicol Scales & Measurement Vendor No. VS005816

Subject: Portable Truck Scale Rental Contract

Lead Dept: Department of Sanitation Services

Action Requested: The City of Dallas desires to rent a portable truck scale to manage loads of shingles and related debris hauled from the former Blue Star Recycling property to McCommas Bluff Landfill by Q. Roberts Trucking.

Contract Number:	SAN-2021-00015386	Contract Term:	12/15/2020	to	06/15/2021
------------------	-------------------	----------------	------------	----	------------

Background: On 10/13/2020, Council approved contract with Roberts Trucking to haul shingles and related debris from the former Blue Star Recycling property to McCommas Bluff Landfill. To accurately track the loads and tons delivered without disrupting regular customer activity, a portable scale will be installed and used to track all activity for this project.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0440	SAN	3599		3061		CX - SAN-2021-00015386	\$32,595.00	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$32,595.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Tim Oliver (Jan 7, 2021 18:05 CST)

Jan 7, 2021

Don Knight (Jan 7, 2021 8:14 CST)

Jan 7, 2021

By Department Director

Date

Approved as to Form by City Attorney

Date

Joey Zapata (Jan 7, 2021 18:12 CST)

Jan 7, 2021

By City Manager

Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5083**  
EFFECTIVE DATE

Jan 8, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 8 AM 11:09  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

HITS	United States Department of Homeland Security (DHS)	Vendor No.	VS0000002574
------	---	------------	--------------

Subject: Advanced Interviewing for Law Enforcement Investigators Training

Lead Dept: Dallas Police Department

Action Requested: To authorize an agreement between United States Department of Homeland Security (DHS) and Dallas Police Department for Advanced Interviewing for Law Enforcement Investigators Training.

Contract Number:	CX DPD-2021-00014915	03/01/2021	to	08/31/2021
------------------	----------------------	------------	----	------------

Background: Federal Law Enforcement Training Centers (FLETC) will host training at the Dallas Police Academy. This training is designed to enhance the skills of law enforcement criminal investigators as they conduct interviews of victims, witnesses, and suspects.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0699	DPD	6303		3364		CX DPD-2021-00014915	0.00
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

*Nty* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Lonzo Anderson  
Lonzo Anderson (Jan 7, 2021 16:28 CST)  
Date: Jan 7, 2021  
By Department Director

Don Knight  
Don Knight (Jan 8, 2021 10:51 CST)  
Date: Jan 8, 2021  
Approved as to Form by City Attorney

Jon Fortune  
Jon Fortune (Jan 8, 2021 10:50 CST)  
Date: Jan 8, 2021  
By City Manager



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5084**  
EFFECTIVE DATE

Jan 8, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN 8 AM 11:10  
CITY SECRETARY  
DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Action Shred of TEXAS, LLC Vendor No. 514577

Subject: DPD-QM SHREDDING SERVICES

Lead Dept: DALLAS POLICE DEPARTMENT

Action Requested: Authorize services from Action Shred of Texas for the shredding and destruction of used uniforms that reached useful life.

Contract Number:	DPD-2021-00015380	Contract Term:	1/1/2021	to	12/31/2022
------------------	-------------------	----------------	----------	----	------------

Background: The Dallas Police Department issue all uniform and duty gear items to police officers. As needed, officers exchange worn out items for new, replacement items. This service would be used to destroy items that have reached their useful life including uniforms, leather goods {holsters, belts, boots, etc.}, rain gear, and paper goods. The selected vendor {Action Shred of Texas LLC} is lowest responsive bidder of three.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2114		3099		DPD-2021-00015380	\$49,900.00
						-	
						-	
Financing:						<b>TOTAL:</b>	

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Lonzo Anderson  
Lonzo Anderson (Jan 7, 2021 16:39 CST)  
By Department Director Jan 7, 2021 Date

Don Knight  
Don Knight (Jan 8, 2021 10:45 CST)  
Approved as to Form by City Attorney Jan 8, 2021 Date

Jon Fortune  
Jon Fortune (Jan 8, 2021 10:38 CST)  
By City Manager Jan 8, 2021 Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	21-5085	EFFECTIVE DATE
	12-01-2020	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	

1. Place an "X" in the appropriate box for the approval of:

<input type="checkbox"/>	a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)	
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.	
<input checked="" type="checkbox"/>	d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.	
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):	

NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 11 AM 8:15  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Vendor Name:</b>	The Visiting Nurse Association of Texas (VNA)	<b>Vendor No.</b>	VS0000063573
<b>Subject:</b>	Making Food Accessible Program		
<b>Lead Dept:</b>	MGT - Office of Community Care		

<b>Action Requested:</b>	Authorize a Supplemental Agreement to the contract with The Visiting Nurse Association of Texas (VNA) to increase their contract amount by \$27,540.00 (20%) from \$137,700.00 to \$165,240.00 and extend the contract end date from 12/14/20 to 12/30/20 to allow additional services to clients.						
	<b>Contract Number:</b>	OCC-2020-00014502	<b>Contract Term:</b>	9/23/2020	<b>to</b>	12/30/20	

**Background:** Nonprofits where sought through an open application process to serve as subrecipients for the purpose of administering Making Food Accessible projects and services throughout the Dallas city limits to residents who have been impacted by COVID-19 and who are low income, which is defined as at or below 80% Area Median Income (AMI), and/or have limited food options and/or have been diagnosed with COVID-19 or are required to quarantine and are unable to purchase food under a short-term subrecipient agreement. Organizations targeted populations that have been most impacted by COVID-19, individuals residing in areas considered by the United States Department of Agriculture to be food deserts, and/or individuals who have been diagnosed and/or required to quarantine and therefore unable to purchase food.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	F620	MGT	956F		3070		- OCC-2020-00014502	\$27,540.00
							-	
							-	
<b>Financing:</b>							<b>TOTAL:</b>	\$27,540.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	20-1431	9/23/2020	\$137,700.00	0.00	\$165,240.00	20.00%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Jessica Galeshaw*  
 Jessica Galeshaw (Nov 30, 2020 08:32 CST)  
 By Department Director

Nov 30, 2020  
 Date

*Taylor Floyd*  
 Approved as to Form by City Attorney

Jan 8, 2021  
 Date

*Timothy B. Tate*  
 Dec 1, 2020  
 By City Manager Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b> <h2>21-5086</h2>
	<b>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</b>	<b>EFFECTIVE DATE</b>
		Jan 6, 2021

**RECEIVED**  
 2021 JAN 11 PM 12:44  
 CITY SECRETARY  
 DALLAS, TEXAS

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	Legacy Red Group, Inc. <b>Michael &amp; Rita S. Denson</b>	<b>Vendor No.</b>	VS99229
---------------------	---	-------------------	---------

**Subject:** Home Improvement and Preservation Program (HIPP Repair)

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 8605 Eden Valley Lane, Dallas, Texas 75217 in the amount of \$33,390.00 and lead based paint grant amount of \$4,650.00 in CDBG funds will be utilized for this project: 2019-20 Resolution No. 20-1220.

<b>Contract Number:</b>	HOU-2020-00014614	<b>Contract Term:</b>	Effective date of this AA	to	03/20/2021
-------------------------	-------------------	-----------------------	---------------------------	----	------------

**Background:** On August 26, 2020 by Resolution No. 20-1220, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Michael & Rita S. Denson**.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	0.00
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
							0%

*Nty* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

<i>David Noguera</i>	<b>Jan 6, 2021</b>	<i>Arden St...</i>	<b>Jan 7, 2021</b>
By Department Director	Date	Approved as to Form by City Attorney	Date
	<i>Eric A. Johnson</i>	<b>Jan 6, 2021</b>	
By City Manager	Date		



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5087**  
EFFECTIVE DATE

Jan 11, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 11 PM 2:05  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Future Com, LTD Vendor No. 507022

Subject: Professional Services for Okta Identity & Access Management Solution

Lead Dept: Information & Technology Services

Action Requested: Authorize a professional services contract for the implementation and deployment of Okta Identity and Access Management solution to support the City's work from home efforts due to COVID-19 pandemic.

Contract Number:	DSV-2021-00014863	Contract Term:	12/14/2020	to	5/31/2021
------------------	-------------------	----------------	------------	----	-----------

Background: This contract provides professional services to implement the Okta multi-function authentication and lifecycle management software solution that will provide extra security to the City's network for COVID-19 employees working from home or on alternative networks.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0897	DSV	3719		3070		- DSV-2020-00014863	\$29,885.00
						-	
						-	
<b>Financing:</b> Information Technology Equipment Fund						<b>TOTAL:</b>	\$29,885.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Shelia Robinson  
Shelia Robinson (Dec 11, 2020 15:05 CST)  
By Department Director

Dec 11, 2020  
Date


Willow Sanchez  
Willow Sanchez (Jan 11, 2021 09:16 CST)  
Approved as to Form by City Attorney

Jan 11, 2021  
Date

Joey Zapata  
Joey Zapata (Jan 11, 2021 08:47 CST)  
By City Manager

Jan 11, 2021  
Date

W S

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	21-5088
		<b>EFFECTIVE DATE</b> Jan 6, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 11 PM 1:38  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	Ever Green Construction, LLC <b>Avis Smith</b>	<b>Vendor No.:</b>	VC22498
---------------------	---	--------------------	---------

**Subject:** Home Improvement and Preservation Program (HIPP Repair)

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 2520 Talco Dr. Dallas, Texas 75241 in the amount of \$35,389.00 and lead based grant amount \$14,500.00. CDBG funds will be utilized for this project: 2019-20 Resolution No. 20-1220.

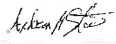
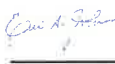
<b>Contract Number:</b>	HOU-2021-00015085	<b>Contract Term:</b>	Effective Date of the AA above	to	3/8/2021
-------------------------	-------------------	-----------------------	--------------------------------	----	----------


**Background:** On August 26, 2020, Resolution No. 20-1220 approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Avis Smith**.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	0.00
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							0%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Noguera _____ By Department Director	Jan 6, 2021 _____ Date	 _____ Approved as to Form by City Attorney	Jan 6, 2021 _____ Date
	 _____ By City Manager	Jan 6, 2021 _____ Date	AS

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b> <h1>21-5089</h1>
	<b>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</b>	<b>EFFECTIVE DATE</b> Dec 24, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2020 JAN 12 AM 8:15  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	Atilano Torres dba Torres Construction Cornelia Ponciano	<b>Vendor No.</b>	337798
---------------------	---	-------------------	--------

**Subject:** Home Improvement and Preservation Program (HIPP Repair) Rehab<sup>TF</sup>

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 221 W Montana Dallas, Texas 75224 in the amount of \$43,397.00 and lead based grant amount \$5,232.00 CDBG funds will be utilized for this project with funds previously approved by City Council.

<b>Contract Number:</b>	HOU-2021-00014937	<b>Contract Term:</b>	Effective Date of this AA	to	1/20/2021
-------------------------	-------------------	-----------------------	---------------------------	----	-----------

**Background:** On December 11, 2019, by Resolution No. 19-1863, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Cornelia Ponciano**.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								-
							-	
							-	
<b>Financing:</b>							<b>TOTAL:</b>	0.00


Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage

*NTJ* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*David Noguera* \_\_\_\_\_ **Dec 24, 2020**  
 By Department Director Date

*Taylor Floyd* \_\_\_\_\_ **TF 1/11/2021**  
 Approved as to Form by City Attorney Date

*[Signature]* \_\_\_\_\_ **Dec 24, 2020**  
 By City Manager Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b> <h2>21-5090</h2>
	<b>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</b>	<b>EFFECTIVE DATE</b>
		Dec 24, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 12 AM 8:15  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	REKJ Builders Limited Liability Company <b>Maudie Wright and Rafus Lee Wright</b>	<b>Vendor No.:</b>	VC20926
---------------------	--	--------------------	---------

**Subject:** Home Improvement and Preservation Program (HIPP <sup>TF</sup> Repair) Rehab

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 7455 Hillstar Cir. Dallas, Texas 75217 in the amount of \$42,891.00.00 and lead based grant amount \$1,740.00 CDBG funds will be utilized for this project with funds previously approved by City Council.

<b>Contract Number:</b>	HOU-2021-00014940	<b>Contract Term:</b>	<b>Effective Date of this AA</b>	to	1/20/2021
-------------------------	-------------------	-----------------------	----------------------------------	----	-----------

**Background:** On December 11, 2019, by Resolution No. 19-1863, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Maudie Wright and Rafus Lee Wright**.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						-	0.00	
						-		
						-		
<b>Financing:</b>							<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							0%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

David Noguera Dec 24, 2020  
 \_\_\_\_\_  
 By Department Director Date

Taylor Floyd TF 1/11/2021  
 \_\_\_\_\_  
 Approved as to Form by City Attorney Date

Dec 24, 2020  
 \_\_\_\_\_  
 By City Manager Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5091

EFFECTIVE DATE

01/07/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 12 AM 11:37  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Federal Aviation Administration Vendor No. 174291

Subject: Other Transaction Agreement

Lead Dept: Aviation

Action Requested: Authorize an Other Transaction Agreement with the Federal Aviation Administration (FAA) to perform engineering services for the Lemmon Avenue Streetscape Enhancements Project at the Dallas Love Field Airport.

Contract Number: AVI-2021-00015311 Contract Term: 01/15/2021 to 01/16/2023

Background: The Department of Aviation is designing a streetscape enhancements project which consists of adding gateway features, bicycle/pedestrian trails, streetlights, intersection safety improvements, enhanced landscaping and pocket parks in the vicinity of Dallas Love Field Airport. This project will include impacts to Federal Aviation Administration (FAA) owned equipment. The FAA requires pre-payment for their coordination and engineering services during the design and construction of this project.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
A477	AVI	W387	AAIP	4113	AVIW387	- CX-AVI-2021-00015311	\$47,953.33
						-	
						-	
Financing: Aviation Passenger Facility Charge- Near Term Projects						TOTAL:	\$47,953.33

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*[Signature]*  
By Department Director Date 01/04/2021

*Michael Doss*  
Approved as to Form by City Attorney Date 01/12/2021

*[Signature]*  
By City Manager Date 01/07/2021



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5092

EFFECTIVE DATE

Dec 2, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JUN 12 AM 11:28  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Urban Engineers Group, Inc. Vendor No. 511462

Subject: Northaven Trail

Lead Dept: Park and Recreation Department

Action Requested: Authorize a Supplemental Agreement with Urban Engineers Group, Inc., in the amount of \$9,500.00, thereby increasing the Contract from \$332,937.00 to \$342,437.00.

Contract Number:	PKR-2016-00001042	Contract Term:	N/A	to	N/A
------------------	-------------------	----------------	-----	----	-----

Background: Authorize a supplemental agreement for professional services for engineering and design services for an extension of the Northaven Trail.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
4T00	PKR	T241	HIBT	4111	PB12S618	CT- PKR16019960	\$9,500.00
							12/1/2020
Financing: 2006 Bond Funds						<b>TOTAL:</b>	9,500.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	3	CR16-1453	9/14/2016	\$266,387.00	\$66,550	\$342,437.00	28.5%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Quintana*  
 By Department Director Date Dec 2, 2020

*Christine Lanners*  
 Approved as to Form by City Attorney Date Jan 8, 2021

*John Quintana*  
 By City Manager Date Dec 2, 2020



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5093

EFFECTIVE DATE

Dec 14, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications, the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 12 PM 2:18  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	Striker Outfitters, LLC	<b>Vendor No.</b>	VC13753
---------------------	-------------------------	-------------------	---------

**Subject:** Feral Hog Control and Abatement

**Lead Dept:** DWU

**Action Requested:** Authorize a twelve-month service contract in the amount of \$48,400.00 for feral hog control and abatement for City properties.

<b>Contract Number:</b>	POM-2021-00015117	<b>Contract Term:</b>	01/01/21	to	12/31/2021
-------------------------	-------------------	-----------------------	----------	----	------------

**Background:** On November 10, 2020, a twelve-month service contract, not to exceed \$48,400.00, was created from an informal solicitation for feral hog control and abatement for City properties and awarded to Striker Outfitters, LLC to provide hog damage control to the levee system and other infrastructure, which could lead to flooding and other public health and safety issues.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>							- POM-2021-00015117	\$48,400.00
							-	
							-	
	<b>Financing:</b>						<b>TOTAL:</b>	\$48,400.00

	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
<b>Contract Amendment Information:</b>							

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Chhunny Chhean  
Chhunny Chhean (Dec 14, 2020 09:02 CST)

Dec 14, 2020

Arthur N. Bashor  
Arthur N. Bashor (Jan 11, 2021 14:59 CST)

Jan 11, 2021

Ky  
By Department Director

Date

Approved as to Form by City Attorney

Date

Dec 14, 2020

Joey Zapata  
Joey Zapata (Dec 14, 2020 11:14 EST)

By City Manager

Dec 14, 2020

Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

## 21-5094

EFFECTIVE DATE

12/29/2020

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment)

CITY SECRETARY  
DALLAS TEXAS  
2021 JAN 12 PM 3:37

RECEIVED

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Urban Environment, LLC dba Urban Jungle Vendor No. VS0000022350

Subject: City Hall Plant Maintenance and Services Department: Building Services

Action Requested: Authorize a 6-month service contract with Urban Jungle for interior landscaping services for plant maintenance at Dallas City Hall.

Contract Number: BSD-2021-00015377 Contract Term: 1/1/2021 To 6/30/2021

Background: The Building Services Department is responsible for the maintenance of City Hall plants, including routine upkeep/care that consists of watering, cleaning, pruning and fertilizing.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	BSD	3063		3020		BSD-2021-00015377	\$8,400.00
<b>TOTAL:</b>							<b>\$8,400.00</b>

Project No: Commodity Code: 91061 Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

By Department Director DATE Dec 29, 2020

Approved as to form by City Attorney DATE Jan 12, 2021

By Assistant City Manager DATE Dec 29, 2020

ORIGINAL City Secretary

REV 05/2017



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5095

EFFECTIVE DATE

Dec 15, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%.)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 12 PM 3:13  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Versalift Southwest Vendor No. 354367

Subject: Payment of invoices for field repairs to bucket trucks

Lead Dept: Transportation

Action Requested: Authorize ratification of outstanding invoices with Versalift Southwest, which were incurred to make emergency repairs to bucket trucks. Services were rendered 8/29/19 and 2/27/2019. Transportation Department received the invoices 9/14/2020.

Contract Number: TRN-2021-00015186 Contract Term: to

Background: TRN requested the vendor to perform repairs on bucket trucks in the field, which are essential to operation of department's streetlight and signal light maintenance. Versalift did not provide the invoices until over one year later. Although Versalift is the supplier of the trucks, the City does not have an ongoing maintenance contract with them. The Department's other bucket trucks were out of service in EFM's central shop, where they had been for weeks.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	TRN	3180	SL01	3110		- TRN-2021-00015186	\$6,772.44
						-	
						-	
Financing:						<b>TOTAL:</b>	\$6,772.44

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*M. Rogers*  
Michael Rogers (Nov 19, 2020 12:02 CST)

Nov 19, 2020

*Michael Doss*  
Michael Doss (Jan 11, 2021 14:55 CST)

Jan 11, 2021

By Department Director

Date

Approved as to Form by City Attorney

Date

*[Signature]*

Dec 15, 2020

By City Manager

Date





# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

**21-5097**  
EFFECTIVE DATE

1/8/2021 *MD*

RECEIVED  
 2021 JAN 12 PM 1:14  
 CITY SECRETARY  
 DALLAS TEXAS

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Vendor Name: Dallas County Public Defender's Office Vendor No. 014003  
 Subject: Interlocal Agreement – South Dallas Drug Court (SAMHSA Grant)  
 Lead Dept: City Attorney's Office

Action Requested: Authorize an Interlocal Agreement (ILA) between City of Dallas and the Dallas County Public Defender's Office to provide representation to program participants at the South Dallas Drug Court. This contract shall not exceed \$15,000.  
 Contract Number: ATT-2021-00015165 Contract Term: 9/30/2020 to 9/29/2021

Background: On November 28, 2018, City Council by Ordinance No. 31049, authorized the City Manager to approve contracts with intergovernmental agencies less than \$50,000 without further City Council action, pursuant to Dallas City Code, Article IV. Purchasing., Chap. 2, Sec. 2-30, Subsec. (d)(8).  
 On August 26, 2020, City Council by Resolution No. 20-1214, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$343,639.00 for year three of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2020 through September 29, 2021. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination. Under this ILA, Dallas County Public Defender's Office will provide representation to program participants at the South Dallas Drug Court as outlined in the Engagement Letter dated November 12, 2020. This contract shall not exceed \$15,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
F631	ATT	121C		3070		MASC ATT-2021-00015165	\$15,000.00	
						-		
						-		
Financing:							TOTAL:	\$15,000.00

Contract Amendment Information	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Ayah Powers*  
 By Department Director Jan 7, 2021 Date

*Michael Doss*  
 Approved as to Form by City Attorney Jan 12, 2021 Date

*[Signature]*  
 By City Manager Jan 8, 2021 Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5098

EFFECTIVE DATE

Dec 7, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications, the Justification Form must be attached): Add locations to existing contract. NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
CITY SECRETARY  
DALLAS TEXAS  
2021 JAN 12 PM 2:13

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Southwest Elevator Company dba Oracle Elevator Company Vendor No. VS0000038350

Subject: Elevator and Escalator Maintenance and Repair

Lead Dept: Building Services Department

Action Requested: Authorize Supplemental Agreement No. 2 to the service contract, adding multiple City locations for monthly elevator maintenance and repair, under the same terms and conditions. Locations are attached.

Contract Number: POM-2021-00015312 Contract Term: 12/9/2015 to 12/8/2021

Background: On December 9, 2015, City Council authorized a six-year service contract with Southwest Elevator Company dba Oracle Elevator Company (BP1421) in the amount of \$4,242,931.00 by Resolution No. 15-2266, for elevator and escalator maintenance and repair at various City facilities.

Prior Actions:  
AA No. 17-6063, added locations to contract

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						- POM-2021-00015312	\$0.00	
						-		
						-		
Financing:							TOTAL:	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	2	15-2266	12/9/2015	\$4,242,931.00	\$0.00	\$4,242,931.00	0.00%

*Ndy* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Chhunny Chhuan*  
Chhunny Chhuan (Dec 7, 2020 16:01 CST)

Dec 7, 2020

By Department Director

Date

*Michael Doss*  
Michael Doss (Dec 16, 2020 09:12 CST)

Dec 16, 2020

Approved as to Form by City Attorney

Date


*Ky*  
Dec 7, 2020

*Joey Zapata*  
Joey Zapata (Dec 7, 2020 17:02 EST)

Dec 7, 2020

By City Manager

Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b> <h1>21-5099</h1>
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	<b>EFFECTIVE DATE</b> Jan 13, 2021

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 13 PM 2:16  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	Dallas Online Reality LLC dba DFW Renovation Solutions – Contractor <b>Veronica Bush – Homeowner</b>	<b>Vendor No.</b>	VC20725
---------------------	---	-------------------	---------

**Subject:** Home Improvement and Preservation Program (HIPP Recon)

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 2539 Carpenter Street Dallas, Texas 75215 in the amount of \$147,00.00 and lead based grant amount \$000.00 CDBG funds will be utilized for this project: 2019-20 Funds will be used for this project that have been previously approved by Council.

<b>Contract Number:</b>	HOU-2020-00014624	<b>Contract Term:</b>	Effective Date of the AA above	to	7/10/2021
-------------------------	-------------------	-----------------------	--------------------------------	----	-----------

**Background:** On December 11, 2019 by Resolution No. 19-1863, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a repayment loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Veronica Bush**.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
								-	0.00
							-		
							-		
	<b>Financing:</b>							<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage

*NY* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*David Noguera*  
 \_\_\_\_\_  
 By Department Director Date


Jan 13, 2021

*Christina Sutton*  
 \_\_\_\_\_  
 Approved as to Form by City Attorney CS Date

Jan 13, 2021

*Quo A. Johnson*  
 \_\_\_\_\_  
 By City Manager Date

Jan 13, 2021

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	21-5205
		EFFECTIVE DATE
		Dec 10, 2020

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2021 JAN 13 PM 2:27  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Daniel Sharkey Vendor No. 21587

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Daniel Sharkey. The vendor will provide Flamingo Dance classes to the citizens of Dallas.

Contact: Leatrice Newhouse 214-670-8847


Contract Number:	PKR-2021-00015153	Contract Term:	NTP	to	9/30/2021
------------------	-------------------	----------------	-----	----	-----------

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5071	N/A	3064	N/A	MASC PKR-2021-00015153	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 Dec 10, 2020  
 By Department Director Date

  
 Jan 13, 2021  
 Approved as to Form by City Attorney Date

  
 Dec 10, 2020  
 By City Manager Date

  
 ORIGINAL - City Secretary



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5206

EFFECTIVE DATE

Dec 18, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 13 PM 2:27  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Donna Murray Vendor No. VS0000072705  
 Subject: Contract Fee Instructor  
 Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Donna Murray. The vendor will provide Dance classes to the citizens of Dallas.  
 Contact: Leatrice Newhouse 214-670-8847  
 Contract Number: PKR-2021-00015028 Contract Term: NTP to 9/30/2021

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00015028	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.
						-	
						-	
Financing:						TOTAL:	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

*NH* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*John Dentino*  
 Dec 17, 2020  
 By Department Director Date

*Milton Henderson*  
 Jan 13, 2021  
 Approved as to Form by City Attorney Date

*Joe Zapata*  
 Dec 18, 2020  
 By City Manager Date

*MH*  
 ORIGINAL - City Secretary



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5207**

EFFECTIVE DATE

Dec 10, 2020

RECEIVED  
 2021 JAN 13 PM 2:27  
 CITY SECRETARY  
 DALLAS TEXAS

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Penny McCool Robertson dba Resolute Tae Kwon Do, LLC Vendor No. VS96167

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Penny McCool Robertson dba Resolute Tae Kwon Do, LLC. The vendor will provide Tae Kwon Do classes to the citizens of Dallas.  
Contact: Steve Baker, 214-670-8885

Contract Number: PKR-2021-00015040 Contract Term: NTP to 09/30/2021

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<i>rmb</i> FUND	N/A	PKR	N/A	N/A	N/A	MASC PKR-2021-00015040	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.
						-	
						-	
Financing:						<b>TOTAL:</b>	N/A


Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Johnston*  
By Department Director  
Date: Dec 10, 2020

*Milton Henderson*  
Approved as to Form by City Attorney  
Date: Jan 13, 2021

*MH*  
By City Manager  
Date: Dec 10, 2020

 CITY OF DALLAS	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b> <h2>21-5208</h2>
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	<b>EFFECTIVE DATE</b> Jan 13, 2021

1. Place an "X" in the appropriate box for the approval of:

a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)

c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 13 PM 3:20  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	Ever Green Construction, LLC – Contractor Juanette Silas – Homeowner	Vendor No.	VC22498
--------------	---	------------	---------

Subject: Home Improvement and Preservation Program (HIPP Rehab)

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute agreement for payment for Home Improvement and Preservation Program project at property address 4822 Collins Ave. Dallas, Texas 75210 in the amount of \$45,730.00 and lead based grant amount \$4,200.00. CDBG funds will be utilized for this project: 2019-20 Resolution No. 20-1220.

Contract Number:	HOU-2021-00015087	Contract Term:	Effective Date of the AA above	to	3/8/2021
------------------	-------------------	----------------	--------------------------------	----	----------

Background: On August 26, 2020, Resolution No. 20-1220 approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Juanette Silas**.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	0.00
						-	
						-	
Financing:						<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							0%

*[Signature]* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*David Noquera*  
 By Department Director  
 Jan 13, 2021  
 Date

*Christen Sutton*  
 Approved as to Form by City Attorney CS  
 Jan 13, 2021  
 Date

*[Signature]*  
 By City Manager  
 Jan 13, 2021  
 Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5209

EFFECTIVE DATE

01/12/2021

**1. Place an "X" in the appropriate box for the approval of:**

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition

CITY SECRETARY  
DALLAS TEXAS  
2021 JAN 13 PM 4:37

RECEIVED

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: ABD Safegate Americas LLC Vendor No. VC16347

Subject: Airfield Lighting Control and Monitoring System - CAT II Certification Compliance Test

Lead Dept: AVI

Action Requested: Authorize Administrative Action for a service contract to the awarded vendor to run ATC CAT II Certification test to make sure AVI is in compliance FAA regulation. Amount not to exceed \$11,970.26 IFS Bid#B3210017

Contract Number: AVI-2021-00015346 Contract Term: 01/12/2021 to 9/30/2021

Background: The vendor will run test to ensure the backup generators are operable and in compliance for CAT II Certification. CAT II Certification is required to be in compliance with FAA regulations. Service was bid through Purchasing with bid reference IFS B3210017. Amount not to exceed \$11,970.26

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
130	AVI	7740	AV22	3210		CX AVI-2021-00015346	\$11,970.26
Financing: FY2021 Operating Fund						TOTAL:	\$11,970.26

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**


*[Signature]*  
By Department Director

1/12/2021  
Date

*Ashley Stockton*  
Approved as to Form by City Attorney

1/13/2021  
Date

*[Signature]*  
By City Manager  
1/12/2021  
Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing.  <b>File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</b></p>	<b>ADMINISTRATIVE ACTION</b> <h2>21-5210</h2>
		<b>EFFECTIVE DATE</b>
		Nov 11, 2020

RECEIVED  
 2021 JAN 14 AM 8:15  
 CITY SECRETARY  
 DALLAS TEXAS

1. Place an "X" in the appropriate box for the approval of:

a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)

c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	Linda Smith-Ellis	Vendor No.	VC09859
--------------	-------------------	------------	---------

Subject: Contact Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Linda Smith-Ellis. The vendor will provide Line Dancing class to the citizens of Dallas.  
 Contact: Leatrice Newhouse 214-670-8847


Contract Number:	PKR-2021-00015034	Contract Term:	NTP	to	9/30/2021
------------------	-------------------	----------------	-----	----	-----------

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR	5071	N/A	3064	N/A	- PKR-2021-00015034	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.	
						-		
						-		
Financing:							TOTAL:	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


  
 John Jenkins (Nov 10, 2020 17:55 CST)  
 By Department Director

Nov 10, 2020  
 Date

  
 Nnenna Nwaeke (Jan 13, 2021 17:43 CST)  
 Approved as to Form by City Attorney

Jan 13, 2021  
 Date

  
 MH  
 ORIGINAL - City Secretary

  
 Joey Zapata (Nov 11, 2020 07:58 EST)  
 By City Manager

Nov 11, 2020  
 Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5211

EFFECTIVE DATE

1/7/21

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 13 PM 3:17  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	SW TABER 2018, L.P.	Vendor No.	
Subject:	Authorized Untreated Water Contract		
Lead Dept:	Water Department		

Action Requested:	Authorize the Director of Dallas Water Utilities to execute a three-year contract with SW Taber 2018, L.P to provide untreated water for irrigation purposes.						
	Contract Number:	DWU-2021-00015544	Contract Term:		to	3 years	

**Background:** This item is for authorization to enter a new untreated water contract with SW Taber 2018, L.P. SW Taber 2018, L.P. requests the purchase of a maximum of 35,261,800 gallons of untreated water annually from Dallas from diversion points located on Lake Lewisville for the purpose for irrigation.

The City of Dallas has water rights in Lake Lewisville multiple purposes including rights for use for irrigation. The untreated water diverted by SW Taber 2018, L.P. shall be considered diverted from Lake Lewisville at SW Taber 2018, L.P. diversion points. This water will be billed at the ordinance rate for untreated water service in accordance with Chapter 49. The sale of untreated water to SW Taber 2018, L.P. is subject to, and limited by, available system supply.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>							-	
							-	
							-	
	<b>Financing:</b>							<b>TOTAL:</b>

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Terry Lowery  
Terry Lowery (Jan 7, 2021 10:40 CST)  
 \_\_\_\_\_  
 By Department Director Date

Arthur N. Bashor  
Arthur N. Bashor (Jan 7, 2021 05:04 CST)  
 \_\_\_\_\_  
 Approved as to Form by City Attorney Date

\_\_\_\_\_  
 By City Manager Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5212**

EFFECTIVE DATE

Jan 12, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2021 JAN 14 PM 4:35  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: **Alfredo Villanueva** Vendor No. **VS90328**

Subject: **Professional Services**  
Lead Dept: **Office of Arts and Culture**

**Action Requested:** Consultant shall produce a workshop entitled "Empowering Words/ Palabras Poderosas" that is a series of collaboratively painted mural banners with "Empowering Words". "Empowering Words" are community building words chosen in bilingual English Spanish pairs as sets of word to clearly communicate the values and hopes of Dallas citizens. The creating workshops will take place in various locations in the City of Dallas and participants will be encouraged to participate with drawing supplies such as markers, scissors and other materials that will be provided. Consultant shall follow CDC guidelines for the health and safety of in-person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.

Contract Number: **OCA-2019-00011739 (CR-00025043)** Contract Term: **1/22/2021** to **9/30/2021**

**Background:** The fee for this service is **\$7,500.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$1,875.00** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or **\$3,750.00** of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or **\$1,875.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880		3089	ArtsAct	MASC- OCA-2019-00011739	\$7,500.00
						-	
						-	
Financing: General Fund						<b>TOTAL:</b>	\$7,500.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*[Signature]*  
By Department Director  
Date: **Jan 12, 2021**

*[Signature]*  
Approved as to Form by City Attorney  
Date: **Jan 13, 2021**

*[Signature]*  
By City Manager  
Date: **Jan 12, 2021**



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5213

EFFECTIVE DATE

Jan 13, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN 15 AM 10:20  
CITY SECRETARY  
DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	Atilano Torres dba Torres Construction - Contractor Christine Henson - Homeowner	Vendor No.	337798
--------------	---	------------	--------

Subject: Home Improvement and Preservation Program (HIPP Rehab)

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute agreement for payment for Home Improvement and Preservation Program project at property address 2023 Hudspeth Ave. Dallas, Texas 75216 in the amount of \$37,775.00 and lead based grant amount \$6,996.00 CDBG funds will be utilized for this project that have been previously approved by Council.

Contract Number:	HOU-2021-00014936	Contract Term:	Effective Date of this AA	to	03/10/2021
------------------	-------------------	----------------	---------------------------	----	------------

Background: On December 11, 2019 by Resolution No. 19-1863, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Christine Henson**.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	0.00
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							0%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Noguera  
By Department Director  
Jan 13, 2021  
Date

Tasheena L. Byrd  
Approved as to Form by City Attorney  
Jan 15, 2021  
Date

*[Signature]*  
By City Manager  
Jan 13, 2021  
Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5214

EFFECTIVE DATE

Dec 2, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 15 AM 8:15  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: CPS HR Vendor No. VS0000018001

Subject: Director of Sanitation Services Search

Lead Dept: Human Resources

Action Requested: Authorize CPS HR to work jointly with the ACM, who will consult the City's Department of Human Resources ("HR"), to select the most qualified candidate for Director of Sanitation.

Contract Number:	PER-2021-00015177	Contract Term:	12/1/2020	to	5/1/2021
------------------	-------------------	----------------	-----------	----	----------

Background: To secure vendor to source for Director of Sanitation Services position.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0440	SAN	3581		3320		-	\$24,500.00
						-	
						-	
Financing:						<b>TOTAL:</b>	<b>24,500.00</b>

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

By Department Director

Dec 2, 2020

Date

Willow Sanchez

Jan 14, 2021

Approved as to Form by City Attorney

Date

By City Manager

Dec 2, 2020

Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5215**

EFFECTIVE DATE

Jan 14, 2021

**1. Place an "X" in the appropriate box for the approval of:**

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 15 AM 8:15  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Dallas College Vendor No. VS0000065958

Subject: Memorandum of Understanding between Dallas County Community College District and the City of Dallas

Lead Dept: Dallas Police Department

Action Requested: Authorize a Memorandum of Understanding with Dallas College to delineate police responsibilities between Dallas College Police and the Dallas Police Department.

Contract Number: DPD-2019-00011690 Contract Term: 12/18/2020 to

Background: This MOU will provide better utilization of resources by the Dallas Police Department and Dallas College Police Department. This MOU is a formal agreement to define parameters and areas of responsibilities to enhance the services that both agencies provide within the jurisdictional restraints of Dallas College Police under the Texas Education Code, Section 51.203.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
							0.00	
Financing:							TOTAL:	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Lonzo Anderson*  
 By Department Director Jan 14, 2021  
 Date

*Don Knight*  
 Approved as to Form by City Attorney Jan 14, 2021  
 Date

*Jon Fortune*  
 By City Manager Jan 14, 2021  
 Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5216

EFFECTIVE DATE

Dec 17, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 14 PM 4:56  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Daniel Tshibamba Vendor No. VS89868

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Daniel Tshibamba. The vendor will provide Martial Arts classes to the citizens of Dallas.

Contact: Leatrice Newhouse 214-670-0221

Contract Number: PKR-2021-00015156 Contract Term: NTP to 9/30/2021

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
<i>rmb</i> Funding:	N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00015156	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.	
							-		
							-		
	Financing:							TOTAL:	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Johnston*  
By Department Director Dec 16, 2020 Date

*Christine Lanners*  
Approved as to Form by City Attorney Jan 14, 2021 Date

*[Signature]*  
By City Manager Dec 17, 2020 Date

*MH*  
ORIGINAL - City Secretary





# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5218**

EFFECTIVE DATE

01/14/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 JAN 15 AM 10:28  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Halff Associates, Inc. Vendor No. 089861

Subject: Supplemental Agreement No. 1 for Storm Drainage Contract No. A (19-055E)

Lead Dept: Dallas Water Utilities

Action Requested: Authorize Supplemental Agreement No. 1 to the professional services contract with Halff Associates, Inc. for additional work related to drainage improvements at Hughes Lane. Supplemental Agreement No. 1 increases the contract amount by \$39,826.00 to a new total of \$462,327.00.

Contract Number:	DWU-2019-00009197	Contract Term:	May 22, 2019	to	November 22, 2022
------------------	-------------------	----------------	--------------	----	-------------------

Background: On May 22, 2019, City Council authorized a professional services contract with Halff Associates, Inc. for the storm drainage improvements at seven locations by Resolution No. 19-0795. The original project scope included preparation of final construction plans for a proposed drainage system to address flooding at the intersection of Hughes Lane and Kalani Place. This action will add scope for additional structural engineering services, environmental engineering services, storm drainage study, and additional detailed geotechnical investigation required for the completion of the final design.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
1V23	SDM	VD78	ERCT	4111	TW17V D078	CX- DWU-2019-00009197	\$39,826.00	
Financing: Flood Control (D) Fund (2017 General Obligation Bond Funds)							TOTAL:	\$39,826.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	19-0795	05/22/2019	\$422,501.00	\$ 0.00	\$462,327.00	9.43%

*NLS* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Terry Lowery

Terry Lowery (504) 281-1648 (EXT. 57)

By Department Director

01/14/21

Date

Christine Lanners

Christine Lanners (214) 251-0911 (EXT. 135)

Approved as to Form by City Attorney

01/15/21

Date

01/14/21

Date

By City Manager

C.L.



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5219

EFFECTIVE DATE

Jan 11, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN 15 AM 8:40  
CITY SECRETARY  
DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	JOSE NELSON CRUHIGGER	Vendor No.	VC22398
--------------	-----------------------	------------	---------

Subject: Professional Services

Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall present dance and music performances and workshops that focus on Puerto Rico's heritage, folklore and colorful traditions as directed by the Office of Arts and Culture. Consultant's workshops and performances will teach participants *Danza Puertorriquena* which is a Puerto Rican style of ballroom dancing, Afro-Puerto Rican Rhythms of *Bomba, Plena*, poetry and literature, and visual arts. Services are available for senior, adults, and youth between the ages of 12-18 and can be done virtually. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.

Contract Number:	OCA-2020-00014342 (CR-00025406)	Contract Term:	1/15/2021	to	9/30/2021
------------------	---------------------------------	----------------	-----------	----	-----------

**Background:** Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$4,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0001	OCA	4878	CA01	3089	CAP	MASC OCA-2020-00014342	\$4,000.00
							-	
							-	
<b>Financing:</b>		General Fund					<b>TOTAL:</b>	\$4,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Jan 11, 2021 11:04 CST*

Jan 11, 2021

*Tashana L. Byrd*

Jan 11, 2021

By Department Director

Date

Approved as to Form by City Attorney

Date

*Joey Zapala*

Jan 11, 2021

By City Manager

Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5220**

EFFECTIVE DATE

Jan 7, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 14 PM 4:35  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: **OLLIMPAXQUI BALLET COMPANY INC.** Vendor No. **344347**

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: The consultant will produce *Folklorico Festival of Dallas and Cinco de Mayo Celebration 2021*, a Latino folk dance festival bringing together music, dance, visual arts and traditions of Latin America. The Folklorico Festival of Dallas Cinco de Mayo Celebration will take place in 5 different locations during a 3-week period targeting areas in Dallas that are in need of arts and culture education. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2019-00011740 (CR-00025371)	Contract Term:	1/15/2021	to	9/30/2021
------------------	---------------------------------	----------------	-----------	----	-----------

Background: The fee for this service is **\$10,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$2,500.00** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or **\$5,000.00** of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or **\$2,500.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R3	MASC OCA-2019-000011740	\$10,000.00
						-	
						-	
Financing: General Fund						TOTAL:	\$10,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

By Department Director Jan 7, 2021  
Date

Approved as to Form by City Attorney Jan 11, 2021  
Date

By City Manager Jan 7, 2021  
Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5221

EFFECTIVE DATE

Jan 12, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 15 AM 8:40  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	OLLIMPAXQUI BALLETT COMPANY, INC.	Vendor No.	344347
--------------	-----------------------------------	------------	--------

Subject: Professional Services

Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall present performances and workshops as directed by the Office of Cultural Affairs that use performance in the tradition of folklorico dance and showcasing the customs of Mexico, Central and South America, including the pre-Columbian rituals of the Aztecs from Mexico, Incas from Peru, and the Bamba from Veracruz. This Dancing Through Latin American program can be presented to adults and children of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy.

Contract Number:	OCA-2020-00014342 (CR-00025289)	Contract Term:	1/15/2021	to	9/30/2021
------------------	---------------------------------	----------------	-----------	----	-----------

**Background:** Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$12,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0001	OCA	4878		3089	CAP	MASC - OCA-2020-00014342	\$12,000.00
							-	
							-	
<b>Financing:</b>		General Fund					<b>TOTAL:</b>	\$12,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*[Signature]*  
 By Department Director

Jan 12, 2021  
 Date

*Tasheena L. Byrd*  
 Approved as to Form by City Attorney

Jan 15, 2021  
 Date

*[Signature]*  
 By City Manager

Jan 12, 2021  
 Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5222**

EFFECTIVE DATE

Jan 13, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2021 JAN 15 AM 10:28  
 CITY SECRETARY  
 DALE ASTEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Opportunity Construction - Contractor  
**Catherine Avery** - Homeowner Vendor No. VC14284

Subject: Home Improvement and Preservation Program (HIPP Recon)

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute agreement for payment for Home Improvement and Preservation Program project at property address 2720 Meyersville Ave. Dallas, Texas 75212 in the amount of \$147,250.00 and lead based grant amount \$000.00 CDBG funds will be utilized for this project: 2019-20 Funds will be used for this project that have been previously approved by Council. .

Contract Number: HOU-2020-00014619 Contract Term: Effective Date of the AA above to 7/10/2021

Background: On December 11, 2019 by Resolution No. 19-1863, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a repayment loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Catherine Avery**.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	0.00
						-	
						-	
Financing:						<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							0%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

David Noquana

Jan 13, 2021

Tashaana L. Byrd

Jan 15, 2021

By Department Director

Date

Approved as to Form by City Attorney

Date

*[Signature]*

Jan 13, 2021

By City Manager

Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5223

EFFECTIVE DATE

Jan 15, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 15 AM 11:15  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: BAYLOR SCOTT & WHITE MEDPROVIDER Vendor No. VC16002

Subject: Supplemental Agreement #1 for Occupational Health Physician Services

Lead Dept: Dallas Fire-Rescue

Action Requested: Authorize a supplemental agreement to the current Service Price Agreement for the wellness program to include Occupational Health Physician services.

Contract Number: POM-2019-00010377 Contract Term: 01/01/2020 to 6/25/2022

Background: Baylor Scott & White will provide the supplemental responsibilities as outlined in the "Fire Department Physician Definition and Responsibilities (as per NFPA 1582)" document (attached). The supplemental services are essential to DFR and avails Fire Chief with the. These services will be on as needed basis estimated at a minimum of 6 hours per week at cost of \$160 per hour. The supplement agreement will be in effect for the duration of the initial contract or as renewed. Services will be paid with the currently appropriated fund.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	DFD	AD02		3040		-	\$49,920.00	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$49,920.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	CR19-1018	6/26/2019	\$2,409,005	0	\$2,458,925	2%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Jan 15, 2021  
By Department Director Date

Jan 15, 2021  
Approved as to Form by City Attorney Date

Jan 15, 2021  
By City Manager Date



# ADMINISTRATIVE ACTION

**See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.**

**ADMINISTRATIVE ACTION**

**21-5224**

**EFFECTIVE DATE**

Jan 11, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
CITY SECRETARY  
DALLAS TEXAS  
JAN 15 AM 11:53

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	Johnny Aguinaga dba J.A. Construction Group - Contractor Gabrielle Gutierrez - Homeowner	<b>Vendor No.</b>	VS91985
---------------------	---	-------------------	---------

**Subject:** Home Improvement and Preservation Program (HIPP Rehab)

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 4419 Lawnview Avenue Dallas, Texas 75227 in the amount of \$33,750.00 and lead based grant amount \$13,550.00 CDBG funds will be utilized for this project: 2019-20 Resolution No. 20-510.

<b>Contract Number:</b>	HOU-2020-00014612	<b>Contract Term:</b>	Effective Date of the AA above	to	3/20/2021
-------------------------	-------------------	-----------------------	--------------------------------	----	-----------

**Background:** On August 26, 2020 by Resolution No. 20-510, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Gabrielle Gutierrez**.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>							-	0.00
							-	
							-	
<b>Financing:</b>							<b>TOTAL:</b>	0.00

<b>Contract Amendment Information:</b>	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage
							0%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*David Noguera* Jan 11, 2021  
 \_\_\_\_\_  
 By Department Director Date

*MPS* Jan 15, 2021  
 \_\_\_\_\_  
 Approved as to Form by City Attorney Date

*City of Dallas*  
 \_\_\_\_\_  
 By City Manager Jan 11, 2021  
 \_\_\_\_\_  
Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

**ADMINISTRATIVE ACTION**  
**21-5225**  
**EFFECTIVE DATE**  
Jan 11, 2021

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.*

RECEIVED  
 JAN 15 PM 4:20  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: The Whitney Smith Company, Inc. Vendor No. VC21171

Subject: Independant Investigation

Lead Dept: Office of Community Police Oversight

Action Requested: Authorize a professional service contract with the Whitney Smith Company, Inc. to conduct an independent investigation.

Contract Number: CMO-2020-00012757 Contract Term: 9/4/2020 to 9/4/2021

Background: Chapter 37 Police, Article III. Community Police Oversight Board grants the authority to initiate an independent administrative investigation into a complaint. The Office of Community Police Oversight will use the services of The Whitney Smith Company, Inc. to conduct an independent investigation into the internal affairs division investigation (IAD) of a critical incident that occurred on August 8, 2018. This will include reviewing all related documentation and interviews with those individuals involved in the investigation.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	MGT	3307		3070		CT CMO-2020-00012767	\$13,050.00	
<b>Financing:</b>							<b>TOTAL:</b>	<b>\$13,050.00</b>

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	20-5793	3/16/2020	\$15,000.00	\$0.00	\$28,050.00	87.00%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Donna McCarty* 9/8/2020  
 By Department Director Date

*Kimberly Bizer Tolbert*  
 By City Manager Date

*Don Knight*  
 Approved as to Form by City Attorney Date

Jan 11, 2021  
 Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5226

EFFECTIVE DATE

1/12/2021 *MD*

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 19 AM 10:54  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Vendor Name: **Soul's Harbor Inc.** Vendor No. **VS0000052577**

Subject: **Subrecipient Agreement – South Dallas Drug Court**

Lead Dept: **City Attorney's Office**

Action Requested: **Authorize a contract between the City of Dallas and Soul's Harbor Inc. to provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$40,000.**

Contract Number: **ATT-2021-00015137** Contract Term: **9/30/2020** to **9/29/2021**

Background: **On August 26, 2020, City Council by Resolution No. 20-1214, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$343,639.00 for three of the project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2020 through September 29, 2021. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.**

**Under this contract, Soul's Harbor Inc. will provide recovery support services to program participants at the South Dallas Drug Court as provided by the engagement letter dated November 5, 2020. This contract shall not exceed \$40,000.**

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
F631	ATT	121C		3070		MASC ATT-2021-00015137	\$40,000.00
						-	
						-	
Financing:						<b>TOTAL:</b>	<b>\$40,000.00</b>

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							%

*MD* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Ayah Powers*  
By Department Director Jan 11, 2021  
Date

*Michael Doss*  
Approved as to Form by City Attorney Jan 19, 2021  
Date

*MD*  
*[Signature]*  
By City Manager Jan 12, 2021  
Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5227**  
EFFECTIVE DATE

1/11/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%.)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN 19 PM 1:21  
CITY SECRETARY  
DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Canon Solutions of America, Inc. Vendor No. VS0000078840

Subject: Color Printer/Plotter Equipment and Monthly Lease

Lead Dept: Public Works

Action Requested: Monthly fees for equipment and lease of Color Printer and Plotter.

Contract Number:	PBW-2021-00014841	Contract Term:	Notice to Proceed by Director	to	12 months after Notice to Proceed
------------------	-------------------	----------------	-------------------------------	----	-----------------------------------

Background: Monthly maintenance and lease equipment for Printer /Plotter. Plotter is used by this Survey Division to produce plots for every city department, and other departments (SDC, Dallas Fire Rescue, Central Files, etc.) who come to the vault to use the scanner or to produce hardcopy. All Public Works Department also has access to this plotter for their own needs. Survey needs to always have a large format plotter in the vault to produce the copies the various permitting departments require to issue a permit. The copies must come from the vault and be certified as having done so. Payment includes monthly maintenance for 5,000 sq ft., includes 38 toners per term with overages billed at \$0.04332, unlimited Scans, fixed for 60 months

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PBW	3027	PB10	3130		CX-PBW-2021-00014841	\$18,632.02	
						-		
						-		
Financing:							TOTAL:	\$18,632.02

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage
						\$	%

CTN *Uty* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Robert Perez* 01/08/21 *Michael Doss* Jan 11, 2021  
By Department Director Date Approved as to Form by City Attorney Date

*[Signature]* 1/11/2021  
By City Manager Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5228

EFFECTIVE DATE

01/08/2021 AF

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): Membership Fee  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 19 PM 4:47  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Candid dba Foundation Center Vendor No. 190507

Subject: Annual Membership for Cooperating Collection

Lead Dept: Library

Action Requested: Authorize payment of \$5,995.00 for annual membership.

Contract Number: LIB-2021-00015546 Contract Term: 01/01/2021 to 12/31/2021

Background: The Dallas Public Library is a member of Cooperating Collections of Network for the Foundation Center. As a member, the Library receives access to online and print resources about grants and non-profits, plus training and other assistance from the Foundation Center. Many local non-profits utilize this collection and services to seek funding for their organization.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0729	LIB	6342		3361		- LIB-2021-00015546	\$5,995.00	
						-		
						-		
Financing:							TOTAL:	\$5,995.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

MJ Giudice  
 MJ Giudice (Jan 7, 2021 13:06 CST)  
 By Department Director

Date

Michael Doss  
 Michael Doss (Jan 19, 2021 16:28 CST)  
 Approved as to Form by City Attorney Date

Joy Zapata  
 Joy Zapata (Jan 8, 2021 09:36 CST)  
 By City Manager

Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5229

EFFECTIVE DATE

Jan 19, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN 20 AM 8:47  
CITY SECRETARY  
DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

HITS	AMERICAN RED CROSS	Vendor No.	VS00000073480
------	--------------------	------------	---------------

Subject: CPR/First Aid/AED TRAINING

Lead Dept: Dallas Police Department

Action Requested: To authorize an agreement between American Red Cross and Dallas Police Department for CPR/First Aid /AED certifications.

Contract Number:	DPD-2021-00014813		12/20/2020	to	12/20/2021
------------------	-------------------	--	------------	----	------------

Background: The Dallas Police Department does not offer any reoccurring class to maintain CPR/First Aid/AED certifications. By creating a 12-person group of CPR/First Aid/AED instructors, the Department can certify all officers in CPR/First Aid/AED and maintain their certifications going forward.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	0699	DPD	6303		3364		CX DPD-2021-00014813	19,566.35
							-	
							-	
Financing:							<b>TOTAL:</b>	19,566.35

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Lonzo Anderson Jan 18, 2021  
By Department Director Date

Don Knight Jan 19, 2021  
Approved as to Form by City Attorney Date

Jon Fortune Jan 19, 2021  
By City Manager Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5230**

EFFECTIVE DATE

1/12/2021 *MD*

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 JAN 20 AM 10:53  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Vendor Name:	Homeward Bound, Inc.	Vendor No.	359492
Subject:	Subrecipient Agreement – South Dallas Drug Court		
Lead Dept:	City Attorney's Office		

Action Requested:	Authorize a contract between the City of Dallas and Homeward Bound, Inc. to provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$10,000.						
	Contract Number:	ATT-2021-00015163	Contract Term:	9/30/19	to	9/29/2020	

**Background:** On August 26, 2020, City Council by Resolution No. 20-1214, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$343,639.00 for three of the project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2020 through September 29, 2021. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Under this contract, Homeward Bound, Inc. will provide recovery support services to program participants at the South Dallas Drug Court as provided by the Engagement Letter dated November 11, 2020. This contract shall not exceed \$10,000.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	F631	ATT	121C		3070		MASC ATT-2021-00015163	\$10,000.00
							-	
							-	
	<b>Financing:</b>						<b>TOTAL:</b>	\$10,000.00

	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
<b>Contract Amendment Information:</b>							%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Ayub Powers*  
 By Department Director  
 Jan 11, 2021  
 Date  
  
 By City Manager

*Michael Doss*  
 Approved as to Form by City Attorney  
 Jan 20, 2021  
 Date  
*MD*  
 Jan 12, 2021  
 Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5231

### EFFECTIVE DATE

1/12/2021 *MD*

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 JAN 20 10:53 AM  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Vendor Name:	Nexus Recovery Center, Inc.	Vendor No.	VS0000008490
Subject:	Subrecipient Agreement – South Dallas Drug Court		
Lead Dept:	City Attorney's Office		

Action Requested:	Authorize a contract between the City of Dallas and Nexus Recovery Center, Inc. to provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$10,000.						
	Contract Number:	ATT-2021-00015164	Contract Term:	9/30/2020	to	9/29/2021	

**Background:** On August 26, 2020, City Council by Resolution No. 20-1214, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$343,639.00 for three of the project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2020 through September 29, 2021. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Under this contract, Nexus Recovery Center, Inc. will provide recovery support services to program participants at the South Dallas Drug Court as provided by the Engagement Letter dated November 11, 2020. This contract shall not exceed \$10,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
F631	ATT	121C		3070		MASC ATT-2021-00015164	\$10,000.00
						-	
<b>Financing:</b>						<b>TOTAL:</b>	\$10,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
							%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

<p><i>Ayeh Powers</i> _____ By Department Director</p>	<p>Jan 11, 2021 _____ Date</p>	<p><i>Michael Doss</i> _____ Approved as to Form by City Attorney</p>	<p>Jan 20, 2021 _____ Date</p>
<p><i>[Signature]</i> _____ By City Manager</p>	<p>Jan 12, 2021 _____ Date</p>		



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5232

EFFECTIVE DATE

1/14/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment): Appropriate funds for holdover rental payments under approved non-bid contract.  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 20 PM 1:00  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Kaz Meyers Properties, LLC, et. al. Vendor No. VS99525

Subject: Northeast Community Court - Lease Agreement – 9451 LBJ Fwy., Ste., 125, City of Dallas, Dallas County, TX - Holdover

Lead Dept: Sustainable Development and Construction

Action Requested: Payment of \$1,980.00 per month, for the holdover period of two (2) months, beginning January 1, 2021 and ending February 28, 2021, between City of Dallas and Shawnee, Inc., whom conveyed its property to Kaz Meyers Properties, LLC by deed instrument 201700273883 dated September 26, 2017. Consideration: an amount not to exceed \$3,960.00.

Contract Number: ATT-2021-00015475 Contract Term: 1/1/2021 to 2/28/2021


Background: Section XVI of the Lease Agreement, dated September 16, 2016 between City of Dallas and Shawnee, Inc., whom conveyed its property to Kaz Meyers Properties, LLC by deed instrument 201700273883 dated September 26, 2017, provides the City of Dallas to continue its occupancy month-to-month, under its same conditions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	ATT	2747	N/A	3330	N/A	- ATT-2021-00015475	\$3,960.00
						-	
						-	
Financing: General Fund						TOTAL:	\$3,960.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

By Department Director  
 Date: 1/14/21  
 Approved as to Form by City Attorney  
 Date: 1/14/21  
 By City Manager  
 Date: 1/14/21

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <h2>21-5233</h2> <p><b>EFFECTIVE DATE</b> Nov 30, 2020</p>
--	---	--

1. Place an "X" in the appropriate box for the approval of:

<input type="checkbox"/>	a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 20 PM 4:51  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Vendor Name:	Mica Petersen	Vendor No.	VS99645
Subject:	Contract Fee Instructor		
Lead Dept:	PKR		

Action Requested:	Authorize a contract fee instructor agreement with Mica W. Petersen. The vendor will provide Fitness classes to the citizens of Dallas. Contact: Steve Baker 214-670-8885					
Contract Number:	PKR-2021-00015037	Contract Term:	NTP	to	09/30/2021	

**Background:** Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
							On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.	
N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00015037		
						-		
						-		
<b>Financing:</b>							<b>TOTAL:</b>	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 John Justice (Nov 30, 2020 14:51 CST)  
 By Department Director

  
 Nnenna Nwaeke (Jan 15, 2021 15:35 CST)  
 Approved as to Form by City Attorney

  
 John Justice (Nov 30, 2020 17:56 EST)  
 By City Manager

MH



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5234**

EFFECTIVE DATE

Dec 10, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 20 PM 4:51  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: **Varita Newton** Vendor No. **VC13061**  
 Subject: **Contract Fee Instructor**  
 Lead Dept: **PKR**

Action Requested: **Authorize a contract fee instructor agreement with Varita Newton. The vendor will provide Zumba classes to the citizens of Dallas.**  
**Contact: Steve Baker, 214-670-8885**

Contract Number:	PKR-2021-00015053	Contract Term:	NTP	to	09/30/2021
------------------	-------------------	----------------	-----	----	------------

Background: **Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).**

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
<i>rmb</i> Funding:	N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00015053	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.	
							-		
							-		
	<b>Financing:</b>							<b>TOTAL:</b>	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Jenkins*  
 John Jenkins (Dec 10, 2020 11:33 CST)  
 By Department Director

Dec 10, 2020  
 Date

*Benjamin N. Samples, II*  
 Benjamin N. Samples, II (Jan 15, 2021 13:35 CST)  
 Approved as to Form by City Attorney

Jan 19, 2021  
 Date

*MH*

*Joey Zapata*  
 Joey Zapata (Dec 10, 2020 13:11 EST)  
 By City Manager

Dec 10, 2020  
 Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

<b>ADMINISTRATIVE ACTION</b>
<b>21-5235</b>
<b>EFFECTIVE DATE</b>
Jan 8, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 JAN 21 AM 9:29  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	Delta Dental Insurance Company	Vendor No.	VS000006690
Subject:	Supplemental Agreement #1		
Lead Dept:	Human Resources		

Action Requested:	Authorize Supplemental Agreement #1 to replace Exhibits D, E, F and G with the corrected final versions and add the performance guarantees to the contract.						
Contract Number:	PER-2020-00013750	Contract Term:	N/A	to	N/A		

**Background:** On June 24, 2020, City Council authorized a three-year service contract, with two one-year renewal options, for a fully insured dental plan with Delta Dental Insurance Company. Supplemental Agreement #1 will provide for updated performance guarantees and exhibits to be added to the contract.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	N/A	N/A	N/A	N/A	N/A	-N/A	N/A
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	20-1005	1/1/21	0.00	0.00	\$ 0.00	0%

*Uly* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Chhunmy Chhuan  
Chhunmy Chhuan (Jan 8, 2021 13:44 CST)  
By Department Director \_\_\_\_\_ Date \_\_\_\_\_

Willow Sanchez  
Approved as to Form by City Attorney \_\_\_\_\_ Date 01/13/2021

Joey Zapata  
Joey Zapata (Jan 8, 2021 13:47 CST)  
By City Manager \_\_\_\_\_ Date \_\_\_\_\_



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5236

EFFECTIVE DATE

8-26-2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%.)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

CITY SECRETARY  
DALLAS TEXAS  
2021 JAN 21 AM 9:42

RECEIVED

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Itron, Inc Vendor No. 267549

Subject: 1) 18 month extension. 2) 25% Increase for Maintenance & Support Contract for Meter Reading Software and Hardware

Lead Dept: Dallas Water Utilities

**Action Requested:**

Additional funding of 25% of MA DWU-2018-00005917 will be used to modernize the Multi-Vendor Reading System (MVRS) to Field Collection System (FCS). This conversion enables for a mobile application and replacement of the FC300 handheld devices to a cell phone device. The FC300 device (used to collect the meter reads) will reach end-of-life/maintenance in 2021. This conversion will help the utility achieve near-perfect reporting, collection, verification, and resolution of water Usage Data to support Government Performance and Financial Management and Mobility Solutions, Infrastructure and Sustainability Priorities.

Contract Number: DWU-2020-00014116 Contract Term: 09/11/2021 to 03/12/2023

**Background:**

Dallas Water Utilities (DWU) utilizes Itron, Inc.'s MVRS software application and handheld computers to record monthly water meter reads for approximately 315,000 meters in DWU's service area. The system also captures maintenance issues and is used for meter reading data processing to ensure timely and accurate billing. City Council approved MA DWU-2018-00005917 to continue the maintenance and support of the software application and hardware.

**Funding:**

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0100	DWU	7470	DW21	3110		DWU-2018-00005917	\$44,701,352.9

Financing: TOTAL:

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	18-1702	12/28/2018	\$178,805.43	\$0	\$ 223,506,787.8	25%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code. 1/1/20

*[Signature]*  
By Department Director

8/26/20  
Date

*Arthur N. Bashor*  
Approved as to Form by City Attorney

Jan 12, 2021  
Date

*[Signature]*  
City Manager

8-26-20  
Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5237

EFFECTIVE DATE

December 01, 2020

RECEIVED  
 2021 JUN 21 AM 11:38  
 CITY SECRETARY  
 DALLAS TEXAS

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached)  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Hyland Software, Inc. Vendor No. VS0000073962

Subject: Committee Manager System On-Premise Deployment

Lead Dept: Information & Technology Services

Action Requested: Authorize Supplemental Agreement No. 1 to the Master Contract for Software, Services and Support of the City's electronic document management system to allow for a change order to the Committee Manager module.

Contract Number: DSV-2020-00013447 Contract Term: 11/15/2020 to 7/31/2025

Background: Hyland Software, Inc. will retire and decommission the SIRE component on December 31, 2020. To prevent functionality loss of the City's Boards and Commissions system, the module must be moved from Hyland's cloud-based software to an on-premise solution. This change order will allow for professional services to complete the migration.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	SEC	1369	NA	3099	NA	MA DSV-2020-00013447	\$16,125.00
						-	
						-	
Financing: General Fund - current funds						<b>TOTAL:</b>	\$16,125.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	20-1001	6/24/2020	\$3,590,100.30	\$0.00	\$3,622,350.30	0.89%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

William Zielinski  
 William Zielinski (Nov 11, 2020 13:17 CST)  
 By Department Director

Michael Doss  
 Michael Doss (Dec 1, 2020 15:55 CST)  
 Approved as to Form by City Attorney

Joey Zapata  
 Joey Zapata (Dec 1, 2020 16:33 EST)  
 By City Manager

SR



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5238**  
EFFECTIVE DATE

Jan 19, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 21 AM 11:39  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: AT&T Corp. Vendor No. 268653

Subject: AT&T Managed Services - Supplemental Agreement No. 44

Lead Dept: Information & Technology Services

Action Requested: Authorize SA No. 44 to accept the SOW for the configuration and installation of replaced end-of-life core network equipment.

Contract Number:	DSV-2016-00000009	Contract Term:	1/5/2021	to	11/30/2022
------------------	-------------------	----------------	----------	----	------------

Background: This SOW is required to upgrade and configure networking services for City operations.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						- DSV-2016-00000009	\$0.00
						-	
						-	
Financing: No Cost Consideration						<b>TOTAL:</b>	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
	44	20-1808	11/30/2020	\$34,777,553.99	\$0.00	\$34,777,553.99	0.00%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

William Zielinski  
Jan 7, 2021  
By Department Director Date

Don Knight  
Jan 21, 2021  
Approved as to Form by City Attorney Date

Joey Zapata  
Jan 19, 2021  
By City Manager Date

OK



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

**21-5239**  
EFFECTIVE DATE

01/21/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 22 AM 9:15  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Airline Data Inc, LLC Vendor No. VS97643

Subject: Flight History tracking database

Lead Dept: AVI

Action Requested: Authorize Administrative Action for Supplemental Agreement #1 to increase the current contract amount by 25%.

Contract Number: AVI-2018-00006378 Contract Term: 05/03/2018 to 05/03/2021

Background: AVI has 2 quarterly invoices to pay under the current contract before the expiration date of 5/3/21. Requesting to authorize a 25% increase of the contract to cover the duration of the contract. The shortfall of funds was due to extra reports needed at the request of the Department of Aviation which is allowed under the scope of work. Increase amount not to exceed \$4,500.00.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
130	AVI	7710	AV11	3070		MASC AVI-2018-00006378	\$4,500.00
Financing: FY2020 Operating Fund						<b>TOTAL:</b>	\$4,500.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	AA185867	5/31/2018	\$18,000.00	\$0.00	\$22,500.00	25%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*[Signature]*  
By Department Director Date 1/21/2021

*Michael Doss*  
Approved as to Form by City Attorney Date 01/21/2021

*[Signature]*  
By City Manager Date 01/21/2021



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5240

EFFECTIVE DATE

10.14.2020 J.H

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

CITY SECRETARY  
DALLAS TEXAS  
2021 JAN 22 PM 2:51

RECEIVED

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	Western Marketing, Inc.	Vendor No.	VS86334
--------------	-------------------------	------------	---------

Subject: Authorize Oil Tank Monitoring Services

Lead Dept: Equipment and Fleet Management (EFM)

Action Requested: Authorize the installation of 21 remote oil tank monitors; each tank will be required to have a monitor that will be monitored via cloud portal for a term of 15-months. The vendor will include all equipment needed for communication with the "cloud", including modems, and cellular service fees.

Contract Number:	EFM-2021-00014824	Contract Term:	09/01/2020	to	12/11/2021
------------------	-------------------	----------------	------------	----	------------

Background: Requisition No. #170549 was entered as an Informal Solicitation No. EFM B6200224, for oil tank monitoring services; the solicitation closed without any bidders. This Administration Action will authorize oil tank monitoring services at Equipment and Fleet Management (EFM) Services Center locations with 24/7 monitoring access.

By utilizing the cloud portal, the vendor will be able to make recommendations on order placement in terms of volume and dates without physically driving to each location. The portal will be managed by authorized City department users.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		0196	EFM	1707		3099		CX- EFM-2021-00014824	\$1,134.00
		0196	EFM	1705		3099		CX- EFM-2021-00014824	\$1,134.00
		0196	EFM	1709		3099		CX- EFM-2021-00014824	\$1,134.00
		0196	EFM	1708		3099		CX- EFM-2021-00014824	\$1,134.00
		0196	EFM	1711		3099		CX- EFM-2021-00014824	\$1,134.00
Financing:		<b>General Funds</b>						<b>TOTAL:</b>	<b>\$5,670.00</b>

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage

Donzell Gipson  
By Department Director      Oct 13, 2020      Date

Arthur N. Basler  
Approved as to Form by City Attorney      Jan 22, 2021      Date

[Signature]  
By City Manager      Oct 14, 2020      Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

**ADMINISTRATIVE ACTION**  
**21-5241**  
**EFFECTIVE DATE**  
Dec 11, 2020

RECEIVED  
 2021 JAN 22 PM 3:22  
 CITY SECRETARY  
 DALLAS TEXAS

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Perkins + Will, Inc. Vendor No. 503372

Subject: Singing Hills Rec. Center Replacement: Addition of Gymnasium

Lead Dept: Park and Recreation

Action Requested: Authorize Supplemental Agreement #13, with Perkins & Will Inc., in the amount of \$5,500.00, thereby increasing the contract from \$1,416,386.20 to \$1,421,886.20

Contract Number: PKR-2016-0000022 Contract Term: to

Background: The Supplemental Agreement #13 is for revision of the AC System because of COVID-19

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
1V00	PKR	VB22	MMCF	4112	PK17VB54	CT- PKR13019391.1	\$5,500.00	
Financing: 2017 Bond Program							TOTAL:	\$5,500.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
	13	13-1143	6/26/2013	\$579,488.00	\$836,898.20	\$1,421,886.20	144.42%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


*RW 7/29/20*  
  
 John J. Estep (Dec 11, 2020 14:57 CST)  
 By Department Director

Dec 11, 2020  
 Date

*Christine Lammers*  
 Christine Lammers (Jan 8, 2021 17:42 CST)  
 Approved as to Form by City Attorney  
 Jan 8, 2021  
 Date

*Joey Zapata*  
 Joey Zapata (Dec 11, 2020 18:21 CST)  
 By City Manager

Dec 11, 2020  
 Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	21-5242	
	EFFECTIVE DATE	
	Dec 9, 2020	
See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.		

1. Place an "X" in the appropriate box for the approval of:

<input type="checkbox"/>	a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 CITY SECRETARY  
 DALLAS TEXAS  
 2021 JAN 22 PM 4:51

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Vendor Name:</b>	AVIATION CINEMAS, INC.	<b>Vendor No.</b>	VS0000073043
---------------------	------------------------	-------------------	--------------




<b>Subject:</b>	Majestic Centennial Documentary Creation					
<b>Lead Dept:</b>	Office of Arts and Culture					
<b>Action Requested:</b>	Authorize a cultural services contract with Aviation Cinemas to create documentary about the history of the Majestic for the Majestic Centennial in April 2021. Documentary will be on display in the Majestic Theater as part of the centennial exhibit creation. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.					
	<b>Contract Number:</b>	OCA-2021-00015348	<b>Contract Term:</b>	December 11, 2020	to	April 1, 2021

**Background:** Consultant shall produce footage, film interviews, and complete films of the history of the Majestic Theatre. Consultant will be responsible for arranging their own equipment rentals and other extraneous costs while on assignment. On site filming will take place on mutually agreed upon dates based on the Majestic Theatre rental schedule.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0338	OCA	9371		3070		MASC OCA-2021-00015348	\$22,597.50
							-	
							-	
	<b>Financing:</b> Majestic Gift and Trust Fund						<b>TOTAL:</b>	\$22,579.50

<b>Contract Amendment Information:</b>	<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Suppl' Agreement Percentage</b>
						\$ 0.00	%

*MSJ* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

 <small>Johnnie Scripps (Dec 9, 2020 16:02 CST)</small> By Department Director	Dec 9, 2020 Date	 Approved as to Form by City Attorney	Jan 19, 2021 Date
 <small>Joey Zapata (Dec 9, 2020 17:04 EST)</small> By City Manager	Dec 9, 2020 Date		



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5243

EFFECTIVE DATE

1/20/2021 MD

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 25 PM 3:53  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Vendor Name: Daniels Law LLC Vendor No. VC22682

Subject: Professional Services Contract

Lead Dept: City Attorney's Office

Action Requested: Authorize a professional services contract with Daniels Law LLC to provide legal services to the City of Dallas in the case styled E.V. Drake v. State Farm Mutual Automobile Insurance Company, et al.; Civil Action No. 1:20-CV-4659. This contract shall not exceed \$10,000.

Contract Number:	ATT-2021-00015598	Contract Term:	1/7/2021	to	Indefinite
------------------	-------------------	----------------	----------	----	------------

Background: Daniels Law LLC is being retained to provide legal services to the City of Dallas in the case styled E.V. Drake v. State Farm Mutual Automobile Insurance Company, et al.; Civil Action No. 1:20-CV-4659. The firm will be paid on an hourly rate basis as provided by the engagement letter dated January 7, 2021. This contract shall not exceed \$10,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0192	ORM	3890		3033		MASC ATT-2021-00015598	\$10,000.00
						-	
						-	
Financing:						<b>TOTAL:</b>	\$10,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Ayah Powers*  
 By Department Director  
 Jan 19, 2021  
 Date

*[Signature]*  
 By City Manager  
 Jan 20, 2021  
 Date

*Michael Doss*  
 Michael Doss (Jan 25, 2021 15:39 CST)  
 Approved as to Form by City Attorney  
 Jan 25, 2021  
 Date

*MD*

 <b>CITY OF DALLAS</b>	<b>ADMINISTRATIVE ACTION</b>	<b>ADMINISTRATIVE ACTION</b>
	<b>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</b>	<b>21-5244</b>
		<b>EFFECTIVE DATE</b>
		Jan 6, 2021

1. Place an "X" in the appropriate box for the approval of:

<input type="checkbox"/>	a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%.)
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input checked="" type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2021 JAN 26 AM 8:17  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Vendor Name:</b>	REKJ Builders Limited Liability Company <b>Barbara Fay Talley and Johnny Talley</b>	<b>Vendor No.</b>	VC20926
---------------------	--	-------------------	---------

**Subject:** Home Improvement and Preservation Program (HIPP <sup>TF</sup> Repair) Rehab

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for Home Improvement and Preservation Program project at property address 1433 Grinnell St. Dallas, Texas 75216 in the amount of \$46,000.00 and lead based grant amount \$2,800.00 CDBG funds will be utilized for this project with funds previously approved by city council.

<b>Contract Number:</b>	HOU-2021-00014941	<b>Contract Term:</b>	Effective date of this AA	to	1/20/2021
-------------------------	-------------------	-----------------------	---------------------------	----	-----------

**Background:** On December 11, 2019 by Resolution No. 19-1863, approved an all-inclusive repair and rehabilitation program for single-family owner-occupied housing units. Home Improvement and Preservation Program (HIPP) will be offered as a forgivable loan program to low and moderate-income homeowners, with the purpose of making needed improvements and preserving affordable housing. Homeowner is **Barbara & Johnny Talley**.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						-	0.00	
						-		
						-		
<b>Financing:</b>							<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							0%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Noguera  
 By Department Director

Jan 6, 2021  
 Date

*Taylor Floyd*  
 Approved as to Form by City Attorney

January 25, 2021  
 Date

*Eric A. ...*  
 By City Manager

Jan 6, 2021  
 Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5245

EFFECTIVE DATE

Dec 30, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN 26 PM 12:28  
CITY SECRETARY  
DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Hyas Group LLC. Vendor No. VC22403

Subject: Analysis & Consulting Services for 401(K) and 457 Plan

Lead Dept: City Controller's Office

Action Requested: Authorize a consultant contract in the amount of \$12,000.00 with Hyas Group Inc., which may be extended at the City's option.

Contract Number: CCO-2020-00012278 Contract Term: 01/21/2021 to 01/20/2022

Background: The City is seeking consultant services to provide an overview of the effectiveness of the Deferred Compensation Plan structure, its governance and oversight and its compliance with industry standards and best practices.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	CCO	1272	BM02	3070		- CCO-2020-00012278	\$ 12,000
						-	
						-	
Financing:						<b>TOTAL:</b>	\$ 12,000

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
							%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Sheri Kowalski* 12/23/20  
By Department Director Date

*Christina Sevoulas* (Jan 25, 2021 08:24 CST)  
Approved as to Form by City Attorney Date

*Joey Zapata* (Dec 30, 2020 08:44 CST)  
By City Manager Date



# ADMINISTRATIVE ACTION

**See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.**

<b>ADMINISTRATIVE ACTION</b>
<b>21-5246</b>
<b>EFFECTIVE DATE</b>
01/19/2021

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 2.
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
2021 JAN 26 AM 11:51  
CITY SECRETARY  
DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: North Texas Tollway Authority (NTTA) Vendor No. 237925

Subject: Authorize a Supplemental Agreement no. 1 with North Texas Tollway Authority (NTTA) to provide continuous data migration to and from Dallas Love Field Parking Access Revenue Control System, clearinghouse services and a user interface with reporting and billing functions

Lead Dept: Department of Aviation

Action Requested: Execute Supplemental Agreement No. 1 to authorize the extension of the agreement term through March 28, 2023 with two, 5-year renewal options

Contract Number:	AVI-2018-00004977	Contract Term:	3/28/2018	to	3/28/2023
------------------	-------------------	----------------	-----------	----	-----------

Background: This Interlocal Agreement with NTTA was initially approved by Council Resolution No. 18-0424 on March 28, 2018. The agreement provides continuous data migration to and from Dallas Love Field Parking Access Revenue Control System (PARCS), clearinghouse services and a user interface with reporting and billing functions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0130	AVI	7751	AVO5	3422		- AVI-2018-00004977	\$0.00
						-	
						-	
Financing:						<b>TOTAL:</b>	

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	180424	3/28/2018	\$507,252	0.00	\$507,252.00	0.0%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

 By Department Director	1/19/2021 Date	 Approved as to Form by City Attorney	Date
 By City Manager		01/19/2021 Date	



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5247

### EFFECTIVE DATE

Jan 20, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications, the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JAN 26 PM 4:18  
CITY SECRETARY  
DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

<b>Vendor Name:</b>	SAFEBuilt, LLC	<b>Vendor No.</b>	VS93036
---------------------	----------------	-------------------	---------

<b>Subject:</b>	Permit Processing
-----------------	-------------------

<b>Lead Dept:</b>	Sustainable Development and Construction
-------------------	--

<b>Action Requested:</b>	Authorize a six-month AA in the amount of \$50,000.00 for permit processing with SAFEBuilt, LLC.				
<b>Contract Number:</b>	DEV-2021-00015509	<b>Contract Term:</b>	1/15/2021	to	7/15/2021

**Background:** SAFEBuilt, LLC provides the software, processes, and procedures for electronic plan review resulting in a more efficient plan review process. SAFEBuilt, LLC will provide a team of certified inspectors, automated routing technology, and an inspections playbook to guide inspectors, builders, and owners through the permitting process.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>							- DEV-2021-00015509	\$50,000.00
							-	
							-	
	<b>Financing:</b>						<b>TOTAL:</b>	\$50,000.00

	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
<b>Contract Amendment Information:</b>							

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

KSM  
Kriston Sweckard (Jan 20, 2021 17:52 CST)  
By Department Director

Jan 20, 2021  
Date

Obeng Opoku-Acheampong  
Obeng Opoku-Acheampong (Jan 25, 2021 15:38 CST)  
Approved as to Form by City Attorney

Jan 25, 2021  
Date

Jan 20, 2021  
By City Manager Date

JK  
JK  
Jan 20, 2021



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

**21-5248**  
EFFECTIVE DATE

Jan 21, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 27 PM 12:35  
 CITY SECRETARY  
 DALLAS TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Binary Systems DBA The Judokai Vendor No. VS0000075037

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Binary Systems DBA The Judokai. The vendor will provide Jujitsu classes to the citizens of Dallas  
Contact: Steve Baker, 214-670-8885 Contract Term:

Contract Number:	PKR-2021-00015045	Contract Term:	NTP	to	09/30/2021
------------------	-------------------	----------------	-----	----	------------

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00015045	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.	
						-		
						-		
Financing:							TOTAL:	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Jenkins*  
John Jenkins (Jan 21, 2021 13:23 CST)  
By Department Director

Jan 21, 2021  
Date

*Christine Lanners*  
Christine Lanners (Jan 27, 2021 09:47 CST)  
Approved as to Form by City Attorney

Jan 27, 2021  
Date

*Jose Zapata*  
Jose Zapata (Jan 21, 2021 15:55 CST)  
By City Manager

Jan 21, 2021  
Date

MH



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5249**

EFFECTIVE DATE

Jan 6, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 27 PM 1:07  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Teri J. Jenkins Vendor No. \_\_\_\_\_

Subject: Dallas Homebuyer Assistance (DHAP) – Targeted Incentive Program

Lead Dept: Housing

Action Requested: Execution of City of Dallas Homebuyer Written Agreements (General Funds)  
 Contract Number: HOU-2021-00015464 Contract Term: \_\_\_\_\_ to \_\_\_\_\_

Background: Ms. Jenkins was approved for \$43,363.00 in homebuyer assistance to purchase property at 6310 Power Drive. DHAP Targeted Incentive Program was approved by City Council on August 26, 2020 per Resolution 20-1220 to be funded by General Funds. The program was approved to allow homebuyer assistance to homebuyers at or below 120% of the area median income. Funding has been appropriated under a prior resolution.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						-	0.00	
						-	0.00	
						-	0.00	
Financing:							<b>TOTAL:</b>	0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	n/a	n/a	n/a	0.00	0	\$ 0.00	0%

*NS* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Noguera Jan 6, 2021  
By Department Director Date

Andrea Storer Jan 6, 2021  
Approved as to Form by City Attorney Date *AS*

Eric Jan 6, 2021  
By City Manager Date

**Signature:** *David Noguera*

**Email:** david.noguera@dallascityhall.com

**Signature:** *Eric A. Johnson*

**Email:** eric.anthony.johnson@dallascityhall.com

**21-5249**

**Signature:** *Andrea Storer*

**Email:** andrea.storer@dallascityhall.com



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5250**

EFFECTIVE DATE

1/17/2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): WATER REVENUE CONTRACT  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 27 PM 2:57  
 CITY SECRETARY  
 ALLASTEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Bent Tree Country Club, Inc. Vendor No. \_\_\_\_\_

Subject: Authorized Untreated Water Contract

Lead Dept: Water Department

Action Requested: Authorize the Director of Dallas Water Utilities to execute a three-year contract with Bent Tree Country Club, Inc. to provide untreated water for irrigation.

Contract Number: DWU-2021-00015639 Contract Term: \_\_\_\_\_ to 3 years

Background: This item is for authorization to enter a new untreated water contract with Bent Tree Country Club, Inc. Bent Tree Country Club, Inc requests the purchase of a maximum of 120,460,577 gallons of untreated water annually from Dallas from diversion points located on White Rock Lake for the purpose of irrigation.

The City of Dallas has water rights in White Rock Lake multiple purposes including rights for use of irrigation. The untreated water diverted by Bent Tree Country Club, Inc Bent Tree Country Club, Inc shall be considered diverted from White Rock Lake at Bent Tree Country Club, Inc. diversion points. This water will be billed at the ordinance rate for untreated water service in accordance with Chapter 49. The sale of untreated water to Bent Tree Country Club, Inc. is subject to, and limited by, available system supply

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						-		
						-		
						-		
Financing:							TOTAL:	0

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Terry Lowery  
Terry Lowery (Jan 15, 2021 16:38 CST)

Arthur N. Bashor  
Arthur N. Bashor (Jan 19, 2021 11:06 CST)

By Department Director \_\_\_\_\_ Date \_\_\_\_\_

Approved as to Form by City Attorney \_\_\_\_\_ Date \_\_\_\_\_

By City Manager \_\_\_\_\_ Date \_\_\_\_\_



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5251

EFFECTIVE DATE

Jan 12, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 27 PM 4:45  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: **COLOR ME EMPOWERED** Vendor No. **VS0000060285**

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: The consultant will create "Mosaic Mural Project" in collaboration with local Dallas ISD schools. Each mosaic will be collaboratively designed with teachers and students and executed with student participation. The goal of each mosaic mural will be to improve the aesthetics of the campus, to create an artwork that celebrates the culture and personality of each campus, and to give children an opportunity to see their collective effort work toward the greater good. This mural will be completed by April 2021. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2019-00011740 (CR-00025362)	Contract Term:	1/22/2021	to	9/15/2021
------------------	---------------------------------	----------------	-----------	----	-----------

Background: The fee for this service is \$5,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$1,250.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$2,500.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$1,250.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R3	MASC OCA-2019-000011740	\$5,000.00
						-	
						-	
Financing: General Fund						TOTAL:	\$5,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

*Uly* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Jennifer Scipps*  
 Jennifer Scipps (Jan 12, 2021 16:50 CST)  
 By Department Director

Jan 12, 2021  
 Date

*Taylor Floyd*  
 Approved as to Form by City Attorney  
 Date

Jan 26, 2021  
 Date

*Joey Zapata*  
 Joey Zapata (Jan 12, 2021 19:22 CST)  
 By City Manager

Jan 12, 2021  
 Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION	
	21-5252	EFFECTIVE DATE	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.		Jan 8, 2021
			Jan 8, 2021

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED

CITY SECRETARY  
DALLAS TEXAS  
2021 JAN 27 PM 4:45

<b>Vendor Name:</b>	RESOURCE CENTER OF DALLAS, INC.	<b>Vendor No.</b>	268631
<b>Subject:</b>	Professional Services		
<b>Lead Dept:</b>	Office of Arts and Culture		

**Action Requested:** Consultant will present "2021 Creative Works Summer Program" a month-long program that seeks to engage LGBTQ+ youth and give them the skills and resources they need to lead an authentic life. Creative Works gives Dallas LGBTQ and allied youth the opportunity to spend a summer session together learning how to express themselves through art by developing skills in a variety of art forms (e.g., creative writing, dance, drawing, mixed media, painting, photography, and theater). The program will be presented in Summer 2021 at the Resource Center's Community Center. The program will culminate in a talent show that gives participants the opportunity to perform. Consultant shall follow CDC guidelines to promote the health and safety of all involved. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.




<b>Contract Number:</b>	OCA-2019-00011740 (CR-00025393)	<b>Contract Term:</b>	1/18/2021	<b>to</b>	9/30/2021
-------------------------	---------------------------------	-----------------------	-----------	-----------	-----------

**Background:** The fee for this service is **\$12,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$3,000.00** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or **\$6,000.00** of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or **\$3,000.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0001	OAC	4880		3089	AAct R3	MASC OCA-2019-000011740	\$12,000.00
							-	
							-	
	<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$12,000.00

	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage
<b>Contract Amendment Information:</b>						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

 Jan 8, 2021 By Department Director	 Jan 8, 2021 By City Manager	 Jan 19, 2021 Approved as to Form by City Attorney
---	---	---



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5253**

EFFECTIVE DATE

Jan 21, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 27 PM 4:47  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Agustin Jasso DBA Jaycee Zaragoza Karate Vendor No. VS14551  
 Subject: Contract Fee Instructor  
 Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement with Agustin Jasso DBA Jaycee Zaragoza Karate. The vendor will provide Karate classes to the citizens of Dallas.  
 Contact: Leatrice Newhouse 214-670-8847  
 Contract Number: PKR-2021-00015049 Contract Term: NTP to 9/30/2021

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects 100% of fees associated with the program and vendors are reimbursed on a monthly basis (70% for indoor vendors and 85% for outdoor vendors) and the city retains the appropriate percentage (30% for indoor vendors and %15 for outdoor vendors).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00015049	On a monthly basis the vendor is paid 70% and city retains 30% of the revenue collected.	
Financing:							TOTAL:	N/A

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*John Gortone*  
 By Department Director

Jan 21, 2021  
 Date

*Milton Henderson*  
 Approved as to Form by City Attorney  
 Jan 27, 2021  
 Date

*Joey Zapata*  
 By City Manager  
 Jan 21, 2021  
 Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

**21-5254**

EFFECTIVE DATE

**AUG 27 2020**

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 27 PM 4:47  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: SHI Government Solutions Vendor No. 502145

Subject: Training Licenses for Park and Recreation

Lead Dept: Park and Recreation

Action Requested: Authorize an encumbrance of \$33,250.00 with SHI Government Solutions. The vendor will provide 350 licenses for remote training for Park and Recreation employees.  
**BuyBoard – Technology Contract #: 579-19**  
 Contact: Denyce Cole (214) 670-8859

Contract Number:	PKR-2020-00014433	Contract Term:	12/15/2020	to	12/14/2021
------------------	-------------------	----------------	------------	----	------------

Background: Udemy for Business was founded in May 2010, is an online learning platform aimed at professional adults and students. The Udemy for Business program empowers organizations to address their biggest workforce challenges, by providing and engaging employees in skills training and development using Udemy courses. Content can be accessed remotely or in a traditional office environment. Udemy for Business offers a subscription package of over 4,000 Udemy courses; chosen for their quality and relevance to a business audience.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5168		3070		CX PKR-2020-00014433	\$33,250.00
Financing:							TOTAL:

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Santama*  
By Department Director


Aug 27, 2020  
Date

*Willow Sanchez*  
Approved as to Form by City Attorney

Dec 17, 2020  
Date

*[Signature]*  
By City Manager

Aug 27, 2020  
Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b>
		<b>21-5255</b>
		<b>EFFECTIVE DATE</b>
		Jan 8, 2021

1. Place an "X" in the appropriate box for the approval of:

a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)

c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2021 JAN 27 PM 4:47  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Sunbelt Pools, Inc. Vendor No. 255049

Subject: Bahama Beach River Filtration Manifold Replacement

Lead Dept: Park and Recreation

Action Requested: Authorize an encumbrance of \$22,661.97 with Sunbelt Pools, Inc. The vendor will provide service to Bahama Beach Water Park, the River filtration manifold will be replaced, as it is leaking large amounts of water. Replace (2) chemical feed pumps to maintain proper chemical levels according to bather load. Replace broken UV intensity monitors. Replace chemical tubing. Replace out fill line. Buyboard Contract #613-20  
Contact: Richard Sharnsky (214) 670-0821

Contract Number:	PKR-2021-00015496	Contract Term:	NTP	to	12/31/2021
------------------	-------------------	----------------	-----	----	------------

Background: Sunbelt Pools is a swimming pool specialty company that has been in business for over 30 years. They specialize in construction projects and renovations for commercial customers, municipalities, universities, school districts, institutions and private commercial pool owners. Their projects vary from waterparks to competitive pools.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<i>rmb</i>	0001	PKR	5164	N/A	3110	N/A CX PKR-2021-00015496	\$22,661.97
						-	
						-	
Financing:						<b>TOTAL:</b>	\$22,661.97

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Jostine*  
 Jan 8, 2021  
 By Department Director Date

*Benjamin N. Samples, II*  
 Jan 27, 2021  
 Approved as to Form by City Attorney Date

*Joey Zapata*  
 Jan 8, 2021  
 By City Manager Date

*MH*



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

## 21-5256

EFFECTIVE DATE

DEC 08 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
CITY SECRETARY  
DALLAS TEXAS  
JAN 27 PM 4:54

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: So Artsy! The Social Art Experience, LLC. Vendor No. VS99513

Subject: Art Class

Lead Dept: Park and Recreation

Action Requested: Authorize an encumbrance of \$5,400.00 for "So Artsy The Social Art Experience" class, taught by Traci Blayark, which will provide art classes for seniors on a recurring schedule at the recreation centers.  
Contact Person: Daryl Quarles (214) 670-8363

Contract Number:	PKR-2021-00014812	Contract Term:	NTP	to	9/30/2021
------------------	-------------------	----------------	-----	----	-----------

Background: Traci Blayark is a commissioned artist and is able to work with any participants who can simply hold a paint brush.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
N/A	PKR	N/A	N/A	N/A	N/A	MASC PKR-2021-00014812	\$5,400.00	
Financing: Current Fund							TOTAL:	\$5,400.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*John Denton*  
By Department Director Date Dec 8, 2020

*Benjamin N. Samples, II*  
Approved as to Form by City Attorney Date Jan 27, 2021

*[Signature]*  
By City Manager Date Dec 8, 2020



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5257

### EFFECTIVE DATE

Nov 2, 2020

RECEIVED  
 2021 JAN 28 AM 9:48  
 CITY SECRETARY  
 DALLAS TEXAS

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): Beautification Agreement  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Dallas Classic Baseball Vendor No. \_\_\_\_\_

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested: Authorize a Beautification Agreement with Dallas Classic Baseball to perform service enhancements by picking up litter and debris and performing general maintenance on Churchill Park and Jamestown Park both located in Park Maintenance District 6. Also, to fund amenities and service enhancements through various fundraisers to be held at the park, all in coordination with the Park and Recreation Department.  
Contact: Sloan Anderson (214) 670-0203

Contract Number: PKR-2020-00014061 Contract Term: 10/25/2020 to 10/24/2021

Background: Dallas Classic Baseball is an organization that has been a partner with the City of Dallas and has made great strides with the city on enhancements to the park and wishes to continue to do so.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
rmb rmb	N/A	PKR	N/A	N/A	N/A	NA PKR-2020-00014061	\$0.00	
Financing:							TOTAL:	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*John Jenkins*  
John Jenkins (Nov 2, 2020 11:10 CST)  
By Department Director

Nov 2, 2020  
Date

*Consuelo R Tankersley*  
Consuelo R Tankersley (Jan 27, 2021 11:27 EST)  
Approved as to Form by City Attorney Date

*Josey Zapata*  
Josey Zapata (Nov 2, 2020 16:10 EST)  
By City Manager

Nov 2, 2020  
Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5258

EFFECTIVE DATE

Jan 27, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 JAN 28 AM 10:10  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: NT Signs Services, LLC Vendor No. VC22587

Subject: Install two pole signs at the MLK Community Center

Lead Dept: Office of Community Care

Action Requested: Install two pole signs per the attached quote at the Martin Luther King Jr. Community Center located at 2922 Martin Luther King Jr. Blvd, Dallas TX 75215 and the removal of two existing signs and re-install of one of those existing signs on the property.

Contract Number: OCC-2021-00015366 Contract Term: 12/21/2020 to 2/26/2021

Background: To increase communications with the community surrounding the Martin Luther King Jr. Community Center and visitors the Office of Community Care wishes to install two pole signs with LED message sign boards at strategic location on the property.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						-	\$27,049.26	
						-		
						-		
Financing:							TOTAL:	\$27,049.26

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Jessica Galleshaw  
 Jessica Galleshaw (Jan 11, 2021 15:07 CST)  
 By Department Director

Jan 11, 2021  
 Date

Arthur N. Bashor  
 Arthur N. Bashor (Jan 27, 2021 15:32 CST)  
 Approved as to Form by City Attorney

Jan 27, 2021  
 Date

[Signature]  
 By City Manager

Jan 27, 2021  
 Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

# 21-5259

### EFFECTIVE DATE

11/12/2020 *AF*

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 28 AM 8:49  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: The Quipu Group, LLC. Vendor No. VS99363

Subject: ePASS Subscription

Lead Dept: Library

Action Requested: Authorize a new three year agreement and payment for subscription services, billed annually, to ePASS for continued access to cultural experiences for library customers.

Contract Number: LIB-2021-00015120 Contract Term: 12/2/2020 to 11/1/2023

Background: Quipu's ePASS services brought cultural institutions together to allow library customers the opportunity to reserve passes and attend cultural experiences, for free, using their library card. With ePASS, the library provides customers with ticket options from local cultural institutions, such as museums, to select and experience. Authorization is requested to execute a new three year agreement under the same terms and conditions as executed under AA 19-5199.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	LIB	5391		1		- LIB-2021-00015120	, .
Financing:						TOTAL:	\$20,520.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
							%

*MJ* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*MJ Giudice*  
MJ Giudice (Nov 11, 2020 11:10 CST)

*Michael Doss*  
Michael Doss (Nov 30, 2020 14:53 CST)

By Department Director

Date


Approved as to Form by City Attorney

Date

*[Signature]*  
CITY OF DALLAS (Nov 12, 2020 10:24 EST)

By City Manager

Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-06 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	21-5260
		EFFECTIVE DATE
		Dec 24, 2021

1. Place an "X" in the appropriate box for the approval of:

<input type="checkbox"/>	a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 28 AM 11:04  
 CITY SECRETARY  
 ALASTEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Vendor Name:	<b>ONCOR</b>	Vendor No.	<b>255302</b>
--------------	--------------	------------	---------------

Subject: **ONCOR- Payment for streetlight converting cost**

Lead Dept: **Office of Integrated Public Safety Solutions (OIPSS)**

Action Requested: **Authorize payment of \$18,914.00 to replace 76 streetlights on S. Malcom X Blvd. in Dallas to LEDS.**

Contract Number:	<b>IPS-2021-00015162</b>	Contract Term:	<b>11/3/2020</b>	to	<b>11/03/2021</b>
------------------	--------------------------	----------------	------------------	----	-------------------

Background: **Implements recommendation from the Mayor's Task Force on Safe Communities. The Office of Integrated Public Safety Solutions (OIPSS) works collaboratively with Transportation and Public Works to implement the improved lighting plan for the city. This is the first of multiple lighting projects managed by OIPSS with the \$2 million approved by the City Council in the FY21 budget.**

FUND	DEPT	UNIT	ACTV	OBJ	PRO GRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	TRN	3180	SL01	4599		IPS-2021-00015162	\$18,914.00	
Financing:							<b>TOTAL:</b>	<b>\$18,914.00</b>

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
	N/A	N/A	N/A	N/A	\$0.00	\$ 0.00	0.00%

*MD* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Pughos  
 David Pughos [Dec 23, 2020 15:20 CST]  
 By Department Director Date

Michael Doss  
 Michael Doss [Jan 22, 2021 11:08 CST]  
 Approved as to Form by City Attorney *MD* Date

Jon Fortune  
 Jon Fortune [Dec 24, 2020 10:47 CST]  
 By City Manager Date

Jan 28, 2021



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5262

EFFECTIVE DATE

Dec 3, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2021 JUN 28 AM 11:37  
CITY SECRETARY  
DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: MSN Physicians PLLC DBA UrgentCare2go Vendor No. VC21442

Subject: HHLR Healthy Homes & Lead Reduction Program – Mobile On-Site Blood Testing

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Authorize a two-year service contract with 3 one-year renewal options with MSN Physicians PLLC to provide mobile, on-site blood lead level testing services for the City's Healthy Homes & Lead Reduction (HHLR) Program to low-income households within the City of Dallas.

Contract Number: HOU-2020-00013685 Contract Term: December 11, 2020 to December 10, 2022

Background: Contractor to provide mobile, on-site blood lead level testing services for the City's Healthy Homes & Lead Reduction (HHLR) Program to low-income households within the City of Dallas. The purpose of the Grant is to reduce or eliminate the health hazards of Lead-Based Paint in housing built before 1978 that is occupied by income-eligible families, particularly families with children up to the age of 6 years old. This contract will assist in implementing the requirements of Title X of the Housing & Community Development Act of 1992 and the implementing regulations at 24 CFR Part 35, as they apply to the City.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
CD19	HOU	965D		3070		- CT-HOU-2020-00013685	\$46,000.00	
						-		
						-		
Financing:							TOTAL:	\$46,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage

*DN* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Noguera  
By Department Director  
Date Dec 3, 2020

*Karen J. Stee*  
Approved as to Form by City Attorney  
Date Dec 4, 2020

*Carla A. Johnson*  
By City Manager  
Date Dec 3, 2020

AS



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

## ADMINISTRATIVE ACTION

**21-5261**

EFFECTIVE DATE

Dec 7, 2020

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2021 JAN 28 AM 11:37  
 CITY SECRETARY  
 DALLAS TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Pest Management of Texas, Inc. Vendor No. VFS87473

Subject: HHLR Healthy Homes & Lead Reduction Program – Pest Control Services

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Authorize a five-year service contract with Pest Management of Texas, Inc. to furnish all work, labor and materials for the management of rodents (rats and mice), crawling insects, cockroaches, ants, spiders, beetles, wasps, termites, bed bugs & other household pests in homes and housing that are participating in the City's Healthy Homes & Lead Reduction (HHLR) Program within the City of Dallas.

Contract Number: HOU-2020-00013993 Contract Term: December 11, 2020 to December 10, 2025

Background: Contractor to furnish all work, labor and materials for the management of rodents (rats and mice), crawling insects, cockroaches, ants, spiders, beetles, wasps, termites, bed bugs & other household pests in homes and housing that are participating in the City's Healthy Homes & Lead Reduction (HHLR) Program within the City of Dallas. This program is funded by the Housing & Urban Development (HUD) Lead-Based Paint Hazard Control Grant & Healthy Homes Supplemental Grant. The purpose of these Grants is to reduce or eliminate health & safety hazards, specifically those of Lead-Based Paint, in housing built before 1978 that is occupied by income-eligible families with children up to the age of 6 years old. This contract will assist in implementing the requirements of Title X of the Housing & Community Development Act of 1992 and the implementing regulations at 24 CFR Part 35, as they apply to the City.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
CD19	HOU	965D		3070		- CT-HOU-2020-0013993	\$70,000.00	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$70,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Noguera

Dec 3, 2020

*Arden H. Stee*

Dec 8, 2020

By Department Director

*Qui A. Johnson*  
Date

Approved as to Form by City Attorney

Date AS

Dec 7, 2020

By City Manager

Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

21-5263

EFFECTIVE DATE

Jan 27, 2021

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.



2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: FiServ, Inc. Vendor No. VC0000010860

Subject: Accurate Bank Reconciliation Software Maintenance

Lead Dept: Information and Technology Services

Action Requested: Authorize ratification and payment for two years of maintenance and support services of the Accurate bank reconciliation software for the City Controller's Office.

Contract Number:	DSV-2021-00015517	Contract Term:	7/1/2019	to	6/30/2021
------------------	-------------------	----------------	----------	----	-----------

Background: This action provided vendor software maintenance and support for the City's bank reconciliation system, a critical tool used by the City Controller's Office (CCO) for daily operations. Additionally, the software supports CCO internal processes, procedures, and reporting capabilities.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0198	DSV	1665	TECH	3438		CX DSV-2021-00015517	\$49,000.00
						-	
						-	
Financing: Data Services – Current Funds						<b>TOTAL:</b>	\$49,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

William Zielinski  
William Zielinski (Jan 8, 2021 12:31 CST)  
By Department Director Date

Christina Sevoukas  
Christina Sevoukas (Jan 28, 2021 13:19 CST)  
Approved as to Form by City Attorney Date

Joey Zapata  
Joey Zapata (Jan 27, 2021 16:48 CST)  
By City Manager Date

SR

CT