



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240212

EFFECTIVE DATE

04/01/2024

INSTRUCTIONS

1. Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
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 for additional information and routing.
5. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No

VENDOR NAME: Estrada Concrete Company, LLC

VENDOR NUMBER: VC28405

CONTRACT NAME: Alley Reconstruction Project Group 17-1488

DEPARTMENT: PBW

CONTRACT NUMBER: PBW-2022-00019604-1

CONTRACT TERMS: 11/20/2022 to 11/30/2024

ACTION REQUESTED:

Authorize Change Order No. 3 to the construction contract with Estrada Concrete Company, LLC for Alley Reconstruction Project Group 17-1488 in an amount not to exceed \$0.00. The Contract's total amount and the Contract's term will remain unchanged. Also, authorize the extension of the project term to 11/30/2024 to allow time for contract closeout.

BACKGROUND:

This change order consists of the following:

To minimize adverse environmental impacts caused by the use of lime in close proximity to residential properties, we will use flexible base with the same thickness and price instead of lime stabilization as indicated on the plans. According to the geotechnical report, flexible base can serve as an appropriate alternative subbase.

FUNDING:

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V22	PBW	W926	AREC	4510	PB170001	CX PBW-2022-00019604-1	\$ 0.00
-	-	-	-	-	-	- -	- -
-	-	-	-	-	-	- -	- -
PROGRAM NO.:		PB170001		FINANCING:		Street and Transportation (A) Fund	TOTAL: \$ 0.00

CHANGE ORDER DATA:

Change Order No.:	3	Original CR/AA No.:	22-1607	Original CR/AA Date:	10/26/2022	Original CR/AA Amount:	\$ 2,363,597.20		
Total of Previous Change Orders:				\$ 45,988.11	Previous Total Amount:			\$ 2,409,585.31	
Change Amount Including this Order:			\$ 45,988.11	Total Amount Including this Order:			\$ 2,409,585.31	Total Change Order Percentage:	1.95

APPROVAL

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

By Department Director: Alireza Hatefi, PE, CFM

Ali Hatefi, P.E.

Date

4/1/24

240213

RECEIVED

2024 APR -3 AM 10:14

CITY SECRETARY
DALLAS, TEXAS



City of Dallas

OFFICE OF PROCUREMENT SERVICES EXTENSION REQUEST LETTER

2/14/2024

GREEN PLANET INC

VIRGINIA AICHA

6371 State Hwy 276 W.

Royse City, TX 75189

VBelmore@greenplanetinc.com

972-636-1515

RE: Hazardous and Non Hazardous Waste Disposal (BYZ22-00018122)*

Dear VIRGINIA AICHA

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 5/10/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 11/09/2024, 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 3/8/2024.

- ☒ YES, I agree to extend this agreement.
☐ NO, I decline to extend this agreement.

Virginia Belmore
Virginia Belmore (Feb 14, 2024 11:26 CST)

Feb 14, 2024

Authorized Signature

Date

Virginia Belmore

President

Name

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Danielle Thompson
Director, Office of Procurement Services

Carlos Evans

Director,

Carlos Evans
Carlos Evans (Mar 11, 2024 13:33 CDT)

Assistant City Manager/Chief

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

240214
RECEIVED

2024 APR -3 AM 10:15

CITY SECRETARY
DALLAS, TEXAS

2/14/2024

THE CLEANING GUYS, LLC dba CG ENVIROMENTAL

Tasha Kilgore

5255 Teague Rd.

Fort Worth, TX 76140

tasha.kilgore@cleaningguys.com

817-483-8181

RE: Hazardous and Non Hazardous Waste Disposal (BYZ22-00018122)*

Dear Tasha Kilgore

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 05/10/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 11/09/2024, 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 3/8/2024.

- ☒ YES, I agree to extend this agreement.
☐ NO, I decline to extend this agreement.

Tasha Kilgore

2/14/24

Authorized Signature

Date

Tasha Kilgore

Contract Administrator

Name

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Danielle Thompson

Director, Office of Procurement Services

Director,

Carlos Evans

Assistant City Manager/Chief

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



ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240215

EFFECTIVE DATE

04/03/2024

INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- 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 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? Yes ☐ No ☒

VENDOR NAME: HD Way Concrete Service, LLC

VENDOR NUMBER: VC24911

CONTRACT NAME: Street Reconstruction Group 17-3003

DEPARTMENT: Public Works

CONTRACT NUMBER: PBW-2022-00018919

CONTRACT TERMS: 09/26/2022

to 12/31/2024

ACTION REQUESTED:

Authorize Change Order No. 3 to the construction contract with HD Way Concrete Service, LLC for Street Reconstruction Group 17-3003. This action will add \$64,006.70 to the contract increasing the contract amount from \$4,112,065.00 to \$4,176,071.70.

BACKGROUND:

This change order consists of the following:

During the construction of Dove Creek Way and Grassy Ridge Trail, it was discovered that more water and wastewater main improvements than originally planned are needed to complete the project. Consequently, it is necessary to add the additional water and wastewater main improvements needed to the contract. This will require increasing the quantity of some existing items. All items needed for this change order are included in the attachment.

FUNDING:

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
5115	DWU	PW42	-	4550	720269	PBW-2022-00018919	\$ 28,507.70
4116	DWU	PS42	-	4560	720270	PBW-2022-00018919	\$ 35,499.00
PROGRAM NO.:		PB17V245 PB17V246	FINANCING:		Water Utilities Capital Improvement Fund	TOTAL:	\$ 64,006.70

CHANGE ORDER DATA:

Change Order No.: 3	Original CR/AA No.: 22-0960	Original CR/AA Date: 06/22/2022	Original CR/AA Amount: \$ 4,015,910.00
Total of Previous Change Orders: \$ 96,155.00		Previous Total Amount: \$ 4,112,065.00	
Change Amount Including this Order: \$ 160,161.70		Total Amount Including this Order: \$ 4,176,071.70	Total Change Order Percentage: 3.99%

APPROVAL

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

By Department Director

Ali Hatefi, P.E.

Date

4/3/24

RECEIVED 240216

**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER**

2024 APR -9 AM 8:49

CITY SECRETARY
DALLAS, TEXAS

3/12/2024

Global Building Maintenance, Inc.

Ky Kim

11126 Shady Trail #117

Dallas, TX 75229

kim771r@gylaninc.com

972-620-7338

RE: Janitorial Services for DWU, TWM, WIC

Dear Ky Kim

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 4/21/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 10/21/2024, 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 3/29/2024

- ☒ YES, I agree to extend this agreement.
☐ NO, I decline to extend this agreement.

Authorized Signature

3/25/24

Date

Ky Kim

Name

President

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Director, Office of Procurement Services

Kimberly Tolbert (Apr 8, 2024 16:14 CDT)

Assistant City Manager/Chief

Director, Sarah Standifer
Sarah Standifer (Mar 26, 2024 11:15 CDT)

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

240217

RECEIVED

2024 APR -9 AM 8:42

CITY SECRETARY
DALLAS, TEXAS

City of Dallas

OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER

3/12/2024

ORIENTAL BUILDING SERVICES, INC

Nixon Shum

2526 Manana Dr., Suite 107

Dallas, TX 75220

nshum@obsusa.net

469-522-0001

RE: Janitorial Services for DWU, TWM, WIC

Dear Nixon Shum

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 4/21/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 10/21/2024, 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 3/21/2024.

- ☒ YES, I agree to extend this agreement.
☐ NO, I decline to extend this agreement.

Mar 12, 2024

Authorized Signature

Date

Nixon Shum

Vice President

Name

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Director, Office of Procurement Services

Kimberly Bizer-Tolbert (Apr 8, 2024 16:14 CDT)

Director,

Sarah Stauder (Mar 26, 2024 12:15 CDT)

Assistant City Manager/Chief

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

RECEIVED 24 02 18



City of Dallas

OFFICE OF PROCUREMENT SERVICES 2024 APR 11 PM 1:41

EXTENSION REQUEST LETTER

CITY SECRETARY
DALLAS, TEXAS

3/19/2024

CMC Network Solutions

Scott Broekemeier

7250 Elmridge Dr

Dallas, TX 75240

scott@cmcns.com

972-203-3400

RE: Alarm Services for Woodall Rodgers Tunnel*

Dear Scott Broekemeier

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 09/10/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 3/10/2025, 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 4/12/2024

☒ YES, I agree to extend this agreement.

☐ NO, I decline to extend this agreement.

Scott Broekemeier
 Scott Broekemeier (Mar 19, 2024 13:56 CDT)

Mar 19, 2024

Authorized Signature

Date

Scott Broekemeier

Vice President

Name

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Director, Office of Procurement Services

Kimberly Bizer-Tolbert (Apr 10, 2024 18:53 CDT)

 Director, A. A. Shankar
 A. A. Shankar (Mar 28, 2024 10:37 CDT)

Assistant City Manager/Chief

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.
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OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER

240219
RECEIVED

2024 APR 11 PM 1:50

3/28/2024

CITY SECRETARY
DALLAS, TEXAS

Universal Protection Service LP dba Allied Universal Security Services

Brandie Doyle

3011 Gateway Dr Suite 300

Irving, Texas 75063

brandie.doyle@aus.com

214.952.7683

RE: Security Guard Services Citywide Replaces BVZ1506

Dear Brandie Doyle

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 12/31/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 6/30/2025, 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 04/19/2024

- ☒ YES, I agree to extend this agreement.
☐ NO, I decline to extend this agreement.


Brandie Doyle (Apr 1, 2024 11:21 CDT)

Apr 1, 2024

Authorized Signature	Date
Brandie Doyle	Director of Operations
Name	Title

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

Thank you,

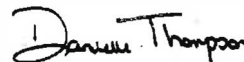
Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370



Director, Office of Procurement Services


Kimberly Bizzor-Tolbert (Apr 10, 2024 18:53 CDT)

Director, 

Assistant City Manager/Chief

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

RECEIVED 24 0 2 2 6



OFFICE OF PROCUREMENT SERVICES EXTENSION REQUEST LETTER

2024 APR 12 PM 2:34

CITY SECRETARY
DALLAS, TEXAS

12/13/2023

BLUE SKY SOD FARM LLC dba Blue Sky Sod, LLC

Alex Garza

621 Wolf Springs Rd

Ferris TX, 75125

agarza@blueskysod.com

972.544.2468

RE: Sod Pick Up, Delivery and Installation Services

Dear Alex Garza

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 02/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 08/22/2024, 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 12/29/2023

- ☐ YES, I agree to extend this agreement.
☒ NO, I decline to extend this agreement.

Alex Garza
 Alex Garza (Jan 26, 2024 11:21 CST)

Jan 26, 2024

Authorized Signature

Date

Alex Garza

General Manager

Name

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Danielle Thompson
 Director, Office of Procurement Services

Director, Office of Procurement Services

John Jenkins
 Assistant City Manager/Chief

Assistant City Manager/Chief

Director, John Jenkins (Mar 25, 2024 19:35 CDT)

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 240227

2024 APR 12 PM 2:37

CITY SECRETARY
DALLAS, TEXAS

12/13/2023

Sports Field Holdings LLC dba Sports Field Solutions

Mark Olson

16400 Dallas Parkway Suite 305

Dallas TX, 75248

molson@sportsfieldsolutions.com

385-265-1180

RE: Sod Pick Up, Delivery and Installation Services

Dear Mark Olson

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 02/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 08/22/2024, 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 12/29/2023

- ☒ YES, I agree to extend this agreement.
☐ NO, I decline to extend this agreement.

SFS Mark Olson (Feb 15, 2024 11:38 CST)

Feb 15, 2024

Authorized Signature

Date

SFS Mark Olson

CEO

Name

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Danielle Thompson

Director, Office of Procurement Services

Director, John Jenkins (Mar 25, 2024 19:35 CDT)

Assistant City Manager/Chief

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



ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240228

EFFECTIVE DATE

Apr 11, 2024

INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- 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 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes, ☒ No

VENDOR NAME: Phoenix 1 Restoration & Construction, LTD. **VENDOR NUMBER:** VS0000000599
CONTRACT NAME: Fair Park Tower Building Rehabilitation **DEPARTMENT:** PKR

CONTRACT NUMBER: PKR-2023-00020728 **CONTRACT TERMS:** July 5, 2023 to July 31, 2024

ACTION REQUESTED: Authorize Change Order No. 3, an increase in the construction contract with Phoenix 1 Restoration & Construction, LTD. in the amount of \$99,787.00; thereby increasing the contract from \$4,998,182.90 to \$5,097,969.90

BACKGROUND: This change order consists of the following:
Increases to the project scope due to existing conditions. Items include the repairs to a plaster wall and the installation of an expansion joint of approximately 135 linear feet at the roof level on the west side of the Exhibit Hall, repairs to twelve water damaged plaster sills at the restrooms on the north side of the Exhibit Hall, and the repairs to a damaged exterior plaster pilaster on the east side of the administration offices.

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V02	PKR	VC07	FPRK	4310	PK17VC07	CX PKR-2023-00020728	\$99,787.00
							\$
							\$
PROGRAM NO.:		PK17VC07		FINANCING:		2017 Bond Fund (Fair Park (C))	
				TOTAL:		\$ 99,787.00	

Change Order No.: 3	Original CR/AA No.: 23-0633	Original CR/AA Date: 05/20/23	Original CR/AA Amount: \$ 4,208,000.00
Total of Previous Change Orders: \$ 790,182.90		Previous Total Amount: \$ 4,998,182.90	
Change Amount Including this Order: \$ 889,969.90	Total Amount Including this Order: \$ 5,097,969.90	Total Change Order Percentage: 21.15 %	

RTW 3/26/24 *Gale C. Salzman* 4/9/24 **APPROVAL**
Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.

By Department Director <i>[Signature]</i>	Date Apr 11, 2024
By Park and Recreation Board President, Arun Agarwal <i>[Signature]</i>	Apr 11, 2024
By Interim Park and Recreation Board Secretary, Yesenia Valdez <i>[Signature]</i>	Apr 12, 2024



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240229

EFFECTIVE DATE

Apr 8, 2024

INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility, construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- 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 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? Yes ☐ No ☒

VENDOR NAME: Joel Brown & Co., LLC dba J.B. & Co.

VENDOR NUMBER: VS98529

CONTRACT NAME: Centennial Building Improvements

DEPARTMENT: Park and Recreation

CONTRACT NUMBER: PKR-2022-00019574-1

CONTRACT TERMS: No change

ACTION REQUESTED:

Authorize Change Order No. 4 to the construction contract with Joel Brown & Co., LLC., dba J.B. & Co. for additional construction services at the Centennial Building, located at 1001 Washington Avenue, in the amount of \$68,313.05; thereby increasing the contract from \$5,133,554.39 to \$5,201,867.44.

BACKGROUND:

This change order consists of additional roof improvements and some unforeseen paving improvements. There will be no change in Contract Time. See attached contractor's proposal, dated 2/6/24, for additional details.

FUNDING:

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V02	PKR	VC08	FPRK	4310	PK17VC08	CX PKR-2022-00019574-1	\$ 68,313.05
							\$
							\$
PROGRAM NO.:		PK17VC08		FINANCING:		Fair Park Improvements (C) Fund	TOTAL: \$ 68,313.05

CHANGE ORDER DATA:

Change Order No.:	4	Original CR/AA No.:	230191	Original CR/AA Date:	1/25/23	Original CR/AA Amount:	\$ 4,697,000.00
Total of Previous Change Orders:		\$ 436,554.39		Previous Total Amount:		\$ 5,133,554.39	
Change Amount Including this Order:		\$ 504,867.44		Total Amount Including this Order:		\$ 5,201,867.44	
				Total Change Order Percentage:		10.75 %	

APPROVAL

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

By Department Director

Date

Apr 8, 2024

John Jenkins (Apr 8, 2024 10:03 CDT)

Attested by:

Yessenia Valdez - Interim

Yessenia Valdez - Interim (Apr 16, 2024 08:50 CDT)

Yessenia Valdez, Secretary
Park and Recreation Board

Apr 16, 2024

Date

Julia C. Salzman 4/5/2024

Arun Agarwal (Apr 16, 2024 08:49 CDT)
Arun Agarwal, President
Park and Recreation Board

Apr 16, 2024

Date



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240238

EFFECTIVE DATE

4/19/24

INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- 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 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No

VENDOR NAME: Aushill Construction, LLC.

VENDOR NUMBER: VC22973

CONTRACT NAME: Alley Reconstruction Group 17-3001

DEPARTMENT: PBW

CONTRACT NUMBER: CX- PBW- 2023 -00022504

CONTRACT
TERMS:

03/04/2024

to 07/04/2025

ACTION
REQUESTED:

Authorize Change Order # 1 to the construction contract with Aushill Contracting, LLC. for the Alley Reconstruction Group 17-3001 in the amount of \$36,400.00. The change order will increase the contract amount from \$2,072,358.00 to \$2,108,758.00.

BACKGROUND:

This change order consists of the following:

During construction, it was discovered that the contract documents did not include pay items for water & wastewater mains needed to complete the work. This change order adds pay items for the missing water & wastewater pay items. See Attachment A for more details.

FUNDING:

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0103	DWU	CS42	-	3222	723324X	CX PBW-2023-00022504	\$ 3,500.00
4116	DWU	PS42	-	4560	723324	CX PBW-2023-00022504	\$ 24,800.00
0102	DWU	CW42	-	3221	723323X	CX PBW-2023-00022504	\$ 2,300.00
5115	DWU	PW42	-	4550	723323	CX PBW-2023-00022504	\$ 5,800.00
PROGRAM NO.:		As Listed		FINANCING:		Water Utilities Capital	TOTAL: \$ 36,400.00

CHANGE
ORDER DATA:

Change Order No.: 1	Original CR/AA No.: 231315	Original CR/AA Date: 09/27/2023	Original CR/AA Amount: \$ 2,072,358.00
Total of Previous Change Orders: \$ 0.00		Previous Total Amount: \$2,072,358.00	
Change Amount Including this Order: \$ 36,400.00		Total Amount Including this Order: \$ 2,108,758.00	Total Change Order Percentage: 1.76 %

APPROVAL

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

By Department Director Ali Hatefi, P.E., CFM

Ali Hatefi, P.E.

Date

4/19/24



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240239

EFFECTIVE DATE

Apr 17, 2024

INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- 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 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☒ Yes ☐ No

RECEIVED
2024 APR 23 AM 8:39
CITY SECRETARY
DALLAS, TEXAS

VENDOR NAME:	Jay Hamburg	VENDOR NUMBER:	VC29064																																								
CONTRACT NAME:	Tietze Sand Volleyball Court	DEPARTMENT :	PKR																																								
CONTRACT NUMBER:	PKR-2023-00022759	CONTRACT TERMS:	11/09/2023 to 09/01/2024																																								
ACTION REQUESTED:	Authorize Change Order No. 1, an increase in the construction contract with Jay Hamburg in the amount of \$2,563.00; thereby increasing the contract from \$48,150.00 to \$50,713.00.																																										
BACKGROUND :	This change order consists of the following: Increased scope of work for location of an existing reinforced concrete storm drainpipe, additional form board and reinforcing bar work and repairs to an existing irrigation pipe.																																										
FUNDING:	<table border="1"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ.</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>PKR</td> <td>5090</td> <td>RFSI</td> <td>4599</td> <td>PKTIETZE</td> <td>CX PKR-2023-00022759</td> <td>\$ 713.00</td> </tr> <tr> <td>1V00</td> <td>PKR</td> <td>VB27</td> <td>RFSI</td> <td>4599</td> <td>PK17VB27</td> <td>CX PKR-2023-00022759</td> <td>\$ 925.00</td> </tr> <tr> <td>0530</td> <td>PKR</td> <td>X042</td> <td>RFSI</td> <td>4599</td> <td>PKTIETZE</td> <td>CX PKR-2023-00022759</td> <td>\$ 925.00</td> </tr> <tr> <td colspan="2">PROGRAM NO.:</td> <td colspan="2">VARIOUS</td> <td colspan="2">FINANCING:</td> <td colspan="2">General Funds 2017 Bond Funds Park & Recreation Facilities Capital Gifts, Dev't & Operations Fund TOTAL: \$ 2,563.00</td> </tr> </tbody> </table>			FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	PKR	5090	RFSI	4599	PKTIETZE	CX PKR-2023-00022759	\$ 713.00	1V00	PKR	VB27	RFSI	4599	PK17VB27	CX PKR-2023-00022759	\$ 925.00	0530	PKR	X042	RFSI	4599	PKTIETZE	CX PKR-2023-00022759	\$ 925.00	PROGRAM NO.:		VARIOUS		FINANCING:		General Funds 2017 Bond Funds Park & Recreation Facilities Capital Gifts, Dev't & Operations Fund TOTAL: \$ 2,563.00	
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0530	PKR	X042	RFSI	4599	PKTIETZE	CX PKR-2023-00022759	\$ 925.00																																				
PROGRAM NO.:		VARIOUS		FINANCING:		General Funds 2017 Bond Funds Park & Recreation Facilities Capital Gifts, Dev't & Operations Fund TOTAL: \$ 2,563.00																																					
CHANGE ORDER DATA:	<table border="1"> <tr> <td>Change Order No.: 1</td> <td>Original CR/AA No.: 236443</td> <td>Original CR/AA Date: 10/6/2023</td> <td>Original CR/AA Amount: \$ 48,150.00</td> </tr> <tr> <td colspan="2">Total of Previous Change Orders: \$ 0.00</td> <td colspan="2">Previous Total Amount: \$ 48,150.00</td> </tr> <tr> <td colspan="2">Change Amount Including this Order: \$ 2,563.00</td> <td>Total Amount Including this Order: \$ 50,713.00</td> <td>Total Change Order Percentage: 5.3 %</td> </tr> </table>			Change Order No.: 1	Original CR/AA No.: 236443	Original CR/AA Date: 10/6/2023	Original CR/AA Amount: \$ 48,150.00	Total of Previous Change Orders: \$ 0.00		Previous Total Amount: \$ 48,150.00		Change Amount Including this Order: \$ 2,563.00		Total Amount Including this Order: \$ 50,713.00	Total Change Order Percentage: 5.3 %																												
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Change Amount Including this Order: \$ 2,563.00		Total Amount Including this Order: \$ 50,713.00	Total Change Order Percentage: 5.3 %																																								

APPROVAL

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

By Department Director <u>John Jenkins</u> John Jenkins (Apr 17, 2024 09:09 CDT)	Date Apr 17, 2024
By Park and Recreation Board President, Arun Agarwal <u>Arun Agarwal</u> Arun Agarwal (Apr 22, 2024 16:19 CDT)	Apr 22, 2024
By Park and Recreation Board Secretary, Anthony Becker <u>Yesenia Valdez - Interim</u> Yesenia Valdez - Interim (Apr 23, 2024 07:09 CDT)	Apr 23, 2024



ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240291

EFFECTIVE DATE

Apr 24, 2024

INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- 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 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable) ☐ Yes ☒ No

VENDOR NAME: J. B. & Co., LLC

VENDOR NUMBER: VS98529

CONTRACT NAME: Turtle Creek Park Site Improvements

DEPARTMENT: Park and Recreation

CONTRACT NUMBER: PKR-2023-00021276-1 CONTRACT TERMS: 90 days to 90 days

ACTION REQUESTED:

Authorize Change Order No. 1 to the construction contract with J. B. & Co., LLC for additional construction services at the Turtle Creek Park Site Improvements, located at 3333 Turtle Creek Blvd, in the amount of \$3,450.00; thereby increasing the contract from \$171,900.00 to \$175,350.00.

BACKGROUND:

J. B. & Co., LLC will provide additional construction services needed to complete the project. See attached contractor proposal for details.

FUNDING:

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5002	FPRK	3210	PKTURTLE	EX-PKR-2023-00021276-1 PKR-2023-00020874	\$ 3,450.00
							\$
							\$
PROGRAM NO.:		FINANCING:		TOTAL:		\$ 3,450.00	

CHANGE ORDER DATA:

Change Order No.: 1	Original CR/AA No.: 231160	Original CR/AA Date: 9/7/2023	Original CR/AA Amount: \$ 171,900.00
Total of Previous Change Orders: \$ 0.00		Previous Total Amount: \$ 171,900.00	
Change Amount Including this Order: \$ 3,450.00	Total Amount Including this Order: \$ 175,350.00	Total Change Order Percentage: 2.01 %	

APPROVAL

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

By Department Director

John Jenkins

John Jenkins (Apr 24, 2024 17:21 CDT)

Date

Apr 24, 2024

Arun Agarwal (Apr 25, 2024 02:44 GMT+4)

Arun Agarwal, President
Park and Recreation Board

Apr 25, 2024

Date

Attested by:

Yesenia Valdez - Interim

Yesenia Valdez, Secretary
Park and Recreation Board

Apr 25, 2024

Date

Jala C. Salzman

4/12/2024

Rev. 11-1-2021



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240292

EFFECTIVE DATE

Apr 24, 2024

INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- 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 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable).

VENDOR NAME: RoeschCo Construction

VENDOR NUMBER: 24588

CONTRACT NAME: Lake Highlands Trail, Phase 2A/2B, Northern Extension

DEPARTMENT: PKR

CONTRACT NUMBER: PKR-2021-00017577

CONTRACT TERMS: 06/28/2022 to 09/30/2024

ACTION REQUESTED:

Authorize Change Order #3 to increase construction contract in the amount of \$62,767.50 and add an additional 300 working days.

BACKGROUND:

This change order number 3 consists of the following:
Removing existing asphalt paving and driveway, reconstruct the heavy-duty cross section including a TXDOT geogrid base ,12" Flex Base and 3" Type B HMA surface course.

FUNDING:

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V00	PKR	VB18	HIBT	4599	PK17VB18	CX PKR-2021-00017577-1	\$ 62,767.50
PROGRAM NO.:		PK17VB18		FINANCING:		2017 Bond Fund Park and Recreation Facilities (B) Fund	TOTAL: \$ 62,767.50

CHANGE ORDER DATA:

Change Order No.:	3	Original CR/AA No.:	22-0583	Original CR/AA Date:	05/03/2022	Original CR/AA Amount:	\$ 4,392,297.50
Total of Previous Change Orders:		\$ 476,187.41		Previous Total Amount:		\$ 4,868,484.91	
Change Amount Including this Order:		\$ 62,767.50		Total Amount Including this Order:		\$ 4,931,252.41	
				Total Change Order Percentage:		12.27 %	

APPROVAL

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

By Park Board President John Jenkins

Date Apr 25, 2024

By Department Director

John Jenkins
John Jenkins (Apr 24, 2024 17:22 CDT)

Date


Apr 24, 2024

John Jenkins
4/6/2024

John Jenkins
4/20/2024

Yvesenia Valdez - Interim Secretary
Yvesenia Valdez - Interim Secretary (Apr 25, 2024 07:10 CDT)

Apr 25, 2024

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245498		
							EFFECTIVE DATE 02/16/2024		
1. Place an "X" in the appropriate box for the approval of:									
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED 2024 APR -1 AM 9:54 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>									
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 N/A									
Supplier Name: Huitt-Zollars, Inc.						Supplier No. 090025			
Subject: DPD gates assessment and proposed design at Southcentral and Southwest Patrol Divisions									
Lead Dept: Building Services									
Action Requested: Authorize a professional engineering services contract with Huitt-Zollars, Inc. to provide assessment and repair recommendations for the security gates at DPD Southcentral and Southwest Patrol, located at 1999 East Camp Wisdom Road and 4230 West Illinois Avenue, in an amount not to exceed \$23,000.00.									
		Contract Number: BSD-2024-00024186		Contract Term: 02/28/2024		to 02/28/2025			
Background: This action will allow Huitt-Zollars, Inc. to provide services for assessment of the condition and operation of automatic perimeter security gates with recommended repair options and costs at the DPD Southcentral and Southwest Patrol. The firm is selected from the PKR Departments prequalified list of consultants, Solicitation No. CIZ23-PKR-2090.									
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/									
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.									
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	DPD	2133	CCSS	3210	PT24015	CX - BSD-2024-00024186	\$11,500.00
		0001	DPD	2124	CCSS	3210	PT24015	CX - BSD-2024-00024186	\$11,500.00
									\$0.00
		Financing:						TOTAL:	\$23,000.00
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.



By Department Director

02/15/2024

Date


 Diana Gutknecht (Mar 29, 2024 17:23 CDT)

Approved as to Form by City Attorney

03/29/2024

Date


 Robert Perez (Feb 16, 2024 13:56 CST)

By City Manager

02/16/2024

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

245499

EFFECTIVE DATE

03-19-2024

CITY SECRETARY
DALLAS, TEXAS

2024 APR -2 AM 9:07

RECEIVED

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

- ☐ a. Contracts of \$100,000 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 \$100,000 or less, per City Code Sec. 2-34
- ☐ d. Amendments to non-bid contracts \$100,000 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

Supplier Name: CLS Equipment Company

Supplier No. 18694

Subject: Training

Lead Dept: DWU

Action Requested:

Training, 2 - day class 4/15 & 4/16 2024 - basic electronics, soldering, using digital multi meters, end terminations, troubleshooting, diagnostics, and maintenance of the K2 operating system. \$300 per person per day. 8 individuals will attend the training. Class will be held locally in Addison.

Contract Number: DWU-2024-00024288 Contract Term: 4/1/24 to 9/30/24

Background: Class will cover topics and problems that arise during normal operation and how to avoid and correct issues daily. This is a sole source based on the training is covering the K2 operating system which is provided by CLS Equipment Company.

HUB

Check appropriate Box

<https://mycpa.cpa.state.tx.us/passcombsrch>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0061	SDM	1875	SD01	3361		DWU-2024-00024288	\$4800.00
							\$0.00
							\$0.00
Financing:						TOTAL:	\$4800.00

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						%

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

Sarah Standifer

Diana Gutknecht

By Department Director

Date

Approved as to Form by City Attorney

Date

03/19/2024

By City Manager

Date


245499

Signature: majed Al-ghafry

Email: majed.al-ghafry@dallas.gov

Signature: Diana Gutknecht
Diana Gutknecht (Apr 1, 2024 10:25 CDT)

Email: diana.gutknecht@dallas.gov

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">245500</div>	
							EFFECTIVE DATE <div style="font-size: 1.2em;">3/27/2024</div>	

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

<input type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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
 2024 APR 2 AM 10:56
 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 N/A

Supplier Name: A-Star Heat and Air, Inc.	Supplier No. VS0000068679			
Subject: Emergency Plumbing Repair Services at Lake Highland Recreation Center				
Lead Dept: Building Services Department (BSD)				
Action Requested:	To authorize a ratification payment to A-Star Heat and Air for the repair of plumbing system in the amount of \$21,015.35 on 1/16/2024.			
	Contract Number:	BSD-2024-00024551	Contract Term:	3/26/2024 to 5/31/2024
Background:	In the absence of an active master agreement for plumbing services, A-Star Heat and Air, Inc. was retained to provide emergency plumbing repair services. To mitigate any public health safety concerns, it was required that the failed plumbing systems be repaired immediately.			
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. N/A: CM-LC			

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	BSD	3061	EB01	3210		- BSD-2024-00024551	\$21,015.35
						-	\$0.00
Financing:						TOTAL:	\$21,015.35

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		0	%


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


 By Department Director

Mar 26, 2024
 Date


 Approved as to Form by City Attorney

Apr 1, 2024
 Date


 Robert Perez (Mar 27, 2024 09:23 CDT)
 By City Manager

Mar 27, 2024
 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

245503

EFFECTIVE DATE

Feb 28, 2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☒ d. Amendments to non-bid contracts: \$100,000 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
2024 APR - 2 PM 12: 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

Supplier Name: VAN ENTER STUDIO LTD Supplier No. VS0000022723

Subject: Conservation 1936 Madelyn Miller bronze doors on the old Museum of Fine Art Building, Fair Park

Lead Dept: Office of Arts and Culture

Action Requested:

Authorization is requested to procure the services of van Enter Studio, LLC for the conservation of the Conservation of the Miller Bronze doors with Plastic and fine art iconography on the old Museum of Fine Art building in Fair Park. The conservator responded to the scope of work and confirmed the appropriate procedures. **No additional cost.**

Contract Number: OCA-2023-00021178 Contract Term: February 15, 2023 to August 31, 2024

Background:

Authorization is requested for Supplemental Agreement No. 1 to extend the contract with Van Enter Studio, LLC from an end date of Dec. 31, 2023 to Aug. 31, 2024 for the conservation and repair of the 1936 Miller bronze doors. They are in poor condition. The bronze doors face full west and have no remnants of the traditional protective wax topcoat. The patina is in danger. 3+ informal proposals were requested from fine art conservators. MVE's proposals were the most advantageous. Contract expired 12/31/23 but there were complications requesting Supplemental Agreement before expiration.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/passcombinsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☒ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

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 Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
1	23-5431	2/9/2023	\$22,800.00	0	\$ 22,800.00	0%

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

Martine Philippe (Feb 28, 2024 17:51 CST)

Feb 28, 2024

Hannah Minton
Hannah Minton (Mar 1, 2024 17:33 CST)

Mar 1, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

Feb 28, 2024

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

245503

EFFECTIVE DATE

Feb 28, 2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☒ d. Amendments to non-bid contracts: \$100,000 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
2024 APR - 2 PM 12:20
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

Supplier Name: VAN ENTER STUDIO LTD Supplier No. VS0000022723

Subject: Conservation 1936 Madelyn Miller bronze doors on the old Museum of Fine Art Building, Fair Park

Lead Dept: Office of Arts and Culture

Action Requested:

Authorization is requested to procure the services of van Enter Studio, LLC for the conservation of the Conservation of the Miller Bronze doors with Plastic and fine art iconography on the old Museum of Fine Art building in Fair Park. The conservator responded to the scope of work and confirmed the appropriate procedures. **No additional cost.**

Contract Number: OCA-2023-00021178 Contract Term: February 15, 2023 to August 31, 2024

Background:

Authorization is requested for Supplemental Agreement No. 1 to extend the contract with Van Enter Studio, LLC from an end date of Dec. 31, 2023 to Aug. 31, 2024 for the conservation and repair of the 1936 Miller bronze doors. They are in poor condition. The bronze doors face full west and have no remnants of the traditional protective wax topcoat. The patina is in danger. 3+ informal proposals were requested from fine art conservators. MVE's proposals were the most advantageous. Contract expired 12/31/23 but there were complications requesting Supplemental Agreement before expiration.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/passcombinsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☒ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

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 Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
1	23-5431	2/9/2023	\$22,800.00	0	\$ 22,800.00	0%

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

Martine Philippe (Feb 28, 2024 17:51 CST)

Feb 28, 2024

Hannah Minton
Hannah Minton (Mar 1, 2024 17:33 CST)

Mar 1, 2024

By Department Director

Date


Approved as to Form by City Attorney


Date

Feb 28, 2024

By City Manager

Date


 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245504</div>																								
							EFFECTIVE DATE																								
							Dec 13, 2023																								
1. Place an "X" in the appropriate box for the approval of:																															
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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																									
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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																									
Supplier Name:				VAN ENTER STUDIO LTD		Supplier No.		VS0000022723																							
Subject:		Conservation 1936 Dorothy Austin bronze doors on the old Museum of Fine Art Building, Fair Park																													
Lead Dept:		Office of Arts and Culture																													
Action Requested:		Authorization is requested for Supplemental Agreement No. 1 to extend the contract with Van Enter Studio, LLC from an end date of Dec. 31, 2023 to Aug. 31, 2024 for the conservation of the Austin Bronze doors with Texas native plant iconography on the old Museum of Fine Art building in Fair Park. 3+ informal bids were requested from fine art conservators. The conservator responded to the scope of work and confirmed the appropriate procedures. No additional costs.																													
		Contract Number:		OCA-2023-00021177		Contract Term:		February 15, 2023 to August 31, 2024																							
Background:		Conservation and repair is needed for 1936 Austin bronze doors. They are in poor condition and have a layer of paint on the surface of the bronze. Informal proposals were requested from the conservation community. MVE's proposals were the most advantageous. Contract expired 12/31/23 but there were complications requesting Supplemental Agreement before expiration.																													
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmbsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input checked="" type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																													
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Financing:						TOTAL:	\$0.00																								
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage																							
		1	23-5433	2/9/2023	\$41,400.00	0	\$41,400.00	0%																							

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

By Department Director


Dec 12, 2023


Date



Hannah Minton
Approved as to Form by City Attorney

Mar 1, 2024

Date



Dec 13, 2023
By City Manager

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0 0 0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 0 5</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">Nov 14, 2023</div>																								
	1. Place an "X" in the appropriate box for the approval of:																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED 2023 APR -2 PM 12:25 CITY SECRETARY DALLAS, TEXAS </div> </div>																														
	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																															
Supplier Name: Jhonattan Arrango						Supplier No. VC27652																									
Subject: Jaycee Zaragoza																															
Lead Dept: Office of Arts and Culture																															
Action Requested: Authorization is requested for Jhonattan Arrango to design, fabricate, and oversee installation of the approved final design concept responsive to the Scope of Work at Jaycee Zaragoza Recreation Center as published by Public Art Program.																															
Contract Number: OCA-2023-00023117		Contract Term: 11/14/2023		to 12/31/2024																											
Background: On June 7, 2018, Park Board approved a public art allocation from the 2006 Bond Program for Jaycee Zaragoza Recreation Center. The project was re-initiated after a temporary hold due to the ongoing Covid-19 pandemic, and an RFQ was released to the pre-qualified artist list in October 2022. Artist Jhonattan Arrango was selected in April 2023.																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/search/																															
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																															
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							0%																								


Martine Philippe (Nov 9, 2023 17:33 CST)
By Department Director

Nov 9, 2023

Date


Stephan McFayden
Approved as to Form by City Attorney

Nov 16, 2023

Date

Nov 14, 2023

By City Manager



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

245506

EFFECTIVE DATE

Feb 28, 2024

RECEIVED
CITY SECRETARY
DALLAS TEXAS
2024 APR-2 PM 12:44

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

- ☐ a. Contracts of \$100,000 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%).
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- ☒ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: VAN ENTER STUDIO LTD Supplier No. VS0000022723

Subject: Conservation 1936 Peacock and Fowl and Poultry Building, Fair Park

Lead Dept: Office of Arts and Culture

Action Requested: Authorization is requested for Supplemental Agreement No. 1 to extend the contract with Van Enter Studio, LLC from an end date of Dec. 31, 2023 to Aug. 31, 2024 for the uncovering and conservation of the Peacock and Fowl mural in the Food and Fiber Complex at Fair Park. The conservator responded to the scope of work and confirmed the appropriate procedures. **No additional costs.**

Contract Number: OCA-2023-00021174 Contract Term: February 15, 2023 to August 31, 2024

Background: Conservation and repair is needed for 1936 Peacock and Fowl mural in the Food and Fiber Complex. They are in urgent condition. Stabilization of a mural which has been covered. The mural is in the lunette of a barrel vault in the Food and Fiber complex. Due to a roof leak and subsequent water ingress into the supporting wall, the overpaint and the mural is now delaminating from the substrate wall in the barrel vault. 3+ informal proposals were requested from fine art conservators. MVE's proposals were the most advantageous. Contract expired 12/31/23 but there were complications requesting Supplemental Agreement before expiration.

HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/lpasscmb/search/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☒ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

☐ NO, there are no HUB's in Dallas County to contact for this business category.

☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	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 Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	23-5430	2/9/2023	\$33,000.00	0	\$33,000.00	0%

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

Martine Philippe (Feb 28, 2024 17:52 CST)

Feb 28, 2024

Hannah Minton (Mar 1, 2024 17:39 CST)

Mar 1, 2024

By Department Director

Date


Approved as to Form by City Attorney

Date


Feb 28, 2024

By City Manager

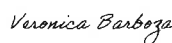
Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245507</div>																								
							EFFECTIVE DATE Mar 18, 2024																								
	1. Place an "X" in the appropriate box for the approval of:																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED CITY SECRETARY DALLAS, TEXAS 2024 APR 2 PM 12:44 </div> </div>																														
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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																									
Supplier Name: Deah Mitchell				Supplier No. VC30869																											
Subject: South Dallas Cultural Center Programming – The Craft Cafe																															
Lead Dept: Office of Arts and Culture																															
Action Requested: Consultant shall develop an interactive application titled the Freedom Trail App for the Office of Arts and Culture. Deah Berry Mitchell is a local artist and digital content developer, with a deep knowledge of the impact of the arts on urban communities. The consultant will use her creative and programmatic knowledge to devise a comprehensive plan that will include the development of digital assets, historical content, strategy for marketing, cultural benefits, and benchmarks with the purpose of implementation via multimedia application. The completed project will be presented by May 6, 2024, to the leadership of the Office of Art and Culture. 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, as amended.																															
Contract Number:		OCA-2024-00024545		Contract Term:		4/1/2024 to 5/6/2024																									
Background: The fee for this service will not exceed \$25,000.00. Consultant understands that the City of Dallas will pay for services as follows: (2) one installment of \$9,000.00 within thirty days of execution of contract, approval of administrative action and completion of deliverable 1, and a (2) second installment of \$14,000.00 within 30 days of completion of service and receipt final invoice.																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																															
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																								
0001	OCA	4832	CA02	3089		MASC OCA-2024-00024545	\$25,000.00																								
Financing: General Fund						TOTAL:	\$25,000.00																								
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Supplemental Agreement No.</th> <th>Base CR/AA No.</th> <th>Base Contract Date</th> <th>Base Contract Amount</th> <th>Sum of Previous Supplemental Agreements</th> <th>Total Contract Amount Including this Action</th> <th>Total Supp'l Agreement Percentage</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0%</td> </tr> </tbody> </table>								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%										
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.


Martine Philippe (Mar 15, 2024 14:25 CDT)
By Department Director


Mar 15, 2024
Date


Approved as to Form by City Attorney
Date

Mar 28, 2024
Date


By City Manager

Mar 18, 2024
Da

 City of Dallas	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">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>	ADMINISTRATIVE ACTION 245508
		EFFECTIVE DATE Mar 5, 2024

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

<input type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	APM & Associates, Inc.	Supplier No.	265694					
Subject:	Cockrell Hill Road from La Reunion Pkwy to Singleton Blvd							
Lead Dept:	Department of Public Works							
Action Requested:	Authorize a Professional Services Contract with APM & Associates, Inc. for construction administration services for Cockrell Hill Road from La Reunion Pkwy to Singleton Blvd, in an amount not to exceed \$66,800.00.							
	Contract Number:	PBW-2023-00023204	Contract Term:					
		Date Contract is Fully Executed	to Project Completion					
Background:	The action is needed to authorize a professional services contract with APM & Associates, Inc. to provide additional engineering support to the project during construction. Dallas County was the lead agency to administer the design of Cockrell Hill Road from La Reunion Pkwy to Singleton Blvd. APM & Associates, Inc. was contracted with Dallas County to provide professional engineering services for the project. The City is now the lead agency to administer construction of the project. APM & Associates, Inc. is the Engineer of Record and is needed to provide construction support services.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. <input checked="" type="checkbox"/> NO, not applicable.							
Funding:	FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	1V22	PBW	V136	INGV	4111	PB17V136	CX - PBW-2023-00023204	\$66,800.00
							-	\$0.00
							-	\$0.00
	Financing: 2017 General Obligation Bond Fund						TOTAL:	\$66,800.00
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	%

RECEIVED
 2024 MAR -2 PM 2:27
 CITY SECRETARY
 DALLAS, TEXAS

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

Ali Hatoufi, P.C.

Feb 29, 2024

Matthew Green

Mar 25, 2024

By Department Director

Date

Approved as to Form by City Attorney

MRG

Date

Robert Perez

Mar 5, 2024

Robert Perez (Mar 5, 2024 10:41 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

245509

EFFECTIVE DATE

Apr 1, 2024

2024 APR -3 AM 8:35
CITY SECRETARY
DALLAS, TEXAS
RECEIVED

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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 ☒ No3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. ☒ Yes ☐ No4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No N/A

Supplier Name: International Rescue Committee, Inc. Supplier No. VC100372

Subject: #MyDallas Citizenship Services Program - Group 2 Refugee and Asylee Legal Permanent Residents and Group 3 Vulnerable LPR populations needing intensive citizenship preparation services

Lead Dept: Office of Equity and Inclusion – Welcoming Communities and Immigrant Affairs Division

Action Requested: Authorize Supplemental Agreement No. 1 to exercise the renewal option for International Rescue Committee, Inc. to provide outreach, legal screenings, and post screening referrals to Group 2 and Group 3 populations in the City of Dallas for 1 year in an amount not to exceed \$50,000.00 pursuant to Administrative Action 23-5271 and Administrative Direction 4-05 Section 10.5.6.

Contract Number: FHO-2022-00019741 Contract Term: 6/30/2022 to 6/30/2024

Background: The International Rescue Committee (IRC) is a nonprofit organization that has provided specialized programs to refugee and asylum-seeking communities 1975. IRC has been a Department of Justice-recognized since 1997. The IRC has been a major provider of citizenship legal services, serving as a member of the Dallas-based New Americans Campaign (NAC) for the past eight years. The IRC has participated over the past three years with the City of Dallas/WCIA in its #MyDallas Citizenship campaign, jointly conducting multiple large-scale citizenship workshops. The IRC is especially qualified to reach vulnerable populations with citizenship services owing to its vast experience serving refugees from dozens of different countries and regions of the world.

HUB
Check appropriate Box
<https://mycpa.cp.state.tx.us/tpa/sscmbisearch/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

☒ NO, there are no HUB's in Dallas County to contact for this business category.

☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	4245	EQU1	3099		MASC- FHO-2022-00019741	\$50,000.00
							\$0.00
							\$0.00
Financing:						TOTAL:	\$50,000.00

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	235271	6/30/2022-6/30/2023	\$50,000.00	0	\$100,000.00	100%

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

Lindsay Wilson, PhD

By Department Director

Mar 29, 2024 Marissa Hines

Date

Apr 2, 2024



Approved as to Form by City Attorney M H

Date

Apr 1, 2024

By City Manager

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION <h2 style="margin:0;">245510</h2> <p style="margin:0;">EFFECTIVE DATE</p> <p style="margin:0;">Mar 25, 2024</p>										
	<p>1. Place an "X" in the appropriate box for the approval of:</p> <p><input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><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%).</p> <p><input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):</p> <p style="font-size: small;">NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</p>																
	<p>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</p> <p>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</p> <p>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</p>						<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>										
Supplier Name:		Turf Aggregates LLC. DBA Turf Materials				Supplier No.		VS99062									
Subject:		USGA Sand															
Lead Dept:		PKR															
Action Requested:		Authorize a ratification payment of \$24,617.84 to Turf Aggregates LLC. DBA Turf Materials for golf course sand purchased from 05/31/2023-9/14/2023. Contact: Melissa De La Cruz: 214-670-8533															
		Contract Number:		PKR-2024-00024203		Contract Term:		NTP to 3/19/2025									
Background:		Not enough funds were encumbered to cover the total amount of invoices needing to be paid.															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.															
Funding:  RB		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		0001		PKR		5272				2262				CX PKR-2024-00024203		\$24,617.84	
		Financing:								TOTAL:				\$24,617.84			
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				0.00		%			

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


 By Department Director
 Mar 22, 2024 18:23 CDT

Mar 22, 2024
 Date

Diana Gutknecht
 Diana Gutknecht (Apr 2, 2024 16:53 CDT)
 Approved as to Form by City Attorney

Apr 2, 2024
 Date

OA
 OA


 By City Manager

Mar 25, 2024
 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

245511

EFFECTIVE DATE

Mar 28, 2024

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

- ☒ a. Contracts of \$100,000 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%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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
2024 APR -3 AM 8:36
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

Supplier Name: RA-Lock Security Solutions, Inc

Supplier No. VS88159

Subject: Install Key Box

Lead Dept: Dallas Police Department

Action Requested:

Authorize payment to install key box in the amount of \$8,066.60 to RA-Lock Security Solutions, Inc.

Contract Number:	DPD-2024-00024389	Contract Term:	3/15/2024	to	3/14/2025
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Background:

The Firearms Training Center (FTC) has requested to replace non-working key box. The key box serves to ensure limited access to ammunition and will keep the integrity and security that is needed for proper storage and access to ammunition at the FTC.

HUB

Check appropriate Box

<https://mycpa.cpa.state.tx.us/passcmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☒ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2116		4710		DPD-2024-00024389	8,066.60
Financing: General Funds						TOTAL:	8,066.60

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

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

Mar 28, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

Jon Fortuwa

Mar 28, 2024

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

245512

EFFECTIVE DATE

3/21/2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including separate 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 \$100,000 or less, per City Code Sec. 2-34
- ☐ d. Amendments to non-bid contracts \$100,000 or less, per City Code Sec. 2-34
- ☐ e. WRR +M expenditures \$50,000 or less per City Code Sec. 2-29(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 request.

2 Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order

3 Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months

4 Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

Supplier Name: McCann Adams Studio, PLLC Supplier No: VS0000061501

Subject: Contract to produce a Master Plan for the Reuse and Redevelopment of Henry Field Master Plan No-Cost Contract Extension

Lead Dept: Planning and Urban Design (PNV)

Action Requested: Authorize SUPPLEMENTAL AGREEMENT NO. 4 with McCANN ADAMS STUDIO, PLLC to extend the professional services contract for development of the master plan for the reuse and redevelopment of Henry Field through MARCH 31, 2025

Contract Number	PNV 2019-00010388	Contract Term	08/26/2020	to	03/31/2024
On August 26, 2020 City Council adopted Resolution No. 20-1249 authorizing a contract with McCann Adams Studio, PLLC. On August 27, 2022, the contract was extended to February 28, 2023 by Administrative Action No. 22-6089. On February 10, 2023, the contract was extended to October 31, 2023 by Administrative Action No. 23-5414. On October 27, 2023, the contract was extended to March 31, 2024 by Administrative Action No. 23-6546. The new contract extension date request is March 31, 2025. Executed and adopted contract amount is \$2,000,000. There is no request for additional funding.					

Background

HUB ☐ YES, we contacted at least two historically underutilized businesses (HUBs) on a rotating basis
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/> ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category
☐ NO, there are no HUBs in Dallas County to contact for this business category
☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by local Government Code Section 252.022


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
001	PNV	1598	ASF	3070	DEVM: R	CX PNV 2019-00010388	\$0.00


Funding

Financing	TOTAL	\$0.00
Contract Amendment Information	Supplemental Agreement No. 4	Base CR/AA No.


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
	4		08-26-2020	\$2,000,000.00	\$0.00	\$0.00	0.00%

APPROVAL: Approved as being in accordance with the Budget and Chapter 206 of the Dallas City Code.

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 1 3</div> EFFECTIVE DATE Mar 18, 2024		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px;"> RECEIVED 2024 APR -3 AM 9:45 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>								
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>									
Supplier Name:		Jasmine Woods				Supplier No.		VC29373	
Subject:		South Dallas Cultural Center Programming – The Craft Cafe							
Lead Dept:		Office of Arts and Culture							
Action Requested:		The Artist shall develop a creative recording project title [The "Craft" cafe] supported by the 2022 Juanita J. Craft Artist Residency hosted by the South Dallas Cultural Center. The Artist consultant will develop a plan and present the completed works from the project at the South Dallas Cultural Center at the conclusion of project. The delivery of the above will be in place [5/5/2024], at South Dallas Cultural Center. 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, as amended.							
		Contract Number:		OCA-2024-00024546		Contract Term:		3/29/2024 to 5/5/2024	
Background:		The fee for this service will not exceed \$ 4,500. Artist consultant understands that the City of Dallas will pay for services as follows: The fee for services as required in the scope is \$4,500 and will be paid in two (2) installments: The first installment \$2,500 will be paid upon completion of deliverable number one and submission of invoice. The final installment \$2,000 will be paid upon completion of contract terms with submission of final invoice within 30 thirty days of and completion of final deliverable.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	OCA	4832	CA02	3089		MASC OCA-2024-00024546	\$4,500.00
		Financing: General Fund							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%	


Martine Philippe (Mar 15, 2024 14:25 CDT)
By Department Director


Mar 15, 2024
Date


Veronica Barboza
Approved as to Form by City Attorney

Mar 28, 2024
Date

Mar 18, 2024

By City Manager Da

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245514 EFFECTIVE DATE Apr 3, 2024 <u>STF</u>																																
	1. Place an "X" in the appropriate box for the approval of:																																						
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input checked="" type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; font-weight: bold; color: blue;"> RECEIVED 2024 APR-3 AM 9:48 CITY SECRETARY DALLAS, TEXAS </div> </div>																																						
	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 N/A																																						
Supplier Name: CRRG, Inc.						Supplier No. VC0000008583																																	
Subject: Professional Services Contract																																							
Lead Dept: City Attorney's Office																																							
Action Requested: Authorize Supplemental Agreement No. 1 to the professional services contract with CRRG, Inc. to increase the contract amount for continued title research services to the City of Dallas including property vesting and lien information for lawsuits and claims. Not to exceed \$12,500, increasing the total contract amount from \$50,000 to \$62,500																																							
Contract Number:		ATT-2019-00009234		Contract Term:		1/15/19 to *Indefinite																																	
Background: CRRG, Inc. provides title research services to the City of Dallas including property vesting and lien information for lawsuits and claims. SA-1 authorizes an increase to the contract amount. Not to exceed \$12,500, increasing the total contract amount from \$50,000 to \$62,500. *The City Attorney can terminate the contract with 10 days' notice to the Consultant.																																							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmb/search/																																							
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																							
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	1	19-5190	1/15/19	\$50,000.00		\$62,500.00	%																																

Ayeh Powers
Ayeh Powers (Apr 2, 2024 15:25 CDT)

By Department Director

Apr 2, 2024

Date

Stephen T. Freeland
Stephen T. Freeland (Apr 3, 2024 09:36 CDT)

Approved as to Form by City Attorney

Apr 3, 2024

Date


[Signature]
tc broadnax (Apr 3, 2024 08:51 CDT)

By City Manager

Apr 3, 2024

Date

STF

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245515</div>																																																
							EFFECTIVE DATE Apr 3, 2024 <u>STF</u>																																																
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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 N/A																																																	
Supplier Name: Nathan Scott Walters				Supplier No. VC31481																																																			
Subject: Personal Services Contract																																																							
Lead Dept: City Attorney's Office																																																							
Action Requested: Authorize a personal services contract with Nathan Scott Walters to provide expert witness services to the City of Dallas as an expert on medical records review and expert opinion regarding plaintiff's injuries, treatments, and medical bills in connection with the case styled Mavel Tovar v. City of Dallas, DC-23-11168. Not to exceed \$10,000.																																																							
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Contract Number:</td> <td style="width: 30%; border-bottom: 1px solid black;">ATT-2024-00024650</td> <td style="width: 20%; border-bottom: 1px solid black;">Contract Term:</td> <td style="width: 10%; border-bottom: 1px solid black;">3/21/2024</td> <td style="width: 10%; border-bottom: 1px solid black;">to</td> <td style="width: 10%; border-bottom: 1px solid black;">*Indefinite</td> </tr> </table>								Contract Number:	ATT-2024-00024650	Contract Term:	3/21/2024	to	*Indefinite																																										
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Background: Dr. Nathan Scott Walters will provide expert witness services to the City of Dallas as an expert on medical records review and expert opinion regarding the plaintiff's injuries, treatments, and medical bills in connection with the case styled Mavel Tovar v. City of Dallas, Case No. DC-23-11168. Not to exceed \$10,000. Dr. Nathan Scott Walters will be paid on an hourly-rate basis per the engagement letter attached to the contract. Not to exceed \$10,000. *The City Attorney can terminate the contract with 10 days' notice to the expert.																																																							
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Ayeh Powers
 Ayeh Powers (Apr 2, 2024 15:26 CDT)
 By Department Director


Apr 2, 2024
 Date

Stephen T. Freeland
 Stephen T. Freeland (Apr 3, 2024 09:38 CDT)
 Approved as to Form by City Attorney

Apr 3, 2024
 Date

[Signature]
 tc broadmax (Apr 3, 2024 08:52 CDT)
 By City Manager

Apr 3, 2024
 Date

 City of Dallas	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.						245516	
							EFFECTIVE DATE	
							Feb 5, 2024	

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

<input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	Gargi Sukhatankar	Supplier No.	VS99275
Subject:	Contract Fee Instructor		
Lead Dept:	Park and Recreation		
Action Requested:	Authorize contract fee instructor agreement with Gargi Sukhatankar. The vendor will be providing Yoga classes program services to the citizens of Dallas Contact: Brendan Collins: (214) 671-1668		
	Contract Number:	PKR-2024-00024020	Contract Term: NTP to 4/30/2025
Background:	Contract fee instructors provide leisure, sports and health and wellness activity instruction		
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.		

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00024020	70/30 Split
						-	\$0.00
						-	\$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		0.00	%

John Jenkins
John Jenkins (Feb 1, 2024 13:27 CST)

By Department Director

OA

Feb 1, 2024

Date

Feb 5, 2024


By City Manager

Timothy L.

Approved as to Form by City Attorney

Date

Mar 26, 2024

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245517				
							EFFECTIVE DATE				
							Apr 3, 2024 DK				
1. Place an "X" in the appropriate box for the approval of:											
<input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.											
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.											
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 N/A					
Supplier Name:				Scott, Hulse, Marshall, Feuille, Finger & Thurmond PC dba ScottHulse PC		Supplier No.		VC31435			
Subject:				Professional Services Contract for Legal Services							
Lead Dept:				City Attorney's Office							
Action Requested:				Authorize a professional services contract with Scott, Hulse, Marshall, Feuille, Finger & Thurmond PC dba ScottHulse PC to provide legal services in connection with the 2024 Dallas Area Rate Review (DARR) filing of Atmos Energy Corporation-Mid-Tex Division. Not to exceed \$25,000.							
				Contract Number:		ATT-2024-00024565		Contract Term:	3/14/2024 to *Indefinite		
Background:				Scott, Hulse, Marshall, Feuille, Finger & Thurmond PC dba ScottHulse PC will provide legal services in connection with the 2024 Dallas Area Rate Review (DARR) filing of Atmos Energy Corporation-Mid-Tex Division The firm will be paid on an hourly-rate basis per the engagement letter dated March 14, 2024, attached to the contract. Not to exceed \$25,000. *The City Attorney can terminate the contract with 10 days' notice to the Firm.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/				<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:				FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
				0192	ORM	3890		3033		MASC ATT-2024-00024565	\$25,000.00
				Financing:						TOTAL:	\$25,000.00
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.

Ayeh Powers
 Ayeh Powers (Apr 2, 2024 15:24 CDT)
 By Department Director

Apr 2, 2024
 Date

Don Knight
 Approved as to Form by City Attorney
 Date

Apr 3, 2024
 Date

[Signature]
 (c broadnax (Apr 3, 2024 08:51 CDT))
 By City Manager

Apr 3, 2024
 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

245518

EFFECTIVE DATE

03/07/2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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
2024 APR -3 PM 2:06
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

Supplier Name: JQ Infrastructure, LLC Supplier No. 517892

Subject: Latino Cultural Center Structural Repairs

Lead Dept: Office of Arts and Culture engineering services MRG

Action Requested: Authorize Supplemental Agreement No. 2 to the ~~professional engineering~~ contract with JQ Infrastructure, LLC to allow a no-cost time extension to continue to provide design and construction administration services for the repairs at the Latino Cultural Center located at 2600 Live Oak Street.

Contract Number: OCA-2022-00018925 Contract Term: 03/15/2024 to 03/15/2025

Background: This action will authorize JQ Infrastructure, LLC, as a no-cost time extension, to continue to provide professional services contract to complete engineering design plans and specifications and construction administration services for the repairs associated with the damages at Latino Cultural Center.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/passcml/search/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
☐ NO, there are no HUB's in Dallas County to contact for this business category.
☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0671	OCA	4805	CULF	3099		CX OCA-2022-00018925	\$0.00
						-	\$0.00
						-	\$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
	02	AA22-5911	07/02/22	\$25,000.00	\$0.00	\$25,000.00	0.00%

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

Martine Philippe (Mar 7, 2024 12:23 CST)
By Department Director

03/07/2024

Date

By City Manager

Matthew Green (Apr 3, 2024 13:53 CDT)

Approved as to Form by City Attorney


03/07/2024

Date

04/03/2024

Date

MRG

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION 245519 EFFECTIVE DATE Oct 10, 2023										
1. Place an "X" in the appropriate box for the approval of:																	
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: right;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: right top;"> RECEIVED APR - 3 PM 3:04 CITY SECRETARY DALLAS, TEXAS </div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> </div>																	
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																	
Supplier Name:						Tracey L. Clark DBA Mariposas Garden		Supplier No. VC14115									
Subject:		Contract Fee Instructor															
Lead Dept:		PKR															
Action Requested:		Authorize the contract fee instructor agreement with Mariposas Garden. This vendor will provide Meditation Class services to the citizens of Dallas. Contact: Brendan Collins (214) 671-1668															
		Contract Number:		PKR-2023-00023133		Contract Term:		NTP to 9/30/2024									
Background:		Contract Fee Instructors provide leisure, sports, and health & wellness activity instruction															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.															
Funding:		FUND		DEPT.		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		N/A		PKR		N/A		N/A		N/A		N/A		N/A PKR-2023-00023133		70/30 Split	
																\$0.00	
																\$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				0.00		%			

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

John Jenkins
 John Jenkins (Oct 6, 2023 11:17 CDT)
 By Department Director

Oct 6, 2023
 Date


Tim L.
 Approved as to Form by City Attorney

Dec 11, 2023
 Date

OA
 OA

Carl
 By City Manager

Oct 10, 2023
 Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <h2 style="margin:0;">245520</h2>		
							EFFECTIVE DATE		
							March 11, 2024		
1. Place an "X" in the appropriate box for the approval of:									
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED 2024 APR -3 PM 3:06 CITY SECRETARY DALLAS, TEXAS </div> </div>									
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			
Supplier Name: Deidre Bell				Supplier No.					
Subject:		Dallas Homebuyer Assistance Program							
Lead Dept:		Housing & Neighborhood Revitalization							
Action Requested:		Execution of the City of Dallas Homebuyer Written Agreements (HOME/CDBG) for down payment assistance for the total amount of \$32,600 (\$16,300 in HOME funds, \$16,300 in CDBG funds). Funds have been appropriated by previous City Council resolution.							
		Contract Number: HOU-2024-00024208		Contract Term:		to			
Background:		Ms. Bell was approved for purchase of property at 2715 Pall Mall Ave. using HOME funds (\$16,300.00) and CDBG funds (\$16,300.00) for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 23-0278 on February 22, 2023, to provide homebuyer assistance to households with income between 60% to 80% of the AMI. Funding has been appropriated under a prior Resolution.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		HM22	HOU	621G		3101	DHAP	-	16,300.00
		CD22	HOU	604G		3101	DHAP	-	16,300.00
								-	0.00
		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	
		n/a	n/a	n/a	0.00	0	\$ 0.00	0%	

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


 Cynthia Rogers-Ellickson (Mar 11, 2024 13:09 CDT)
 By Department Director

Mar 11, 2024
 Date


 Marissa Hines
 Approved as to Form by City Attorney MH
 Mar 11, 2024
 Date


 Majed Al-Ghafry (Mar 11, 2024 13:32 CDT)
 By City Manager

Mar 11, 2024
 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**245521****EFFECTIVE DATE**

Apr 3, 2024

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

- ☒ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: CHMURA ECONOMICS & ANALYTICS, LLC Supplier No. VC19090

Subject: Labor Data Subscription Service Contract

Lead Dept: Office of Economic Development

Action Requested: Authorize a three-year subscription agreement with Chmura Economics & Analytics, LLC for access to their online JobsEQ Pro technology platform which will allow the Office of Economic Development (ECO) to identify employment and occupational trends for the City of Dallas related to workforce development. The amount of this agreement shall not exceed \$69,696.00.

Contract Number: ECO-2024-00023849 Contract Term: 03/01/2024 to 02/28/2027

Background: Chmura provides access to a proprietary online labor database and is an essential tool for providing accurate and timely workforce development/analytic labor data to ECO, JobsEQ Pro. ECO has a continuous need for employment and occupational data services that are only available through Chmura. The fees for all services approved by ECO under this contract are set out in the attached Subscription Agreement and fee schedule.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

☒ NO, there are no HUB's in Dallas County to contact for this business category.

☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	ECO	1164		3341		MASC ECO-2024-00023849	\$69,696.00
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$69,696.00

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

12/21/2023

Date

[Signature]
maied Al-ghafry
maied Al-ghafry (Apr 3, 2024 12:36 CDT)

By City Manager


[Signature]
Don Knight

Approved as to Form by City Attorney
Apr 3, 2024

Date

Apr 3, 2024

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 2 2</div>																																								
							EFFECTIVE DATE February 27, 2024																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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 10%). <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;"> RECEIVED 2024 APR -4 AM 8:55 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>																																														
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																																									
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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																																									
Supplier Name: Sandra Juarez				Supplier No.																																											
Subject: Dallas Homebuyer Assistance Program																																															
Lead Dept: Housing & Neighborhood Revitalization																																															
Action Requested: Execution of the City of Dallas Homebuyer Written Agreements (HOME/CDBG) for down payment assistance for the total amount of \$23,000 (\$11,500 in HOME funds, \$11,500 in CDBG funds). Funds have been appropriated by previous City Council resolution.																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Contract Number:</td> <td style="width: 25%;">HOU-2024-00024196</td> <td style="width: 25%;">Contract Term:</td> <td style="width: 25%;">3/8/2024 to 3/8/2039</td> </tr> </table>								Contract Number:	HOU-2024-00024196	Contract Term:	3/8/2024 to 3/8/2039																																				
Contract Number:	HOU-2024-00024196	Contract Term:	3/8/2024 to 3/8/2039																																												
Background: Ms. Juarez was approved for purchase of property at 2015 McBroom St. using HOME funds (\$11,500.00) and CDBG funds (\$11,500.00) for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 23-0278 on February 22, 2023 to provide homebuyer assistance to households with income at or below 80% of the AMI. Funding has been appropriated under previous City Council resolution.																																															
<div style="display: flex;"> <div style="width: 15%;"> HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/ </div> <div style="width: 85%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. </div> </div>																																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
HM21	HOU	519F		3101	DHAP	-	\$11,500.00																																								
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	n/a	n/a	n/a	0.00	0	\$ 0.00	0%																																								

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


 Cynthia Rogers-Ellickson (Feb 26, 2024 16:38 CST)
 By Department Director

Feb 26, 2024
 Date

Marissa Hines
 Approved as to Form by City Attorney MH
 Mar 6, 2024
 Date


 Majed Al-Ghafry (Feb 27, 2024 10:51 CST)
 By City Manager

Feb 27, 2024
 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

245523

EFFECTIVE DATE

02/06/2024

RECEIVED
2024 APR -5 PM 4:35
CITY SECRETARY
DALLAS, TEXAS

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement 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%).
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- ☐ 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

Supplier Name: Walter P. Moore and Associates, Inc.

Supplier No. 501930

Subject: 7800 Stemmons – Entrance Plaza Assessment and Repair

Lead Dept: Building Services Department

Action Requested:

Authorize a professional services contract with Walter P. Moore and Associates, Inc. to provide services for assessment and repair of the entrance plaza located at 7800 Stemmons Fwy., in an amount not to exceed \$37,000.00.

Contract Number: BSD-2024-00024014 Contract Term: 02/01/2024 to 02/01/2025

Background:

The current plaza has tile that is detaching from the mortar bed and requires repair, as well as, needed accessibility improvements to meet current codes. This action will allow Walter P. Moore and Associates, Inc. to provide services for assessment, construction documents, and construction administration of the plaza repairs. The firm selected is from the Aviation Department's prequalified list of consultants, Solicitation No. CIZ#23-AVI-2097.

HUB Check

appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0671	BSD	X055	EB07	3070	PT24014	BSD-2024-00024014	\$37,000.00
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$37,000.00

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.

05/02/2024

By Department Director

Date

04/05/2024

Approved as to Form by City Attorney


Date

Robert Perez
Robert Perez (Feb 6, 2024 08:31 CST)

02/06/2024

By City Manager


Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 2 4</div> EFFECTIVE DATE March 11, 2024	
	1. Place an "X" in the appropriate box for the approval of:							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED 2024 APR 4 AM 8:55 CITY SECRETARY DALLAS, TEXAS </div> </div>							
	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								
Supplier Name: Rudo Duri						Supplier No.		
Subject: Dallas Homebuyer Assistance Program								
Lead Dept: Housing & Neighborhood Revitalization								
Action Requested: Execution of the City of Dallas Homebuyer Written Agreements (HOME/CDBG) for down payment assistance for the total amount of \$50,000.00 (\$25,000.00 in HOME funds, \$25,000.00 in CDBG funds). Funds have been appropriated by Council Resolution 22-1024 approved on June 22, 2022.								
		Contract Number: HOU-2024-00024232		Contract Term: 3/8/2024		to 3/8/2039		
Background: Ms. Duri was approved for purchase of property at 2012 McBroom St. using HOME funds (\$25,000.00) and CDBG funds (\$25,000.00) for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 23-0278 on February 22, 2023 to provide homebuyer assistance to households with income at or below 80% of the AMI. Funding has been appropriated Council Resolution 22-1024 approved on June 22, 2022.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/								
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	HM22	HOU	621G		3101	DHAP	-	\$25,000.00
	CD22	HOU	604G		3101	DHAP	-	\$25,000.00
							-	0.00
	Financing:							TOTAL: \$50,000.00
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	
	n/a	n/a	n/a	0.00	0	\$ 0.00	0%	

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


 Cynthia Rogers-Ellickson (Mar 11, 2024 13:09 CDT)
 By Department Director


Mar 11, 2024
 Date


 Hannah Minton (Mar 11, 2024 14:25 CDT)
 Approved as to Form by City Attorney

Mar 11, 2024
 Date


 Majed Al-Ghafry (Mar 11, 2024 13:34 CDT)
 By City Manager

Mar 11, 2024
 Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 2 5</div> EFFECTIVE DATE <div style="margin-top: 5px;">Apr 3, 2024</div>			
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input checked="" type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 4%). <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.7em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.6em;">2024 APR -4 AM 11:29</div> </div> </div>									
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 checked="" type="checkbox"/> Yes <input 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 N/A										
Supplier Name: Netsync Network Solutions, Inc.						Supplier No.		VS0000067969		
Subject:		Palo Alto Advanced Threat Prevention								
Lead Dept:		Information & Technology Services								
Action Requested:		Authorize Supplemental Agreement No.1 to the service agreement for software subscription for Advanced threat protection services authorized by Administrative Action 23-6229.								
		Contract Number:		DSV-2023-00022951		Contract Term:		02/22/2024 to 08/22/2024		
Background:		Adding additional advanced threat prevention support and licenses for the 5140 firewalls that will allow the continued monitoring of incoming traffic for malicious cyber actors. Additional protection is provided because the firewalls utilize an architecture that allows traffic inspection at a higher rate.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		0198	DSV	1641		3440			CT DSV-2023-00022951	\$0.00
										\$0.00
										\$0.00
		Financing: Data Services (Subject to Annual Appropriations)						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		
		1	23-6229	09/28/2023	\$63,751.20	\$0.00	\$63,751.20	0%		

William Zielinski
William Zielinski (Mar 18, 2024 13:48 CDT)

By Department Director

Mar 18, 2024

Date

Stephen T. Freeland
Stephen T. Freeland (Apr 3, 2024 16:48 CDT)

Approved as to Form by City Attorney

Apr 3, 2024


Date

Robert Perez
Robert Perez (Apr 3, 2024 11:20 CDT)

By City Manager

Apr 3, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245526 EFFECTIVE DATE April 1, 2024		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED APR -5 AM 10:24 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>								
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 N/A									
Supplier Name: JCI Creatives, LLC						Supplier No. VC31467			
Subject:		2024 City of Dallas Boards and Commissions Appreciation Luncheon: Photography and Digital Photos							
Lead Dept:		Mayor and City Council							
Action Requested:		Authorize agreement with JCI Creatives, LLC, for City of Dallas Boards and Commissions Appreciation Luncheon in April, 2024. Agreement to include venue photography of event, headshots for members of Boards/Commissions, and photos of award recipients – and edited digital photo images delivered to City. Expenditure for photography and digital photo images not to exceed \$1,495.00.							
		Contract Number:		MCC-2024-00024600		Contract Term:		4/3/2024 to 4/30/2024	
Background:		The inaugural Board and Commission Appreciation Luncheon took place in 2023 and was hosted by the City Manager to celebrate the volunteer service of over 400 board and commission members appointed by the Mayor, City Council, and City Manager. The 2024 Dallas Boards and Commissions Appreciation Luncheon will provide opportunities for City and staff to recognize longstanding members of the Boards and Commissions for their noble commitment to service.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	MCC	1010		3099		-	\$1,495.00
								-	\$0.00
								-	\$0.00
		Financing:						TOTAL:	\$1,495.00
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.

Nikki D. Christmas

Apr 4, 2024

By Department Director

Date

Diana Gutknecht
Diana Gutknecht (Apr 4, 2024 13:57 CDT)

Apr 4, 2024

Approved as to Form by City Attorney


Date

Kimberly Tolbert
Kimberly Tolbert (Apr 4, 2024 13:56 EDT)




Apr 4, 2024


By City Manager

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245527		
	EFFECTIVE DATE April 1, 2024								
1. Place an "X" in the appropriate box for the approval of:								<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED CITY SECRETARY DALLAS, TEXAS APR 5 PM 4:06 </div>	
<input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.									
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.									
<input checked="" 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.									
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/N/A	
Supplier Name:		MIKO Trucking, Inc. – Contractor Jimmy Richardson – Homeowner					Supplier No.		VS0000010476
Subject:		ARPA -Tenth Street							
Lead Dept:		Housing & Neighborhood Revitalization							
Action Requested:		Execute agreement for payment for ARPA Targeted Home Repair Program at property address 2746 Lucky Ln., Dallas, TX, 75241 in the amount of \$99,950.00 from the ARPA grant.							
		Contract Number:		HOU-2024-00024273		Contract Term:		Effective Date of the AA above to One year	
Background:		On December 8, 2021, the Dallas City Council approved Resolution 21-2022, which established the ARPA program to support the preservation of affordable housing and infrastructure improvements in Qualified Census Tracts (QCTs), including but not limited to Freedman's towns, Tenth Street Historic District, 5-Mile Neighborhood and Joppa/Joppee. ARPA Targeted Home Repair Program funding enables qualified Dallas residents and homeowners to access the help they need to invest in their properties and get or stay up to code. On November 9, 2022, through Resolution 22-1670, the Dallas City Council expanded eligible service areas, modified modifications to qualified infrastructure improvements, and allowed for additional incoming ARPA funding to be allocated to home repair for qualified households City-wide through the program.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		FC18	HOU	AD47		3100	ARPA	DO	\$99,950.00
		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	
								%	

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

Darwin M. Wade  By Department Director	Apr 1, 2024 Date	Veronica Barboza  Approved as to Form by City Attorney VB
	Apr 1, 2024 Date	
	Majed Al-ghafry  Majed Al-ghafry (Apr 1, 2024 13:07:50) By City Manager	

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="border: 1px solid black; padding: 5px; font-size: 1.5em; font-weight: bold;">24-5528</div> EFFECTIVE DATE <div style="border: 1px solid black; padding: 2px;">Apr 2, 2024</div>																																												
	1. Place an "X" in the appropriate box for the approval of:																																																		
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> a. Contracts of \$100,000 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 15%). <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 50%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;"> RECEIVED 2024 APR - 8 AM 10:17 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>																																																		
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>																																																		
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>																																																			
Supplier Name:						Dallas/Fort Worth International Airport		Supplier No.		162760																																									
Subject: Aircraft Rescue Fire Fighter Training Interlocal Agreement																																																			
Lead Dept: Dallas Fire Rescue																																																			
Action Requested: Authorize interlocal training agreement between Dallas/Fort Worth International Airport and the City of Dallas to provide Aircraft Rescue Fire Fighter Training to DFR personnel.																																																			
Contract Number: AVI-2020-00012404 Contract Term: 06/1/2024 to 05/31/2027																																																			
Background: On January 8 th , 2020, City Council authorized to expend funds in an amount not to exceed \$130,000.00 per year for five years (subject to annual appropriations) to the Dallas/Fort Worth International Airport (162760) to provide basic, live fire drills, and advanced specialized aircraft/fire training to aircraft-rescue firefighters at Dallas Love Field and Dallas Executive Airport by Resolution No. 20-0117. No funding is authorized by this AA, since funding was already authorized by Resolution No. 20-0117.																																																			
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/ <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. </div> </div>																																																			
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">FUND</th> <th style="width:10%;">DEPT</th> <th style="width:10%;">UNIT</th> <th style="width:10%;">ACTV</th> <th style="width:10%;">OBJ</th> <th style="width:10%;">PROGRAM</th> <th style="width:30%;">ENCUMBRANCE TYPE and NUMBER</th> <th style="width:10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">-</td><td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">-</td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">-</td><td></td> </tr> <tr> <td colspan="6" style="text-align: center;">Financing:</td> <td style="text-align: center;">NA</td> <td style="text-align: right;">TOTAL: \$0.00</td> </tr> </tbody> </table>												FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT							-	\$0.00							-								-		Financing:						NA	TOTAL: \$0.00
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					0		%																																												

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

Alexander Rodriguez
 Alexander Rodriguez (Apr 2, 2024 09:03 CDT)
 By Department Director


Apr 2, 2024
 Date

Don Knight
 Approved as to Form by City Attorney

Apr 3, 2024
 Date

Jon Fortune
 Jon Fortune (Apr 2, 2024 15:29 CDT)
 By City Manager

Apr 2, 2024
 Date

 CITY OF DALLAS	<h2 style="margin:0;">ADMINISTRATIVE ACTION</h2> <p style="margin:0;">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>					ADMINISTRATIVE ACTION <h1 style="margin:0;">24-5529</h1>																									
						EFFECTIVE DATE 02/20/2024																									
1. Place an "X" in the appropriate box for the approval of:																															
<input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.																															
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																															
Supplier Name: WSP USA INC.					Supplier No. 134356																										
Subject: Administrative Action for Material Testing for Street Group 17-5001 (Rosemont Road PB17V996)																															
Lead Dept: Public Works																															
Action Requested: Authorize an Administrative Action for Engineering Services Contract with WSP USA INC., in an amount not to exceed \$51,854.00 to provide Construction Materials Testing during Reconstruction of Rosemont Road from South Buckner Boulevard to Hillburn Drive (PB17V996)																															
Contract Number: PBW-2024-00023933 Contract Term: 02/21/24 to 09/21/25																															
Background: This AA is to provide the Construction Material Testing required for each capital construction project. Professional Solicitation has provided a short list of qualified firms to provide these services and WSP USA INC., is the most qualified for this project.																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmbi/search/ <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. N/A																															
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						\$ 0.00	%																								

Ali Hatemi, P.E.
By Department Director

Matthew Green
Matthew Green (Apr 8, 2024 08:56 CDT)
Approved as to Form by City Attorney

04/08/24
Date


2/19/24
Date

Rita Ruiz
By City Manager





2/20/24
Date


Revised-Office Of Procurement Services
MMA pu BB HH

REV 7/2021

 City of Dallas	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">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>	ADMINISTRATIVE ACTION
		24-5530
		EFFECTIVE DATE
		Apr 8, 2024

1. Place an "X" in the appropriate box for the approval of:																																																
<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.																																															
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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 N/A																																								
Supplier Name: Enterprise Training Solutions						Supplier No. VS0000073019																																										
Subject: Online Training Subscription																																																
Lead Dept: Information & Technology Services (ITS)																																																
Action Requested: Authorize Supplemental Agreement No.1 to the service agreement for software subscription for IT training services authorized by Administrative Action 22-5915.																																																
Contract Number:			DSV-2022-00018985		Contract Term:		2/01/2024 to 6/28/2024																																									
Background: Adding additional licenses for Enterprise Training Solution subscription which provides access to a catalog of desktop software, IT and leadership course collections plus full-length online books for ITS staff professional development.																																																
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																																																
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																																
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	1	22-5915	6/28/2022	\$56,700.00	\$0.00	\$69,350.00	22.31%																																									

 William Zielinski (Mar 11, 2024 10:40 CDT)				Mar 11, 2024				 Apr 8, 2024			
By Department Director				Date				Approved as to Form by City Attorney 			
 Robert Perez (Apr 8, 2024 10:24 CDT)				Apr 8, 2024				Date			
By City Manager				Date							

 City of Dallas	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.	245531
		EFFECTIVE DATE
		Apr 5, 2024

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

<input type="checkbox"/>	a. Contracts of \$100,000 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 5%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	Public Safety Corporation	Supplier No.	VS89630
Subject:	Cry Wolf Supplemental Agreement #1		
Lead Dept:	Dallas Police Department		
Action Requested:	Authorize Supplemental Agreement #1 to exercise the renewal option and to extend term date to 10/1/2024.		
	Contract Number:	BUZ1601	Contract Term: 10/2/2022 to 10/1/2024

Background: Public Safety Corporation provides the city with a Security Alarm Permitting and False Alarm Management System and administration services. This service is an effective and efficient mechanism to manage the alarms responded to by Dallas Police Department (DPD) in accordance to Ordinance 26919 - Chapter 15C, Article I of the Dallas City Code.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						BUX1601	\$0.00
Financing:						No Cost Consideration	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
	1	BUZ1601	10/2/2022	0.00	-		0%

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


Martin Riejas (Apr 3, 2024 17:40 CDT)

Apr 3, 2024


Don Knight (Apr 5, 2024 16:37 CDT)

Apr 5, 2024

By Department Director

Date

Approved as to Form by City Attorney



Date


Jon Fortune (Apr 5, 2024 15:42 CDT)

Apr 5, 2024

By City Manager

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 3 2</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">Apr 1, 2024</div>																																									
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Supplier Name:		All About Animals, LLC.				Supplier No.		VS99144																																								
Subject:		Summer Vendor																																														
Lead Dept:		Park and Recreation																																														
Action Requested:		Authorizing an encumbrance of \$18,240.00 with All About Animals, LLC. This company will be providing lessons in environment, habitat, and species of different animals to multiple centers throughout the summer. Their program will run from June 3 rd through August 2 nd , 2024 Contact: Brendan Collins: (214) 671-1668																																														
		Contract Number:		PKR-2024-00024026		Contract Term:		NTP to 12/31/2024																																								
Background:		All About Animals, LLC. is an education company that provides TEKS lessons. Specializing in mobile science and nature-based live animal presentations.																																														
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																														
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								0.00				0.00		%																																		

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

John Jenkins
John Jenkins (Mar 26, 2024 10:12 CDT)
 By Department Director

Mar 26, 2024
 Date



Christine Lanners
Christine Lanners (Apr 8, 2024 15:53 CDT)
 Approved as to Form by City Attorney

Apr 8, 2024
 Date

OA
 OA

3/28
 By City Manager

Apr 1, 2024
 Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 3 3</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 1, 2024</div>			
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED 2024 APR -9 AM 9:06 CITY SECRETARY DALLAS, TEXAS </div> </div>									
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Supplier Name:		Tuesday Marie Enterprises, LLC. DBA The Turnaround, LLC				Supplier No.		VC24680		
Subject:		Summer Vendor								
Lead Dept:		Park and Recreation								
Action Requested:		Authorize a funding of \$5,600.00 with Tuesday Marie Enterprises, LLC. DBA The Turnaround, LLC. This company will be providing STEM classes, Fun of Loving classes services to multiple centers throughout the summer. Their program will run from June 3 rd through August 2 nd , 2024 Contact: Brendan Collins: (214) 671-1668								
		Contract Number:		PKR-2024-00024029		Contract Term:		NTP to 12/31/2024		
Background:		Tuesday Marie Enterprises, LLC. DBA The Turnaround, LLC. teaches children math skills to help them learn in a positive fun way.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:  <small>RB</small>		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		0001	PKR	5071	N/A	3099		MASC	PKR-2024-00024029	\$5,600.00
								-		\$0.00
								-		\$0.00
		Financing:							TOTAL:	\$5,600.00
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		0.00	%		

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

John Jenkins
John Jenkins (Mar 27, 2024 11:37 CDT)
 By Department Director

Mar 27, 2024
 Date


Molly P. Ward
 Approved as to Form by City Attorney

Apr 8, 2024
 Date

OA
OA

MSR
 By City Manager

Apr 1, 2024
 Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <h2 style="margin:0;">245534</h2>																																								
							EFFECTIVE DATE Apr 1, 2024																																								
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Supplier Name: Excellence by Design Education Center						Supplier No. VC19520																																									
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Lead Dept: Park and Recreation																																															
Action Requested: Authorizing a funding of \$20,440.00 with Excellence by Design Education Center. This company will be providing STEM innovative, and robotic services to multiple centers throughout the summer. Their program will run from June 3 rd through August 2 nd , 2024 Contact: Brendan Collins: (214) 671-1668																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Contract Number:</td> <td style="width:25%;">PKR-2024-00024023</td> <td style="width:25%;">Contract Term:</td> <td style="width:25%;">NTP</td> <td style="width:10%;">to</td> <td style="width:10%;">12/31/2024</td> </tr> </table>								Contract Number:	PKR-2024-00024023	Contract Term:	NTP	to	12/31/2024																																		
Contract Number:	PKR-2024-00024023	Contract Term:	NTP	to	12/31/2024																																										
Background: Excellence by Design Education Center is an education company that provides STEM lessons. Their focus is on engineering, electronics, circuitry, and robotics.																																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																																															
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
0001	PKR	5071	N/A	3099		MASC PKR-2024-00024023	\$20,440.00																																								
						-	\$0.00																																								
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Financing:						TOTAL:	\$20,440.00																																								
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				0.00		0.00	%																																								

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

John Jenkins
 John Jenkins (Mar 26, 2024 10:10 CDT)
 By Department Director

Mar 26, 2024
 Date


Molly P. Ward
 Molly P. Ward (Apr 5, 2024 14:29 CDT)
 Approved as to Form by City Attorney

Apr 5, 2024
 Date

OA
 OA

[Signature]
 By City Manager

Apr 1, 2024
 Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <h2 style="margin:0;">245535</h2> <p style="margin:0;">EFFECTIVE DATE Feb 20, 2024</p>			
	<p>1. Place an "X" in the appropriate box for the approval of:</p> <p><input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><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 5%).</p> <p><input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small></p>									
	<p>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>									
Supplier Name:		Linda Ruda Anderson				Supplier No.		VS87239		
Subject:		Contract Fee Instructor								
Lead Dept:		Park and Recreation								
Action Requested:	Authorize contract fee instructor agreement with Ruda Anderson Linda Ruda Anderson. The vendor will be providing Pickleball classes program services to the citizens of Dallas Contact: Brendan Collins: (214) 671-1668									
	Contract Number:		PKR-2024-00023872		Contract Term:		NTP to 1/31/2025			
Background:		Contract fee instructors provide leisure, sports and health and wellness activity instruction								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		N/A	PKR	N/A	N/A	N/A	N/A	N/A	PKR-2024-00023872	70/30 Split
									-	\$0.00
									-	\$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		0.00	%		

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

John Jenkins
 John Jenkins (Feb 15, 2024 13:41 CST)
 By Department Director

Feb 15, 2024
 Date


Matthew Green
 Matthew Green (Apr 3, 2024 09:12 CDT)
 Approved as to Form by City Attorney

Apr 3, 2024
 Date

OA
 OA

Feb 20, 2024
 By City Manager

Feb 20, 2024
 Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION 245536	
							EFFECTIVE DATE April 8, 2024	
1. Place an "X" in the appropriate box for the approval of:								
<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;"> RECEIVED 2024 APR -9 AM 11:15 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>								
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 N/A		
Supplier Name:	Abide Women's Health Services					Supplier No.		
Subject:	SDFPOF HUMAN DEVELOPMENT GRANT – HEALTH OUTCOMES							
Lead Dept:	SBC							
Action Requested:	AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$52,000.00 TO ABIDE WOMEN'S HEALTH SERVICES TO BE PAID MONTHLY PAYMENTS UPON RECEIPT OF THE GRANTEE'S INVOICES AND PURSUANT TO THE CONTRACT. <div style="display: flex; justify-content: space-between;"> <div>Contract Number: SBC-2024-00024105</div> <div>Contract Term: MAY 1, 2024 to MAY 1, 2025</div> </div>							
Background:	AUTHORIZED BY COUNCIL UNDER RESOLUTION NO. 18-0922 AND ORDINANCE NO. 30905 APPROVED ON JUNE 27, 2018 AND RESOLUTION NO. 23-0132 APPROVED ON JANUARY 11, 2023.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0443	MGT-SBC	W812	SDFP	3016	NOFA 0443	- SBC-2024-00024105	\$52,000.00
							-	\$0.00
							-	\$0.00
	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	%

[Signature]
By Department Director

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

Apr 8, 2024
Date

[Signature]
Approved as to Form by City Attorney

Apr 8, 2024
Date

[Signature]
By City Manager

Apr 8, 2024
Date

[Signature]
Date

245537

Memorandum

RECEIVED

2024 MAY 15 AM 10:54

CITY SECRETARY
DALLAS, TEXAS



City of Dallas

DATE May 15, 2024

TO City Secretary's Office

SUBJECT Correction Memo – AA 24-5537 – 243 S. Cliff St.

I'd like to submit a request for a correction for Administrative Action file 24-5537. The Funding information provided is FC18/HOU/AD47/3100. The funding information should instead read 0A72/HOU/AR47/3099. I have attached AA 24-5537 for reference.

Please advise me of the next steps for this correction.


Kindly,

Cynthia Rogers-Ellickson

Cynthia Rogers-Ellickson
Interim Director of Housing & Neighborhood Revitalization

cc: Kayleigh Rice

8/3/18/24

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245537 EFFECTIVE DATE April 1, 2024		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED 2024 APR -9 PM 1:50 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>								
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 / N/A			
Supplier Name:		REKJ Builders, LLC. – Contractor Dwight Tatum – Homeowner				Supplier No. VC20926			
Subject:		ARPA - Tenth Street							
Lead Dept:		Housing & Neighborhood Revitalization							
Action Requested:		Execute agreement for payment for ARPA Targeted Home Repair Program at property address 243 S. Cliff St., Dallas, TX, 75203 in the amount of \$100,000.00 from the ARPA grant.							
		Contract Number:	HOU-2023-00022166		Contract Term:	Effective Date of the AA above	to	One year	
Background:		On December 8, 2021, the Dallas City Council approved Resolution 21-2022, which established the ARPA program to support the preservation of affordable housing and infrastructure improvements in Qualified Census Tracts (QCTs), including but not limited to Freedman's towns, Tenth Street Historic District, 5-Mile Neighborhood and Joppa/Joppee. ARPA Targeted Home Repair Program funding enables qualified Dallas residents and homeowners to access the help they need to invest in their properties and get or stay up to code. On November 9, 2022, through Resolution 22-1670, the Dallas City Council expanded eligible service areas, modified modifications to qualified infrastructure improvements, and allowed for additional incoming ARPA funding to be allocated to home repair for qualified households City-wide through the program.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		FC18	HOU	AD47		3100	ARPA	DO	\$100,000.00
		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	%

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

Darwin M. Wade

By Department Director

Apr 1, 2024

Date

[Signature]
 Approved as to Form by City Attorney

By City Attorney

Apr 2, 2024


Date

majed Al-ghafry
 majed Al-ghafry (Apr 1, 2024 22:55 CDT)


By City Manager

Apr 1, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>					ADMINISTRATIVE ACTION 245538 EFFECTIVE DATE 04-08-24			
1. Place an "X" in the appropriate box for the approval of:									
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input checked="" 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px;"> RECEIVED 2024 APR 9 PM 1:56 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>									
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 N/A									
Supplier Name:		Dallas Afterschool				Supplier No.		VS0000020678	
Subject:		ARPA ECOSTS							
Lead Dept:		Office of Community Care (OCC)							
Action Requested:		Authorize an amendment to the agreement with Dallas Afterschool, to remove the Subaward Data for from Attachment 4 and replace with Subrecipient Notification and provide an updated Exhibit B-1 – Monthly Activities Report (Direct Benefits).							
		Contract Number:		OCC-2022-00019362		Contract Term:		03-08-23 to 03-07-24	
Background:		Dallas Afterschool will use funding to specifically support the Early Childhood (ECE) and Out-of-School Time (OST) Providers to solve the fundamental problems plaguing both the ECE and OST sectors - high turnover and a lack of qualified staff which in turn impacts provider sustainability and prevents providers from growing to serve more students and families.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								-	\$0.00
								-	
								-	
		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	
		1	23-0476	07-05-23	\$1,000,000.00	\$0.00	\$1,000,000.00	0%	


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


 Jessica Galleshaw (Apr 5, 2024 16:37 CDT)
 By Department Director

Apr 5, 2024
 Date


 Suzanne Knuppel (Apr 9, 2024 08:44 CDT)
 Approved as to Form by City Attorney SK Date


 Apr 8, 2024
 By City Manager Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION 245539		
							EFFECTIVE DATE 02/28/2024		
							RECEIVED CITY SECRETARY DALLAS, TEXAS 2024 APR 9 PM 3:52		
1. Place an "X" in the appropriate box for the approval of:									
<input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.									
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.									
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 N/A			
Supplier Name: JQ Infrastructure, LLC				Supplier No. 517892					
Subject:		Arcadia Park and Polk-Wisdom Branch Library Accessibility Improvements							
Lead Dept:		Building Services							
Action Requested:		Authorize a professional service contract with JQ Infrastructure, LLC to provide engineering design and construction administration services for accessibility improvements to Arcadia Park and Polk-Wisdom Branch Libraries, located at 1302 N Justin Ave, and 7151 Library Lane, in an amount not to exceed \$46,600.00.							
		Contract Number:		BSD-2024-00024145		Contract Term:		04/01/2024 to 04/01/2025	
Background:		This action will allow JQ Infrastructure, LLC to provide services to evaluate and design improvements to the accessible path of travel from the parking areas to the two Branch Library locations that meet code requirements. The firm was selected from the Aviation Departments prequalified consultant list, solicitation No. CIZ 23-AVI-2097.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb1search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		2T42	BSD	W793	LIBF	4599	PT24017	CX BSD-2024-00024145	\$36,700.00
		2T42	BSD	W793	LIBF	4599	PT24016	CX BSD-2024-00024145	\$9,900.00
								-	\$0.00
		Financing:							
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.



By Department Director

02/28/2024

Date



04/09/2024

Date


Robert Perez (Feb 28, 2024 09:35 CST)

By City Manager

02/28/2024

Date

245540

RECEIVED

2024 MAY -9 PM 1:44

Exhibit C
Memorandum

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE April 24, 2024

TO City Secretary
SUBJECT Correction to Administrative Action No. 24-5540

This is the first ☒ (Y) ☐ (N) correction to the subject Contract. If no, attach copies of any previous approved correction memos.

The subject Administrative Action was approved on February 15, 2024, to Granite Net Premium inspection and Annual support plan contract with CLS Sewer Equipment Co, INC., the contract amount is \$17,059.00.

Change(s) is are needed to correct (select all applicable):

☒ Typo ☐ Financial/funding information ☐ Obvious error from CR context

Delete contract number DWL-2024-00023666 FROM the AA contract number field

Director (or designee):

Signature

04/24/2024

Date

Sarah Standifer

Print Name

ATT: ☒ Approved
Assistant City Attorney

☐ Denied
Rory McAnelly

Signature
Rory McAnelly

Print Name

Date

5/15/24



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

245540

EFFECTIVE DATE

02-15-2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☒ d. Amendments to non-bid contracts: \$100,000 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
2024 APR 10 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 ☒ N/A

Supplier Name: CLS SEWER EQUIPMENT CO. INC.

Supplier No. VS0000018694

Subject: GRANITE NET PREMIUM INSPECTION AND ANNUAL SUPPORT PLAN

Lead Dept: DWU

Action Requested:

AUTHORIZE RENEWAL OF THE SUPPORT PLAN, ORIGINAL GRANITE NET SOFTWARE LICENSE SUPPORT PLANS EXPIRED ON OCTOBER 23, 2023

Contract Number: DWU-2024-00023666 Contract Term: 10/23/2023 to 10/23/2024

Background:

AUTHORIZE A CONTRACT FOR SOFTWARE MAINTENANCE LICENSES FOR GRANITE XP SOFTWARE. CLS IS A SOLE SOURCE PROVIDER FOR GRANITE XP SOFTWARE. THE SOFTWARE, THROUGH THE USE OF A MOBILE CAMERA DEVICE, ALLOWS THE STORMWATER MANAGEMENT DIVISION TO COLLECT INFORMATION VIA VIDEO AND PHOTOGRAPHS USED TO IDENTIFY STORM SEWER DAMAGE OR DEFECTS AND PERFORMS INSPECTION OF PIPE CONDITIONS, CLEANLINESS AND DIRECTION FLOW. THE COLLECTED INFORMATION IS REVIEWED DAILY FROM A DATA MANAGEMENT OF CLOSED CAPTION TELEVISION VIDEO SERVERS.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0061	SDM	1875	SD01	3438		CX DWU-2024-00024141	\$17,059.00
							\$0.00
							\$0.00
Financing:						TOTAL:	\$17,059.00

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.

EV *[Signature]* 2-14-2024 *Rory Mcanally*
By Department Director Date Approved as to Form by City Attorney Date
[Signature] 02/15/2024
City Manager Date
for

245541

RECEIVED
2024 APR 19 PM 3:51
CITY SECRETARY
DALLAS, TEXAS



Memorandum

Date: April 19, 2024
To: Bilierae Johnson, City Secretary, CSO
From: Ayeh Powers, Managing Attorney, CAO
Re: **Correction to Administrative Action No. 24-5541
for Randy C. Cain**

On Administrative Action No. 24-5541, please document the following correction to the Contract Term end date:

Remove: to ~~10/31/2023~~


Correction: to 4/30/2024

Thank you.

Ayeh Powers
Ayeh Powers (Apr 19, 2024 14:50 CDT)
Ayeh B. Powers
Managing Attorney

Apr 19, 2024
Date

Handwritten signature and date: 4/24/24

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">245541</div>	
							EFFECTIVE DATE	
							Apr 10, 2024 <u>STF</u>	

RECEIVED
 2024 APR 10 AM 9:45
 CITY SECRETARY
 DALLAS, TEXAS

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

<input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	Randy C. Cain	Supplier No.	513298
Subject:	Lobbying Services in a Special Session of the Texas Legislature		
Lead Dept:	City Attorney's Office		
Action Requested:	Approval of a contract with Randy C. Cain for lobbying services provided to the City for a Special Session of the Texas Legislature.		
	Contract Number:	ATT-2024-00024709	Contract Term: 10/01/23 to 10/31/23

Background: The Texas Legislature entered into a Special Session in October 2023. It was necessary to have the City's interests represented during the Special Session by Randy C. Cain.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	BMS	1978		3035		MACS- ATT-2024-00024709	\$6,454.54
						-	
						-	
Financing:						TOTAL:	\$6,454.54

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.

Ayeh Powers
 Ayeh Powers (Apr 9, 2024 17:00 CDT)
 By Department Director

Apr 9, 2024
 Date

Stephen T. Freeland
 Stephen T. Freeland (Apr 10, 2024 09:06 CDT)
 Approved as to Form by City Attorney

Apr 10, 2024
 Date

tc broadnax
 tc broadnax (Apr 10, 2024 07:53 CDT)
 By City Manager

Apr 10, 2024
 Date

245542

RECEIVED

2024 APR 19 PM 3:51

CITY SECRETARY
DALLAS, TEXAS



Memorandum

Date: April 19, 2024

To: Bilierae Johnson, City Secretary, CSO

From: Ayeh Powers, Managing Attorney, CAO

Re: **Correction to Administrative Action No. 24-5542
for Campos Consulting Group (Lorena Campos)**

On Administrative Action No. 24-5542, please document the following correction to the Contract Term end date:

Remove: to ~~10/31/2023~~

Correction: to 4/30/2024

Thank you.


Ayeh Powers
Ayeh Powers (Apr 19, 2024 14:51 CDT)

Ayeh B. Powers
Managing Attorney

Apr 19, 2024

Date

By 4/24/24

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">245542</div>	
							EFFECTIVE DATE Apr 10, 2024 <u>STF</u>	
							2024 APR 10 AM 9:45 CITY SECRETARY DALLAS, TEXAS <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">RECEIVED</div>	

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

<input type="checkbox"/> a. Contracts of \$100,000 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 2%).
<input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	Campos Consulting Group (Lorena Campos)	Supplier No.	VC19556
Subject:	Lobbying Services in a Special Session of the Texas Legislature		
Lead Dept:	City Attorney's Office		
Action Requested:	Approval of a contract with Campos Consulting Group (Lorena Campos) for lobbying services provided to the City for a Special Session of the Texas Legislature.		
	Contract Number:	ATT-2024-00024707	Contract Term: 10/01/23 to 10/31/23

Background: The Texas Legislature entered into a Special Session in October 2023. It was necessary to have the City's interests represented during the Special Session by Campos Consulting Group (Lorena Campos).

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	BMS	1978		3035		MASC- ATT-2024-00024707	\$5,454.54
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$5,454.54

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.

Ayeh Powers
Ayeh Powers (Apr 9, 2024 17:00 CDT)

By Department Director

Apr 9, 2024
Date

tc broadnax
tc broadnax (Apr 10, 2024 07:53 CDT)

By City Manager

Stephen T. Freeland
Stephen T. Freeland (Apr 10, 2024 09:14 CDT)

Approved as to Form by City Attorney

Apr 10, 2024
Date

Apr 10, 2024
Date

STF
STF

245543

RECEIVED

2024 APR 19 PM 3:51

CITY SECRETARY
DALLAS, TEXAS



Memorandum

Date: April 19, 2024

To: Bilierae Johnson, City Secretary, CSO

From: Ayeh Powers, Managing Attorney, CAO

Re: **Correction to Administrative Action No. 24-5543
for Kwame Walker & Associates**

On Administrative Action No. 24-5543, please document the following correction to the Contract Term end date:

Remove: to ~~10/31/2023~~

Correction: to 4/30/2024

Thank you.

Ayeh Powers


Ayeh Powers (Apr 19, 2024 14:50 CDT)

Ayeh B. Powers
Managing Attorney

Apr 19, 2024

Date

4/24/24

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">245543</div> EFFECTIVE DATE Apr 10, 2024 <u>STF</u>																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; font-weight: bold;"> RECEIVED 2024 APR 10 AM 9:45 CITY SECRETARY DALLAS, TEXAS </div> </div>																																														
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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																																															
Supplier Name: Kwame Walker & Associates						Supplier No. 354093																																									
Subject: Lobbying Services in a Special Session of the Texas Legislature																																															
Lead Dept: City Attorney's Office																																															
Action Requested: Approval of a contract with Kwame Walker & Associates for lobbying services provided to the City for a Special Session of the Texas Legislature.																																															
Contract Number: ATT-2024-00024697		Contract Term: 10/01/23		to 10/31/23																																											
Background: The Texas Legislature entered into a Special Session in October 2023. It was necessary to have the City's interests represented during the Special Session by Kwame Walker & Associates.																																															
<div style="display: flex;"> <div style="width: 15%;"> HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/search/ </div> <div style="width: 85%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. </div> </div>																																															
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					-		-																																								

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

<u>Ayeh Powers</u> <small>Ayeh Powers (Apr 9, 2024 16:59 CDT)</small> By Department Director	Apr 9, 2024 Date	<u>Stephen T. Freeland</u> <small>Stephen T. Freeland (Apr 10, 2024 09:16 CDT)</small> Approved as to Form by City Attorney	Apr 10, 2024 Date
<u>[Signature]</u> <small>tc broadnax (Apr 10, 2024 07:52 CDT)</small> By City Manager		Apr 10, 2024 Date	

245544

RECEIVED

2024 APR 19 PM 3:52

CITY SECRETARY
DALLAS, TEXAS



Memorandum

Date: April 19, 2024

To: Bilierae Johnson, City Secretary, CSO

From: Ayeh Powers, Managing Attorney, CAO

Re: **Correction to Administrative Action No. 24-5544
for Burklund Consulting, LLC**

On Administrative Action No. 24-5544, please document the following correction to the Contract Term end date:

Remove: to ~~10/31/2023~~

Correction: to 4/30/2024

Thank you.

Ayeh Powers


Ayeh Powers (Apr 19, 2024 14:51 CDT)

Ayeh B. Powers
Managing Attorney

Apr 19, 2024

Date

4/26/24

 City of Dallas	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.						245544	
							EFFECTIVE DATE	
						Apr 10, 2024		STF

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

<input type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name: Burklund Consulting, LLC	Supplier No. VC25733				
Subject: Lobbying Services in a Special Session of the Texas Legislature					
Lead Dept: City Attorney's Office					
Action Requested: Approval of a contract with Burklund Consulting, LLC for lobbying services provided to the City for a Special Session of the Texas Legislature					
Contract Number:	ATT-2024-00024706	Contract Term:	10/01/23	to	10/31/23
Background: The Texas Legislature entered into a Special Session in October 2023. It was necessary to have the City's interests represented during the Special Session by Burklund Consulting, LLC.					
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/					
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.					

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0100	DWU	7015		3099		MASC- ATT-2024-00024706	\$4,545.45
						-	\$0.00
						-	\$0.00
Financing:							TOTAL: \$4,545.45

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.

Ayeh Powers
 Ayeh Powers (Apr 10, 2024 09:55 CDT)
 By Department Director

Apr 10, 2024
 Date

Stephen T. Freeland
 Stephen T. Freeland (Apr 10, 2024 11:43 CDT)
 Approved as to Form by City Attorney

Apr 10, 2024
 Date

lc broadmax
 lc broadmax (Apr 10, 2024 11:42 CDT)
 By City Manager

Apr 10, 2024
 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

245545

EFFECTIVE DATE

Apr 9, 2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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
2024 APR 10 PM 1:4
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

Supplier Name: Impact DataSource, LLC

Supplier No. VC31253

Subject: Fiscal Impact Analysis Software

Lead Dept: Office of Economic Development

Action Requested:

Authorize a three-year subscription agreement with Impact DataSource, LLC for access to their economic fiscal impact platform which will allow the Office of Economic Development (ECO) to calculate the economic impact of various deals based on several factors. The amount of this agreement shall not exceed \$28,500.00

Contract Number: ECO-2024-00024444 Contract Term: 5/1/2024 to 4/30/2027

Background:

Impact DataSource provides access to economic modeling and analysis software. Impact DataSource offers a software called Impact DashBoard which helps translate project ideas into hard data that stakeholders can understand. Software allows user to input various economic data to calculate results specific to the Dallas area.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/passcmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☒ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	ECO	1164		3341		MASC ECO-2024-00024444	\$28,500.00
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$28,500.00

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
						%

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

3/19/2024

Apr 10, 2024

By Department Director

Approved as to Form by City Attorney

Date

Apr 9, 2024

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

245546

EFFECTIVE DATE

Apr 10, 2024

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

- ☐ a. Contracts of \$100,000 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%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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 ☒ No3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. ☐ Yes ☒ No4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No N/A

Supplier Name: West Publishing Corporation DBA a Thomson Reuters Business Supplier No. 259347

Subject: Business Intelligence Software

Lead Dept: Office of Economic Development

Action Requested: Authorize a three-year contract with West Publishing Corporation, to provide access to Westlaw, an online research subscription service and associated services to be used by ECO, from October 1, 2024 through September 30, 2027 in an amount totaling \$18,922.92.

Contract Number: ECO-2024-00024574 Contract Term: 10/1/2024 to 09/30/2027

Background: Research from Westlaw's aggregated legal, news, and businesses sources will assist ECO in developing strategies required to make informed decisions related to projects under consideration by the City. Supplier will provide ECO with online access to Westlaw research databases containing information on 1) legal cases, statutes, court orders, international law, and jury instructions; 2) news sources; and 3) intelligence information.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

☒ NO, there are no HUB's in Dallas County to contact for this business category.

☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	ECO	1164		3341		MASC ECO-2024-00024574	\$18,922.92
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$18,922.92

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.

3/27/2024

Diana Gutknecht

Apr 10, 2024

By Department Director

Date

majed Al-ghafry

By City Manager


Approved as to Form by City Attorney

Apr 10, 2024

DMG

Date

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>					ADMINISTRATIVE ACTION 245547	
						EFFECTIVE DATE Apr 9, 2024	

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

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement 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%).

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☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name:	SHI Government Solutions, Inc.	Supplier No.	502145
Subject:	Electronic Plan Review System (EPRS)		
Lead Dept:	Information and Technology Services		

Action Requested: Authorize supplemental agreement No. 5 to accept SOW to implement the integration of ProjectDox with new Accela permitting system authorized by Resolution No. 18-0204.

Contract Number:	DSV-2018-00004689	Contract Term:	1/24/2018	to	9/30/2024
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Background: Statement of work for the integration of ProjectDox using existing contract dollars. The SOW total is \$51,400. No increase to overall contract value.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

☒ NO, there are no HUB's in Dallas County to contact for this business category.

☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
							\$0.00
Financing:						No cost consideration	
						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
	5	18-0204	1/24/2018	\$2,245,136.00	\$1,088,332.04	\$3,333,468.04	48.47%

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


 William Zielinski (Mar 27, 2024 09:28 CDT)
 By Department Director


Mar 27, 2024
 Date


 Approved as to Form by City Attorney


Apr 9, 2024
 Date


 Robert Perez (Apr 9, 2024 1:39 CDT)
 By City Manager


Apr 9, 2024
 Date


 CITY OF DALLAS	ADMINISTRATIVE ACTION	245548
	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.	EFFECTIVE DATE
		Apr 4, 2024

1. Place an "X" in the appropriate box for the approval of:								
<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement 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: \$100,000 or less, per City Code Sec. 2-34.							
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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): Council Resolution No. 21-1117 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.							<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 checked="" type="checkbox"/> Yes <input 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	
Supplier Name: Kinetech Cloud, LLC				Supplier No. VC22849				
Subject: Maintenance for the Emergency Rental Assistance Database								
Lead Dept: Information and Technology Services								
Action Requested: Authorize Supplemental Agreement No. 2 to Administrative Action 22-5903 for one (1) year continuation of contract for licenses of the relevant Software as a Service (SaaS) database utilized by the Emergency Rental & Utility Assistance Program.								
Contract Number:		DSV-2022-00019117		Contract Term:		3/15/2024 to 3/14/2025		
Background: Council Resolution 21-1117 approved the execution of all documents and agreements necessary for the Emergency Rental Assistance Program. The continuation of this contract will provide ongoing Services / Support for citizens as part of the City's continuous commitment to offer housing assistance via emergency rental payment funds.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/								
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	FC19	MGT	918G		3099		MASC DSV-2022-00019117	\$159,240.00
Financing:		ARPA Emergency Rental Assistance Round 2 (subject to annual appropriations)					TOTAL:	\$159,240.00
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	22-5903	3/15/2022	\$290,230.00	\$25,280.00	\$474,750.00	54.8%


 William Zielinski (Feb 14, 2024 12:18 CST)
 By Department Director

Feb 14, 2024
 Date


 Diana Gutknecht (Apr 4, 2024 17:10 CDT)
 Approved as to Form by City Attorney DMG
 Date


 Robert Perez (Apr 4, 2024 16:34 CDT)
 By City Manager

Apr 4, 2024
 Date

Revised-Office Of Procurement Services

REV 7/2021

245549

Exhibit C
Memorandum

RECEIVED

2024 APR 25 PM 4:16

CITY SECRETARY
DALLAS, TEXASCITY OF
DALLAS

DATE 04/25/2024

TO City Secretary
SUBJECT Correction to AA 24-5549

This is the first ☒ (Y) ☐ (N) correction to the subject Administrative Action. If no, attach copies of any previous approved correction memos.

The subject Administrative Action was approved on 04/11/2024 authorizing

Authorize a ratification payment of \$7,125.00 to Morris and McDaniel, Inc., for development of the Dallas Fire Rescue Captain Assessment Center administered on June 27, 2023.

Change(s) is/are needed to correct (select all applicable):

☒ Typo

☐ Financial/funding information

☐ Obvious error from CR context

Administrative Action Section Contract Number should read as follows:

CVS-2024-00024828

~~CVS-2024-00023487~~

Department: Civil Service

Director (or designee.):

Jarred Davis (Apr 25, 2024 15:18 CDT)

Signature

Jarred Davis

Print Name

Apr 25, 2024

Date

Attachment for reference: Administrative Action 24-5549, and if applicable, previous correction memo(s)

OFS: ☐ Approved

☐ Denied

Is ATT Approval Needed? ☐ Y ☒ N

OFS:

Signature

Date

Print Name

ATT: ☐ Approved

☐ Denied

Assistant City Attorney:

Signature

Date

Print Name



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

245549

EFFECTIVE DATE

Apr 10, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: Morris and McDaniel, Inc.

Supplier No. VS93376

Subject: Development of Assessment Centers and Written Exams

Lead Dept: Civil Service

Action Requested:

Authorize a ratification payment of \$7125.00 to Morris and McDaniel, Inc for development of the Dallas Fire Rescue Captain Assessment Center administered on June 27, 2023

Contract Number: CVS-2024-00023487

Contract Term:

to

Background:

The Civil Service Department along with Morris and McDaniel conduct Assessment Centers for DFR's Fire Lieutenant position as a part of the promotional process for the Dallas Fire Rescue Department. This process includes accommodations for all assessors and the consultants during the Assessment Center.

HUB
Check appropriate
Box

<https://mycpa.cpa.state.tx.us/passcblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
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- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.
- N/A: CM-LC

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DFD	HS00	DF03	3090		-	\$7,125.00
						-	\$0.00
						-	\$0.00
Financing:							TOTAL: \$7,125.00

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
			20.00		20.00	%

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

Jarred Davis

Jarred Davis (Apr 10, 2024 14:19 CDT)

By Department Director

Apr 10, 2024

Date

Apr 10, 2024

Date


Approved as to Form by City Attorney

Jon Fortune (Apr 10, 2024 14:44 CDT)

By City Manager

Apr 10, 2024

Date

 City of Dallas	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.	245550
		EFFECTIVE DATE
		Apr 10, 2024

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

<input checked="" type="checkbox"/>	a. Contracts of \$100,000 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%).
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<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.

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

Supplier Name:	Safeware, INC.	Supplier No.	VC14210																																								
Subject:	Purchase of Handheld Gas Identification System																																										
Lead Dept:	Dallas Fire Rescue																																										
Action Requested:	Authorize the purchase of one (1) Handheld Gas Identification System, associated supplies and a one day, on-site operator training class with Safeware, INC. through Omnia Partners cooperative agreement #4400008468 in an amount not to exceed \$59,085.39.																																										
	Contract Number:	DFD-2024-00024637	Contract Term: One time to																																								
Background:	This item will allow for the purchase of one hand held gas identifying system to be used by the Dallas Fire Rescue HAZMAT team during emergency response situations. This equipment can accurately detect and identify approximately 5600 unknown chemical threats and complex mixtures in real time. This equipment can be used to continuously monitor for Chemical Warfare Agents such as; Nerve Agents, Blister Agents and Choking Agents unknown Toxic Industrial compounds (TICs), Toxic Industrial Materials (TIMs) and Volatile Organic Compounds (VOCs)																																										
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																										
Funding:	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>F725</td> <td>MGT</td> <td>324C</td> <td></td> <td>2890</td> <td></td> <td>RQS 00000198528</td> <td>\$59,085.39</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Financing:</td> <td colspan="4">2022 Homeland Security-Urban Area Security Initiative 23-25</td> <td>TOTAL:</td> <td>\$59,085.39</td> </tr> </tbody> </table>			FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	F725	MGT	324C		2890		RQS 00000198528	\$59,085.39							-	\$0.00							-	\$0.00	Financing:		2022 Homeland Security-Urban Area Security Initiative 23-25				TOTAL:	\$59,085.39
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																				
F725	MGT	324C		2890		RQS 00000198528	\$59,085.39																																				
						-	\$0.00																																				
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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.**

<u>Alexander Rodriguez</u> Alexander Rodriguez (Apr 10, 2024 11:58 CDT) By Department Director	Apr 10, 2024 Date	<u>Rory Mcanally</u> Approved as to Form by City Attorney Apr 11, 2024 Date
<u>Jon Fortune</u> Jon Fortune (Apr 10, 2024 12:01 CDT) By City Manager	Apr 10, 2024 Date	

 City of Dallas	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.						245551	
							EFFECTIVE DATE	
						04-12-24		

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

☐ a. Contracts of \$100,000 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%).

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☐ 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

Supplier Name:	Foundation Communities, Inc.	Supplier No.	VS0000081894
Subject:	ARPA Free Tax Assistance Program		
Lead Dept:	Office of Community Care		
Action Requested:	Authorize an amendment to the agreement with Foundation Communities, Inc., to provide an updated Exhibit B-1 – Monthly Activities Report (Direct Benefits).		
	Contract Number:	OCC-2022-00018237	Contract Term: 09-28-22 to 09-27-24
Background:	Foundation Communities have a proven record of providing high-quality VITA services in both Central and North Texas for any low- to moderate-income household that seeks our services, as well as leveraging their partnerships with United Ways, university business schools, nonprofit tax center sites, and other community funding partners to provide the resources and volunteers needed to serve the community.		
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.		

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
	2	22-1471	11-14-22	\$400,000.00	\$400,000.00	\$800,000.00	0%


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


 Jessica Galleghaw (Apr 9, 2024 09:26 CDT)
 By Department Director

Apr 9, 2024
 Date


 Approved as to Form by City Attorney
 Apr 12, 2024
 Date


 Apr 12, 2024
 By City Manager Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245552</div>		
							EFFECTIVE DATE Mar 18, 2024		
1. Place an "X" in the appropriate box for the approval of:									
<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input checked="" type="checkbox"/> a. Contracts of \$100,000 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 10%). <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 1.2em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">2024 APR 12 AM 11:09</div> </div> </div>									
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 N/A									
Supplier Name:		Philip Bleakney Golf Shop, Inc				Supplier No.		VS0000006814	
Subject:		Golf Course Management and Operation							
Lead Dept:		PKR							
Action Requested:		Authorize Supplemental Agreement No. 3 to the Golf Pro Contract approved by City Council on June 11, 2008, per Resolution No. 08-1654. This Supplemental Agreement extends this contract for 1 year with no cost.							
		Contract Number:		BLZ0825		Contract Term:		12/30/2023 to 12/29/2024	
Background:		The City Council approved a Contract with the concessionaire whereby the concessionaire operates and manages the golf pro shop, golf play, golf cart rentals, food and drink concessions, merchandise, alcohol sales and the use of the golf courses by providing lessons and organized place, among its other duties. The Texas Comptroller of Public Accounts has determined that under the current contractual arrangement between the City and Concessionaire, the sales and use taxes must be collected from green fees associated with public golf courses and paid to the comptroller. The city and the concessionaire are amending the contract to clarify that the concessionaire shall be responsible for the collection and payment of all sales and use taxes associated with the green fees and other services and goods provided under the contract.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearhc/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								- BLZ0825	\$0.00
								-	\$0.00
								-	\$0.00
		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	

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



By Department Director

Mar 18, 2024


Date


Christine Lanners (Apr 13, 2024 2:13:39 CDT)

Approved as to Form by City Attorney

Apr 11, 2024


Date



By City Manager

Mar 18, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>		ADMINISTRATIVE ACTION 245553	
			EFFECTIVE DATE Mar 18, 2024	

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

<input checked="" type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.


2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.	<input checked="" type="checkbox"/> Yes <input 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 N/A

Supplier Name: Jim Henderson	Supplier No. VS0000018788
Subject: Golf Course Management and Operation	
Lead Dept: PKR	
Action Requested:	Authorize Supplemental Agreement No. 3 to the Golf Pro Contract approved by City Council on June 11, 2008, per Resolution No. 08-1654. This Supplemental Agreement extends this contract for 1 year with no cost.
Contract Number:	BLZ0825
Contract Term:	12/30/2023 to 12/29/2024
Background:	The City Council approved a Contract with the concessionaire whereby the concessionaire operates and manages the golf pro shop, golf play, golf cart rentals, food and drink concessions, merchandise, alcohol sales and the use of the golf courses by providing lessons and organized place, among its other duties. The Texas Comptroller of Public Accounts has determined that under the current contractual arrangement between the City and Concessionaire, the sales and use taxes must be collected from green fees associated with public golf courses and paid to the comptroller. The city and the concessionaire are amending the contract to clarify that the concessionaire shall be responsible for the collection and payment of all sales and use taxes associated with the green fees and other services and goods provided under the contract.
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearich/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						- BLZ0825	\$0.00
						-	\$0.00
						-	\$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
					-		

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



By Department Director

Mar 18, 2024

Date



Christine Lanners (Mar 19 2024 09:33 CDT)

Approved as to Form by City Attorney

Mar 19, 2024


Date



Mar 18, 2024


By City Manager

Date

 City of Dallas	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.						245554		
							EFFECTIVE DATE		
							Apr 8, 2024		
1. Place an "X" in the appropriate box for the approval of:									
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">APR 12 PM 2:00</div> </div> </div>									
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 N/A			
Supplier Name:		Garrett Group Regulatory Consulting LLC				Supplier No.		VC29288	
Subject:		Authorize ratification of outstanding invoices totaling the amount of \$29,362.50 for Natural Gas Rate Case Consulting. Services were provided 05/17/2023.							
Lead Dept:		Budget and Management Services							
Action Requested:		Authorize ratification of outstanding invoices totaling the amount of \$29,362.50 for Natural Gas Rate Case Consulting. Services were provided 05/17/2023.							
		Contract Number:		BMS-2024-00024054		Contract Term:		01/01/2023 to 09/30/2024	
Background:		Garrett Group Regulatory Consulting, LLC ("GGRC") is firm specializing in gas and electric utility regulation. GGRC has a successful record of independent regulatory consulting primarily on behalf of consumer groups, including municipal, commercial and industrial clients. GGRC consultants have extensive experience in the utility regulatory field as expert analysts and witnesses in regulatory proceedings. Recently, GGRC has performed consulting services on behalf of the City of Dallas in the 2017 Atmos Pipeline Texas general rate case, GUD No. 10580.							
HUB Check appropriate Box https://mycpa.co.a.state.tx.us/tpa/sscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	BMS	1991	OF01	3070		BMS-2024-00024054	\$29,362.50
									\$0.00
									\$0.00
		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	

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

<u>Janette Weedon</u> By Department Director	4/8/2024 Date	<u>Diana Gutknecht</u> <small>Diana Gutknecht (Apr 12, 2024 12:30 CDT)</small> Approved as to Form by City Attorney	Apr 12, 2024 Date
<u>Jack Ireland</u> <small>Jack Ireland (Apr 8, 2024 11:45 CDT)</small> By City Manager		Apr 8, 2024 Date	

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>					ADMINISTRATIVE ACTION 245555																																									
						EFFECTIVE DATE 03-25-24																																									
1. Place an "X" in the appropriate box for the approval of:																																															
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input checked="" 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED 2024 APR 12 PM 4:07 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>																																															
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 N/A																																									
Supplier Name: Benefits Data Trust					Supplier No. VC27617																																										
Subject: ARPA Benefits Navigation Program																																															
Lead Dept: Office of Community Care (OCC)																																															
Action Requested: Authorize an amendment to the contract with Benefits Data Trust, to correct the zip code, change the words on page 37 of the contract from, "Quarterly Activities" to Monthly Activities Report (Direct Benefits) and provide an updated Exhibit B-1 – Monthly Activities Report (Direct Benefits).																																															
Contract Number:		OCC-2022-00018237		Contract Term:		04-12-23 to 04-11-24																																									
Background: BDT seeks to support and inform the deployment of a benefits navigation system across the City of Dallas that centers the people who will interact with the benefits system, including eligible individuals and families and the institutions that support them.																																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">FUND</th> <th style="width:10%;">DEPT</th> <th style="width:10%;">UNIT</th> <th style="width:10%;">ACTV</th> <th style="width:10%;">OBJ</th> <th style="width:15%;">PROGRAM</th> <th style="width:30%;">ENCUMBRANCE TYPE and NUMBER</th> <th style="width:15%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">-</td><td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">-</td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">-</td><td></td> </tr> <tr> <td colspan="6">Financing:</td> <td style="text-align: right;">TOTAL:</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT							-	\$0.00							-								-		Financing:						TOTAL:	\$0.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
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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																																								
		1	23-0484	05-01-23	\$2,750,000.00	\$0.00	\$2,750,000.00																																								
							0%																																								

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


 Jessica Galleshaw (Mar 25, 2024 13:14 CDT)
 By Department Director

Mar 25, 2024

Date


 Suzanne Knuppel (Mar 28, 2024 14:39 CDT)

Mar 28, 2024

Date


Approved as to Form by City Attorney



Mar 25, 2024

Date


By City Manager

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245556</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 3, 2024</div>																								
	1. Place an "X" in the appropriate box for the approval of:																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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 15%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED APR 15 AM 8:22 CITY SECRETAR DALLAS, TEXAS </div> </div>																														
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																									
Supplier Name: Greater Dallas Choral Society				Supplier No. VC30260																											
Subject: Arts Activate 2024 – Round 2																															
Lead Dept: Office of Arts & Culture																															
Action Requested: The Greater Dallas Choral Society plans a weeklong Summer Singing Outreach Camp for socioeconomically diverse children in grades 3–7. Led by Artistic Director Kim Ahrens, the camp offers music education, vocal technique coaching, and team-building activities. The goal is to provide an inclusive musical experience, with current members serving as junior counselors, fostering leadership skills. Event will be open-to-the-public. 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.																															
<div style="display: flex; justify-content: space-between;"> <div> Contract Number: OCA-2023-00023138 (CR-00026826) </div> <div> Contract Term: AA Effective Date </div> <div> to 9/15/2024 </div> </div>																															
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.																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																															
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																								
0001	OCA	4880	CA01	3089		MASC OCA-2023-00023138	\$12,000.00																								
Financing: General Fund						TOTAL:	\$12,000.00																								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Supplemental Agreement No.</th> <th style="width:15%;">Base CR/AA No.</th> <th style="width:15%;">Base Contract Date</th> <th style="width:15%;">Base Contract Amount</th> <th style="width:15%;">Sum of Previous Supplemental Agreements</th> <th style="width:15%;">Total Contract Amount Including this Action</th> <th style="width:15%;">Total Supp'l Agreement Percentage</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								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	<input checked="" type="checkbox"/>																
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<input checked="" type="checkbox"/>																															

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


 Martine Philippe (Apr 3, 2024 15:59 CDT)
 By Department Director

Apr 3, 2024
 Date


 Suzanne Knuppel (Apr 4, 2024 11:48 CDT)
 Approved as to Form by City Attorney


Apr 4, 2024
 Date



By City Manager

Date

Apr 3, 2024

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">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>		ADMINISTRATIVE ACTION 245557	
			EFFECTIVE DATE Apr 8, 2024	

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

☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.

☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name:	Ana Parada dba Representa Foundation	Supplier No.	VC22486					
Subject:	Arts Activate 2024 – Round 2							
Lead Dept:	Office of Arts & Culture							
Action Requested:	Representa Foundation's project celebrates Colombia's diversity through a musical and dance journey. Engaging local artists, young participants, and families from Dallas, the project explores five main regions: Caribbean, Pacific, Andes, Amazon, and Eastern Plains. Through workshops and performances, the project aims to build a passionate community, support local artists, and present an educational yet entertaining program showcasing Latin American culture. Event will be open-to-the-public. 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-2023-00023138 (CR-00026833)	Contract Term: AA Effective Date to 9/15/2024					
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.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023138	\$12,000.00
	Financing: General Fund						TOTAL:	\$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	


 Martine Philippe (Apr 5, 2024 10:42 CDT)
 By Department Director

Apr 5, 2024
Date


 Suzanne Knuppel (Apr 9, 2024 11:22 CDT)
 Approved as to Form by City Attorney

Apr 9, 2024
Date

Apr 8, 2024

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

245558

EFFECTIVE DATE

4/01/2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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 ☒ No3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. ☐ Yes ☒ No4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No

Supplier Name: **Atilano Torres dba Torres Construction – Contractor**
Arthur James Russell - Homeowner Supplier No. 337798

Subject: Home Improvement and Preservation Program (HIPP Repair)

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Amendment to **increase** the amount of the executed agreement for payment for the Home Improvement and Preservation Program project at property address **10123 Homeplace Dr. Dallas, Texas 75217** increasing the loan amount from **\$31,414.50** to **\$47,244.50** and lead based grant amount **decreased** from **\$6,192.80** to **\$1,500.00** and extending the completion deadline.

Contract Number: HOU-2021-00014972 Contract Term: Effective Date of the AA above to

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 **Arthur James Russell**.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpas/scmbisearch/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
☒ NO, there are no HUB's in Dallas County to contact for this business category.
☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
CD19	HOU	976D		3100	HIPP	DO - 907079	\$48,744.50
						-	
						-	
Financing:						TOTAL:	\$48,744.50

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.

Darwin M. Wade

By Department Director

Date

majed Al-ghafry
majed Al-ghafry (Apr 1, 2024 14:42 CDT)

By City Manager

Hannah Minton
Hannah Minton (Apr 2, 2024 10:13 CDT)

Approved as to Form by City Attorney

HM

Date

04/01/2024

Date

245559

MEMORANDUM RECEIVED

2024 MAY -7 AM 8:53

DATE May 3, 2024

TO City Secretary's Office
CITY SECRETARY
DALLAS, TEXAS

City of Dallas

SUBJECT Correction to AA 24-5559

This is the correction to ARPA Home Repair AA 24-5559 for the address 4724 Nome St. Dallas, Texas 75216.

Background: On December 8, 2021, the Dallas City Council approved Resolution 21-2022, which established the ARPA program to support the preservation of affordable housing and infrastructure improvements in Qualified Census Tracts (QCTs), including but not limited to Freedman's towns, Tenth Street Historic District, 5-Mile Neighborhood and Joppa/Joppee. ARPA Targeted Home Repair Program funding enables qualified Dallas residents and homeowners to access the help they need to invest in their properties and get or stay up to code. On November 9, 2022, through Resolution 22-1670, the Dallas City Council expanded eligible service areas, modified modifications to qualified infrastructure improvements, and allowed for additional incoming ARPA funding to be allocated to home repair for qualified households City-wide through the program..

Change(s) is/are needed to correct (select all applicable):

☐ Typo ☒ Financial/funding information ☐ Obvious error from CR context

AA 24-5559 was recorded on 04/09/2024. However, after recording, the funding information changed. The correct funding information should read as follows:

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE & NUMBER	AMOUNT
Funding:	OA72	HOU	AR47		3099		DO	\$36,231.00
	Financing:						TOTAL:	\$36,231.00

Department: Housing & Neighborhood Revitalization

Reginald Giles

Reginald Giles (May 3, 2024 10:30 CDT)

Reginald Giles, ARPA Project Manager

Cynthia Rogers-Ellickson

Cynthia Rogers-Ellickson, Director


May 3, 2024

Date

May 3, 2024

Date

R 5/8/24

 City of Dallas	ADMINISTRATIVE ACTION						245559		
	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.								EFFECTIVE DATE
									04/09/2024

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

<input type="checkbox"/>	a. Contracts of \$100,000 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 3%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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 N/A

Supplier Name:	Torres Construction – Contractor Larry Ragland - Homeowner	Supplier No.	337798
Subject:	ARPA – Joppa/Joppee Neighborhood		
Lead Dept:	Housing & Neighborhood Revitalization		

Action Requested:	Execute agreement for payment for ARPA Targeted Home Repair Program at property address 4724 Nome St, Dallas, TX, 75216 in the amount of \$36,231.00 from the ARPA grant.						
	Contract Number:	HOU-2023-00022385	Contract Term:	Effective Date of the AA above	to	One year from the effective date	

Background:	On December 8, 2021, the Dallas City Council approved Resolution 21-2022, which established the ARPA program to support the preservation of affordable housing and infrastructure improvements in Qualified Census Tracts (QCTs), including but not limited to Freedman's towns, Tenth Street Historic District, 5-Mile Neighborhood and Joppa/Joppee. ARPA Targeted Home Repair Program funding enables qualified Dallas residents and homeowners to access the help they need to invest in their properties and get or stay up to code. On November 9, 2022, through Resolution 22-1670, the Dallas City Council expanded eligible service areas, modified modifications to qualified infrastructure improvements, and allowed for additional incoming ARPA funding to be allocated to home repair for qualified households City-wide through the program.						
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HUB Check appropriate Box	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.						
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Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	FC18	HOU	AD47		3100	ARPA	- DO	\$36,231.00
							-	\$0.00
							-	\$0.00
	Financing:						TOTAL:	\$36,231.00

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
							%


RECEIVED

21 APR 15 PM 4:58

CITY SECRETARY
DALLAS, TEXAS

 Cynthia Rogers-Ellickson (Mar 19, 2024 13:42 CDT) By Department Director	Mar 19, 2024 Date  By City Manager	 Hannah Minton (Apr 9, 2024 11:16 CDT) Approved as to Form by City Attorney HM Apr 9, 2024 Date
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04-09-2024

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245560</div>	
							EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">04/01/2024</div>	

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

<input type="checkbox"/>	a. Contracts of \$100,000 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 2%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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
 APR 15 PM 5:04
 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 checked="" type="checkbox"/> Yes <input 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 N/A

Supplier Name:	Corgan Associates, Inc.	Supplier No.	VS0000011627
Subject:	Design, planning and construction administration services at the Dallas Museum of Arts (DMA)		
Lead Dept:	Building Services		
Action Requested:	Authorize Supplemental Agreement No. 3 to professional services contract with Corgan Associates, Inc., to provide additional architectural and engineering design services at the Dallas Museum of Art, located at 1717 North Harwood Street, in an amount not to exceed \$51,750.00, from \$409,500.00 to \$461,250.00.		
	Contract Number:	BSD-2023-00021154	Contract Term: 02/24/2023 to 02/24/2025
Background:	This action will allow Corgan Architects to provide services for design changes resulting from additional environmental remediation, restroom and fire protection system updates to meet current codes, and preparation of a Conceptual Construction Cost Budget.		
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.		

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0671	BSD	W927	CULF	3099	AUG22FLOOD	CX BSD-2023-00021154.1	\$51,750.00
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$51,750.00

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
	03	AA23-5437	02/24/23	\$75,250.00	\$334,250.00	\$461,250.00	613%

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



By Department Director

04/01/2024

Date



Christine Lanners (Apr 15, 2024 16:43 CDT)

Approved as to Form by City Attorney

04/15/2024

Date



Robert Perez (Apr 1, 2024 10:56 CDT)

By City Manager

04/01/2024

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**245561****EFFECTIVE DATE**

Apr 8, 2024

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

- ☒ a. Contracts of \$100,000 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%).
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- ☐ 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
2024 APR 16 AM 8:35
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

Supplier Name: Just For Your Presentation Audio Visual Services

Supplier No. VC21164

Subject: Audio Technician

Lead Dept: PKR

Action Requested:

Authorizing funding for \$10,000.00 for audio setup and breakdown, video setup, lighting setup for 2 PKR events. Employee Awards Friday, April 12, and Volunteer Awards Saturday, April 13, 2024.

Contract Number: PKR-2024-00024749 Contract Term: NTP to 4/8/2025

Background:

JFYP Audio Visual Services is a company providing audio-visual presentations for corporate, hospitality and event clients in the Dallas - Fort Worth market. Owner, Alfredo "Freddy" Salinas' 40 years of audio-visual business experience has helped him successfully manage and operate great quality work.

Mr. Salinas believes that the core of his brand is a service provider that is very dependable, very Background: professional, always on time, backed by excellent and state-of-the-art equipment and techniques, and 100% service oriented. "We get it done correctly, the first time," he says. "Clients can depend on me." Mr. Salinas tries to project an image that he and his crew are "clean-cut" professionals. His employees wear black shirts and jeans on all jobs. For example, he aims to overdress for client meetings and believes that one of his main assets is that he's personable. In all things, he tries to project that his is a larger business than it is. "I try not to let them know I'm small," he says. "If you think small, you're going to be small."

HUB
Check appropriate
Box
<https://mycpe.cpa.state.tx.us/tpasscmblsearch/>

- ☒ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5168		3070		-CX PKR-2024-00024749	\$10,000
						-	
						-	

Financing:

TOTAL:

\$10,000

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 Supp't Agreement Percentage
			0.00		0.00	%

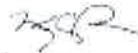
APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.



By Department Director

4/4/26

Date



By City Manager

Christine Lanners

Christine Lanners, Notary Public, State of California

Approved as to Form by City Attorney

Apr 8, 2024

Date

Apr 5, 2024

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

245562

EFFECTIVE DATE

Apr 1, 2024

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

- ☒ a. Contracts of \$100,000 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%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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
2024 APR 16 AM 8:35
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

Supplier Name: Timothy D. Bowen DBA Play-Well TEKologies

Supplier No. VC0000011197

Subject: Out-of-School Time Enrichment Program

Lead Dept: PKR

Action Requested:

Authorize encumbrance of \$27,000.00 for Timothy D. Bowen dba Play-Well TEKologies. Vendor will be providing STEM classes, Legos, Engineering at the Dallas ISD Out of School Time 9 sites. Timothy D. Bowen dba Play-Well TEKologies will provide staff and materials for the duration of the program. Contact: Christi Giles 214-761-1793

Contract Number: PKR-2024-00024293 Contract Term: 4/1/2024 to 9/30/2024

Background:

At Timothy D. Bowen dba Play-Well TEKologies, we know that kids are already naturally gifted creators. What we strive to provide is an environment where students can create without fear of mistakes, explore fundamental STEM concepts through play, and express their creativity in ways they never thought possible. With tens of thousands of LEGO@ pieces and the guidance of our passionate instructors, the possibilities are truly endless!

HUB
Check appropriate
Box

[https://mycpa.cp
a.state.tx.us/tpa
sscmbsearch/](https://mycpa.cp
a.state.tx.us/tpa
sscmbsearch/)

- ☒ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		737J					\$3,000.00
		739J					\$3,000.00
		744J					\$3,000.00
		741J					\$3,000.00
CD23	PKR	742J	N/A	3070		MASC PKR-2024-0002493	\$3,000.00
		738J					\$3,000.00
		743J					\$3,000.00
		736J					\$3,000.00
		745J					\$3,000.00

Financing:

TOTAL: \$27,000.00

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		0.00	%

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

John Jenkins

John Jenkins (Mar 26, 2024 10:12 CDT)

By Department Director

Mar 26, 2024

Date

Christine Lanners

Christine Lanners (Apr 9, 2024 11:17 CDT)

Approved as to Form by City Attorney

Apr 9, 2024

Date


OA

758R

Apr 1, 2024

By City Manager

Date

 City of Dallas	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.						245563								
							EFFECTIVE DATE								
							Apr 1, 2024								
1. Place an "X" in the appropriate box for the approval of:															
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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 5%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; font-size: 10pt;"> RECEIVED 2024 APR 16 AM 8:35 CITY SECRETARY DALLAS, TEXAS </div> </div>															
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									
Supplier Name:				Excelsior Transitional Academy, Inc.		Supplier No.		VC29108							
Subject:				Summer Vendor											
Lead Dept:				Park and Recreation											
Action Requested:				Authorizing a funding of \$7,000.00 with Excelsior Transitional Academy, Inc. This company will be providing literacy services to multiple centers throughout the summer. Their program will run from June 3 rd through August 2 nd , 2024 Contact: Brendan Collins: (214) 671-1668											
				Contract Number:		PKR-2024-00024142		Contract Term:		NTP to 12/31/2024					
Background:				Excelsior Transitional Academy's mission: to provide rigorous, early literacy instruction to children aged 5-11. The instruction is personalized and based on pre-assessment using methods that have been proven to help children who are not fluent readers. We believe every child has the potential to become proficient, life-long readers.											
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmbi/search/				<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.											
Funding:				FUND		DEPT		UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT	
				0001		PKR		5071	N/A	3099			MASC	PKR-2024-00024142	\$7,000.00
															\$0.00
															\$0.00
															\$0.00
				Financing:						TOTAL:		\$7,000.00			
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				0.00	%

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

John Jenkins
John Jenkins (Mar 26, 2024 10:09 CDT)
By Department Director

Mar 26, 2024
Date

Christine Lanners
Christine Lanners (Apr 9, 2024 09:48 CDT)
Approved as to Form by City Attorney

Apr 9, 2024
Date

OA
OA

7582
By City Manager

Apr 1, 2024
Date

245564

MEMORANDUM**RECEIVED**

2024 MAY -7 AM 8:53

CITY SECRETARY
DALLAS, TEXAS**City of Dallas**

DATE May 3, 2024

TO City Secretary's Office

SUBJECT Correction to AA 24-5564

This is the correction to ARPA Septic Tank Program AA 24-5564 for the address 2187 S. Woody Rd., Dallas, Texas 75253.

Background: On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies..

Change(s) is/are needed to correct (select all applicable):

☐ Typo ☒ Financial/funding information ☐ Obvious error from CR context

AA 24-5564 was recorded on 04/15/2024. However, after recording, the funding information changed. The correct funding information should read as follows:

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE & NUMBER	AMOUNT
Funding:	OA72	HOU	AR53		3099		DO	\$8,500.00
	Financing:						TOTAL:	\$8,500.00

Department: Housing & Neighborhood Revitalization

Reginald Giles

Reginald Giles (May 3, 2024 10:26 CDT)

Reginald Giles, ARPA Project Manager

Cynthia Rogers-Ellickson

Cynthia Rogers-Ellickson, Director

May 3, 2024

Date

May 3, 2024

Date

RG 5/3/24



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

245564

EFFECTIVE DATE

04/15/2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: **Lonestar Drain LLC; dba Discount Restoration. – Contractor**
Douglas Alan Combs and Cherly Ann Combs - Homeowner

Supplier No. VC28204

Subject: ARPA Residential Septic Tank Program

Lead Dept: Housing & Neighborhood Revitalization

Action Requested:

Execute agreement for payment for ARPA Residential Septic Tank Program at property address 2187 S. Woody Rd., Dallas, TX, 75253 in the amount of \$8,500.00 from the ARPA grant.

Contract Number:

HOU-2024-00024345

Contract Term:

Effective Date of the AA above

to

One year from the effective date

Background:

On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☒ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
FC18	HOU	AD53		3100	ARPA	- DO	\$8,500.00
						-	\$0.00
						-	\$0.00
Financing:							TOTAL: \$8,500.00

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
						%

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

Darwin M. Wade

Apr 15, 2024

Marissa Hines

Apr 16, 2024

By Department Director

Date

Approved as to Form by City Attorney

M.H.

Date

maied Al-ghafry
maied Al-ghafry (Apr 15, 2024 14:52 CDT)

By City Manager

Apr 15, 2024

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**245565****EFFECTIVE DATE**

Apr 1, 2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: International Rescue Committee, Inc. Supplier No. VC100372

Subject: #MyDallas Citizenship Services Program - Group 2 Refugee and Asylee Legal Permanent Residents and Group 3 Vulnerable LPR populations needing intensive citizenship preparation services

Lead Dept: Office of Equity and Inclusion – Welcoming Communities and Immigrant Affairs Division

Action Requested: Authorize Supplemental Agreement No. 1 to exercise the renewal option for International Rescue Committee, Inc. to provide outreach, legal screenings, and post screening referrals to Group 2 and Group 3 populations in the City of Dallas for 1 year in an amount not to exceed \$50,000.00 pursuant to Administrative Action 23-5271 and Administrative Direction 4-05 Section 10.5.6.

Contract Number: FHO-2022-00019741 Contract Term: 6/30/2022 to 6/30/2024

Background:

The International Rescue Committee (IRC) is a nonprofit organization that has provided specialized programs to refugee and asylum-seeking communities 1975. IRC has been a Department of Justice-recognized since 1997. The IRC has been a major provider of citizenship legal services, serving as a member of the Dallas-based New Americans Campaign (NAC) for the past eight years. The IRC has participated over the past three years with the City of Dallas/WCIA in its #MyDallas Citizenship campaign, jointly conducting multiple large-scale citizenship workshops. The IRC is especially qualified to reach vulnerable populations with citizenship services owing to its vast experience serving refugees from dozens of different countries and regions of the world.

HUB
Check appropriate
Box
<https://mycpa.cp.state.tx.us/lpa/sscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☒ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	4245	EQU1	3099		MASC- FHO-2022-00019741	\$50,000.00
							\$0.00
							\$0.00
Financing:							TOTAL: \$50,000.00

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
1	235271	6/30/2022-6/30/2023	\$50,000.00	0	\$100,000.00	100%

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

Lindsay Wilson, PhD

Mar 29, 2024 Marissa Hines

Apr 2, 2024

By Department Director

Date

Approved as to Form by City Attorney W/H

Date

Apr 1, 2024

By City Manager

Date

245566

MEMORANDUM**RECEIVED**

2024 MAY -7 AM 8:52

CITY SECRETARY
DALLAS, TEXAS**City of Dallas**

DATE May 3, 2024

TO City Secretary's Office

SUBJECT Correction to AA 24-5566

This is the correction to ARPA Septic Tank Program AA 24-5566 for the address 2132 S. Woody, Dallas, Texas 75253.

Background: On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies..

Change(s) is/are needed to correct (select all applicable):

☐ Typo ☒ Financial/funding information ☐ Obvious error from CR context

AA 24-5566 was recorded on 04/15/2024. However, after recording, the funding information changed. The correct funding information should read as follows:

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE & NUMBER	AMOUNT
Funding:	OA72	HOU	AR53		3099		DO	\$14,900.00
	Financing:						TOTAL:	\$14,900.00

Department: Housing & Neighborhood Revitalization

Reginald Giles

Reginald Giles (May 3, 2024 10:22 CDT)

Reginald Giles, ARPA Project Manager

Cynthia Rogers-Ellickson

Cynthia Rogers-Ellickson, Director


May 3, 2024

Date

May 3, 2024

Date

8/5/24

 City of Dallas	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.						245566	
							EFFECTIVE DATE	
						04/15/2024		

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

☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.

☐ d. Amendments to non-bid contracts: \$100,000 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

2024 APR 16 PM 3:36

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 N/A

Supplier Name:	Atilano Torres dba Torres Construction a Sole Proprietorship – Contractor Kathy Haugen Kelchner- Homeowner	Supplier No.	337798
Subject:	ARPA Residential Septic Tank Program		
Lead Dept:	Housing & Neighborhood Revitalization		

Action Requested:	Execute agreement for payment for ARPA Residential Septic Tank Program at property address 2132 S Woody, Dallas, TX, 75253 in the amount of \$14,900.00 from the ARPA grant.					
	Contract Number:	HOU-2024-00024347	Contract Term:	Effective Date of the AA above	to	One year from the effective date

Background: On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

☒ NO, there are no HUB's in Dallas County to contact for this business category.


☐ NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	FC18	HOU	AD53		3100	ARPA	- DO	\$14,900.00
							-	\$0.00
							-	\$0.00
	Financing:						TOTAL:	\$14,900.00

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.

<u>Darwin M. Wade</u> By Department Director	Apr 15, 2024 Date	<u>Suzanne Knuppel</u> Approved as to Form by City Attorney
	Apr 15, 2024 Date	SK

 City of Dallas	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.	245567
		EFFECTIVE DATE
		04/16/2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name:	Tyler Technologies, Inc.	Supplier No.	VS0000052675
Subject:	Open Data Portal Solution		
Lead Dept:	Information and Technology Services		

Action Requested: Authorize Supplemental Agreement No. 2 to the City's cloud-based open data portal services contract to accept amendment no. 2 to the agreement to add the Financial Insights SaaS services product subscription effective 4/1/2024 for the remaining term of the agreement.

Contract Number:	DSV-2020-00012986	Contract Term:	8/1/2020	to	7/31/2025
-------------------------	-------------------	-----------------------	----------	----	-----------

Background: The council approved a five-year ID/IQ services contract for an open data portal solution. This amendment will restore the financial insights subscription with related datasets and dashboards for the open check book to the City's open data portal and financial transparency site.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

☐ NO, there are no HUB's in Dallas County to contact for this business category.

☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
							MASC	DSV-2020-00012986	\$0.00
							-		\$0.00
							-		\$0.00
	Financing:		Data Services Fund					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	20-0839	5/27/2020	\$446,186.00	\$0.00	\$0.00	0.00%

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

William Zielinski
William Zielinski (Mar 25, 2024 17:27 CDT)

By Department Director

Mar 25, 2024

Date

Robert Perez
Robert Perez (Apr 16, 2024 13:23 CDT)

By City Manager

Suzanne Knuppel
Suzanne Knuppel (Apr 15, 2024 13:21 CDT)

Approved as to Form by City Attorney

04/16/2024

Date

04/15/2024

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

245568

EFFECTIVE DATE

3-13-2024

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

- ☐ a. Contracts of \$100,000 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%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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**Supplier Name:** Carolyn Smith**Supplier No.** VC22572**Subject:** Residential Claim for Moving and Related Expenses**Lead Dept:** Department of Public Works**Action Requested:**

Approval of a Residential Claim for Moving and Related Expenses on behalf of Carolyn Smith who has been displaced as a direct result of property acquisition. Carolyn Smith is eligible to receive a moving expenses payment in the amount of \$2,050.

Contract Number: PBW-2021-00014985 **Contract Term:** 3/08/2024 to 3/08/2025

Background:

On January 27, 2021, the City Council of the City of Dallas adopted Resolution 210225 to acquire property located at 4831 Dolphin Road, Dallas, Texas, to be used in conjunction with the Dolphin Road to Spring Avenue to North Haskell Avenue Project. Carolyn Smith was displaced as a direct result of this property acquisition. Chapter 39A of the Revised Code of Civil and Criminal Ordinances of the City of Dallas provides moving and related expenses for individuals displaced by governmental action. Ms. Carolyn Smith is eligible to receive a Moving Expense Payment of \$2,050.00.

HUB
Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V22	PBW	V139	SRSF	4210	PB17V139	CX- PBW-2021-00014985	\$410.00
0556	PBW	L194	THRG	4210	PB95L194	CX- PBW-2021-00014985	\$1640.00
							\$0.00
Financing:							TOTAL: \$2,050.00

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.Ashley Eubanks

Ashley Eubanks, March 9, 2024

By Department Director

Mar 9, 2024

Date

Matthew Green

Approved as to Form by City Attorney

4/15/24


Date

By City Manager


By City Manager

3/13/24

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION 2 4 5 5 6 9																																	
							EFFECTIVE DATE April 12, 2024																																	
	1. Place an "X" in the appropriate box for the approval of:																																							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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 5%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED 2024 APR 17 AM 11:20 CITY SECRETARY DALLAS, TEXAS </div> </div>																																							
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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 N/A																																		
Supplier Name: GRAPHIC CONTENT, INC.						Supplier No. 514189																																		
Subject: Professional Services																																								
Lead Dept: Office of Arts and Culture																																								
Action Requested:		Consultant shall present a Senior Planter Project geared for the senior population in the city of Dallas. The project will entail creating two-hundred 15"x13.5"x5.75" planter boxes for assembly and prime. All planters will be assembled by a team of volunteers. 100 will be made available at senior centers as part of a painting workshop. The Senior Planter Project is a collaboration between the Office of Arts and Culture and the Department of Code Compliance as part of the Beautiful Communities Initiative. 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-2024-00023398 (CR-00026893)		Contract Term: 4/15/2024 to 9/30/2024																																		
Background:		The fee for this service is \$9,860.40 to be paid in accordance with the terms of the contract as follows: one (1) payment of 60% or \$5,916.24 upon satisfactory completion of deliverables one and two and receipt of first invoice, one (1) payment of 20% or \$1,972.08 upon satisfactory completion of deliverables three and four and receipt of second invoice, and one (1) payment of 20% or \$1,972.08 upon completion of all other required services as determined by the Director and receipt of final invoice.																																						
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/search/		<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																						
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.



 Martine Phillippe (Apr 9, 2024 14:01 CDT)
 By Department Director

Apr 9, 2024
 Date


 Hannah Minton (Apr 15, 2024 15:02 CDT)
 Approved as to Form by City Attorney

Apr 15, 2024
 HM Date


 Apr 12, 2024
 By City Manager Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION 245570 EFFECTIVE DATE Apr 1, 2024																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px;"> RECEIVED APR 17 PM 3:45 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>																																														
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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 N/A																																															
Supplier Name: SWA Group						Supplier No. VS46867																																									
Subject: Site Assessment of Old City Park																																															
Lead Dept: PKR - Park and Recreation																																															
Action Requested: Authorize Supplemental Agreement No. 1, an increase in the professional services contract with SWA Group in the amount of \$7,300.00; thereby increasing the contract from \$262,840.00 to \$270,140.00. 3/22/2025																																															
Contract Number: PKR-2023-00021986 Contract Term: 8/23/2023 to 8/22/2024 ¹⁾																																															
Background: This supplemental agreement consists of the following: Increased scope of work for sub-surface utility examination under Old City Park.																																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/search/																																															
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	01	231404	10/11/2023	\$262,840.00	0.00	\$270,140.00	2.77%																																								

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



 John Jenkins (Mar 26, 2024 10:16 CDT)
 By Department Director

Mar 26, 2024
 Date



 Molly P. Ward
 Approved as to Form by City Attorney
 Apr 2, 2024
 Date


 Kaitlin Casum


 By City Manager
 Apr 1, 2024
 Date

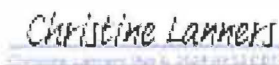
 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION <h2 style="margin:0;">2 4 5 5 7 1</h2> EFFECTIVE DATE Apr 8, 2024																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input checked="" type="checkbox"/> a. Contracts of \$100,000 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 1%). <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 35%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED CITY SECRETARY DALLAS TEXAS 2024 APR 18 AM 8:30 </div> </div> </div>																																														
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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																																															
YP	Supplier Name: Big D Party Rentals and Event Rentals, LLC.					Supplier No. VC29304																																									
Subject: Chairs, Tables, Stage																																															
Lead Dept: PKR																																															
Action Requested: Authorizing funding for \$8,103.61 for setup and breakdown, tables, chairs, stage with pipe and drape for 2 PKR events. Employee Awards Friday, April 12, and Volunteer Awards Saturday, April 13, 2024.																																															
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 30%;">PKR-2024-00024750</td> <td style="width: 20%;">Contract Term:</td> <td style="width: 10%;">NTP</td> <td style="width: 10%;">to</td> <td style="width: 10%;">4/8/2025</td> </tr> </table>								Contract Number:	PKR-2024-00024750	Contract Term:	NTP	to	4/8/2025																																		
Contract Number:	PKR-2024-00024750	Contract Term:	NTP	to	4/8/2025																																										
Background: Big Party Rentals is a full service provider of tents, tables, chairs, staging with pipe and drape.																																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/toasscblsearch/																																															
<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


By Department Director


4/5/24

Date


Approved as to Form by City Attorney


Apr 6, 2024

Date


By City Manager

Apr 8, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 2 4 5 5 7 2	
							EFFECTIVE DATE 03-25-2024	
							RECEIVED CITY SECRETARY DALLAS TEXAS APR 18 AM 8:30	

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

☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name:	JANUS SIGNS dba FastSigns SKILLMAN				Supplier No.	VS0000042373			
Subject:	Service contract for Promotional Vehicle Wrap								
Lead Dept:	Code Compliance Services								
Action Requested:	Authorize a professional service contract with JANUS SIGNS dba FastSigns SKILLMAN for promotional vehicle wrap of 2 City of Dallas vehicles to promote mosquito control efforts in the City of Dallas. Service contract not to exceed \$6,930.00								
	Contract Number:		CCS-2024-00024601		Contract Term:		04/01/2024 to 09/30/2024		
Background:	Necessary professional service to assist in the promotion of mosquito control efforts in the City of Dallas.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
	0001	CCS	4221		3099		MASC CCS-2024-00024601		\$6,930.00
	Financing:							TOTAL:	\$6,930.00
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		
							%		

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

Chris Christian
Chris Christian (Mar 25, 2024 11:49 CDT)

Mar 25, 2024

By Department Director

Date

Jon Fortune
Jon Fortune (Mar 25, 2024 12:33 CDT)

By City Manager

Suzanne Knuppel
Suzanne Knuppel (Apr 17, 2024 12:05 CDT)


Apr 17, 2024

Approved as to Form by City Attorney *SK*

Date

Mar 25, 2024

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 7 3</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">04/10/2024</div>										
	<div style="position: relative; height: 100px;"> <div style="position: absolute; top: 0; right: 0; transform: rotate(90deg); transform-origin: right top; font-size: 0.8em;"> RECEIVED CITY SECRETARY DALLAS TEXAS APR 18 PM 12:27 </div> </div>																
1. Place an "X" in the appropriate box for the approval of:																	
<input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.																	
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.																	
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									
Supplier Name:		Atilano Torres dba Torres Construction – Contractor Christine Henson - Homeowner					Supplier No.		337798								
Subject:		Home Improvement and Preservation Program (HIPP Repair)															
Lead Dept:		Housing & Neighborhood Revitalization															
Action Requested:		Amendment to increase the amount of the executed agreement for payment for the Home Improvement and Preservation Program project at property address 2023 Hudspeth Ave. Dallas, Texas 75216 increasing the loan amount from \$37,775.00 to \$42,855.00 and lead based grant amount decreased from \$6,996.00 to \$5,698.00 and extending the completion deadline.															
		Contract Number:		HOU-2021-00014936		Contract Term:		Effective date of this AA		One year from the effective date							
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 Christine Henson .															
HUB Check appropriate Box https://mvco.a.com/state.tx.us/tpass:mbsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.															
Funding:		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		CD 19		HOU		976D				3 100		HIPP		-		\$48,553.00	
														-			
														-			
		Financing:										TOTAL:		\$48,553.00			
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.

Darwin M. Wade

Apr 9, 2024

By Department Director

Date



Brad Perry Apr 10, 2024 13:37 CDT

Approved as to Form by City Attorney

Apr 10, 2024

Date




maied Al-ghafry Apr 10, 2024 13:37 CDT

By City Manager

Apr 10, 2024

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					ADMINISTRATIVE ACTION 2 4 5 5 7 4 EFFECTIVE DATE 04/05/2024																																									
	1. Place an "X" in the appropriate box for the approval of:							RECEIVED APR 19 PM 12:44 CITY SECRETARY DALLAS, TEXAS																																							
	<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.																																														
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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																																								
Supplier Name:	ANGEL AIR CONDITIONING AND REFRIGERATION LLC. – Contractor Carmen Espinoza- Homeowner					Supplier No.	VC0000009360																																								
Subject:	Home Improvement and Preservation Program (HIPP Repair)																																														
Lead Dept:	Housing & Neighborhood Revitalization																																														
Action Requested:	Amendment to decrease the amount of the executed agreement for payment for the Home Improvement and Preservation Program project at property address 7016 Flameleaf Pl, Dallas, TX 75249 , amending the loan amount from \$41,380.00 to \$40,030.00 and lead based grant amount from \$2,050.00 to \$1,400.00 and extending the completion deadline.																																														
Contract Number:		HOU-2021-00016963		Contract Term:		Effective Date of the AA above	to One year from the effective date																																								
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 Carmen Espinoza .																																														
HUB Check appropriate Box https://mycga.com/state/texas/legislation/asscmlsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																														
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 10%;">FUND</th> <th style="width: 10%;">DEPT</th> <th style="width: 10%;">UNIT</th> <th style="width: 10%;">ACTV</th> <th style="width: 10%;">OBJ</th> <th style="width: 10%;">PROGRAM</th> <th style="width: 20%;">ENCUMBRANCE TYPE and NUMBER</th> <th style="width: 10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>CD21</td> <td>HOU</td> <td>505F</td> <td></td> <td>3100</td> <td>HIPP</td> <td>-</td> <td>\$41,430.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">Financing:</td> <td>TOTAL:</td> <td>\$41,430.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	CD21	HOU	505F		3100	HIPP	-	\$41,430.00							-								-		Financing:						TOTAL:	\$41,430.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
CD21	HOU	505F		3100	HIPP	-	\$41,430.00																																								
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Financing:						TOTAL:	\$41,430.00																																								
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.

Darwin M. Wade

Apr 5, 2024

Lucy Huang

Apr 8, 2024

By Department Director

Date

Approved as to Form by City Attorney LH


Date

Majed Al-Ghafry
Majed Al-Ghafry (Apr 5, 2024 1:11 PM)

Apr 5, 2024

By City Manager

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 7 5</div> EFFECTIVE DATE 04/10/2024																																	
	1. Place an "X" in the appropriate box for the approval of:																																							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> a. Contracts of \$100,000 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 15%). <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 50%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">CITY SECRETARY DALLAS TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">APR 18 PM 12:44</div> </div> </div>																																							
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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																																								
Supplier Name:		Atilano Torres dba Torres Construction – Contractor Carolyn Wheeler McGriff - Homeowner				Supplier No.		337798																																
Subject:		Home Improvement and Preservation Program (HIPP Repair)																																						
Lead Dept:		Housing & Neighborhood Revitalization																																						
Action Requested:		Amendment to decrease the amount of the executed agreement for payment for the Home Improvement and Preservation Program project at property address 1507 Briar Cliff Road Dallas, Texas 75235 increasing the loan amount from \$44,215.00 to \$46,021.20 and lead based grant amount decreasing from \$5,776.00 to \$3,900.00 and extending the completion deadline.																																						
		Contract Number:		HOU-2021-00016954		Contract Term:		Effective date of this AA to One year from the effective date																																
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 Carolyn Wheeler McGriff .																																						
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/opa/sscmlsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																						
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		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																															
		CD19	HOU	976D		3100	HIPP	-	\$49,921.20																															
								-																																
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Financing:						TOTAL:	\$49,921.20																																	
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																															
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Ukj **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Darwin M. Wade

Apr 9, 2024

By Department Director

Date

majed Al-ghafry
majed Al-ghafry (Apr 10, 2024 13:37 CDT)

By City Manager

Hannah Minton
Hannah Minton (Apr 10, 2024 13:56 CDT)

Approved as to Form by City Attorney


HM

Apr 10, 2024

Date

Apr 10, 2024

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION 2 4 5 5 7 6	
							EFFECTIVE DATE 04/09/2024	

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

<input type="checkbox"/>	a. Contracts of \$100,000 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%).
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<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.

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

Supplier Name:	Scott-King Group, LLC – Contractor Vernell Price - Homeowner	Supplier No.	VS100679
Subject:	Home Improvement and Preservation Program (HIPP Repair)		
Lead Dept:	Housing & Neighborhood Revitalization		
Action Requested:	Amendment to increase the amount of the executed agreement for payment for the Home Improvement and Preservation Program project at property address 3336 Alaska Avenue Dallas, Texas 75216 increasing the loan amount from \$44,200.00 to \$48,999.00 and lead based grant amount decreased from \$1,250.00 to \$1,000.00 and extending the completion deadline.		
	Contract Number:	HOU-2021-00015088	Contract Term: Effective Date of the AA above to One year from the effective date
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 Vernell Price .		
HUB Check appropriate Box https://mycga.co.a.state.tx.us/lpa/sscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.		

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
CD 19	HOU	976D		3 100	HIPP	-	\$49,999.00
						-	
						-	
Financing:						TOTAL:	\$49,999.00

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.

Darwin M. Wade

Apr 9, 2024

By Department Director

Date


 Majed Al-Ghafry (Apr 9 2024 13:27:11)
 By City Manager


 Approved as to Form by City Attorney


Approved as to Form by City Attorney

Apr 9, 2024

Date

Apr 9, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 2 4 5 5 7 7 EFFECTIVE DATE 04/05/2024																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
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Supplier Name: ANGEL AC & REFRIGERATION, LLC – Contractor Anne Pass - Homeowner						Supplier No. VC0000009360																																									
Subject: Home Improvement and Preservation Program (HIPP Repair)																																															
Lead Dept: Housing & Neighborhood Revitalization																																															
Action Requested: Amendment to increase the amount of the executed agreement for payment for the Home Improvement and Preservation Program project at property address 6123 Overlook Dr, Dallas, TX 75227 increasing the loan amount from \$39,620.00 to \$42,999.50 and lead based grant amount decreased from \$3,925.00 to \$2,300.00 and extending the completion deadline.																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 30%;">HOU-2021-00016952</td> <td style="width: 15%;">Contract Term:</td> <td style="width: 15%;">Effective Date of the AA above</td> <td style="width: 10%;">to</td> <td style="width: 10%;">One year from the effective date</td> </tr> </table>								Contract Number:	HOU-2021-00016952	Contract Term:	Effective Date of the AA above	to	One year from the effective date																																		
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<div style="display: flex;"> <div style="width: 15%;"> HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/ </div> <div style="width: 85%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. </div> </div>																																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
CDBG	HOU	CD 20	3100	404E	HIPP	- DO 941355	\$45,299.50																																								
						-	\$0.00																																								
						-	\$0.00																																								
Financing:						TOTAL:	\$45,299.50																																								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Contract Amendment Information:</th> <th style="width: 15%;">Supplemental Agreement No.</th> <th style="width: 15%;">Base CR/AA No.</th> <th style="width: 15%;">Base Contract Date</th> <th style="width: 15%;">Base Contract Amount</th> <th style="width: 15%;">Sum of Previous Supplemental Agreements</th> <th style="width: 15%;">Total Contract Amount Including this Action</th> <th style="width: 10%;">Total Supp'l Agreement Percentage</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">%</td> </tr> </tbody> </table>								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								%																								
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							%																																								



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

Darwin M. Wade

4/5/2024

Veronica Barboza

Veronica Barboza Apr 9, 2024

By Department Director

Date

Approved as to Form by City Attorney

VB


Date

maied Al-ghafry
maied Al-ghafry (Apr 5, 2024 12:13 CDT)

04/05/2024

By City Manager

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 7 8</div>	
							EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">04/06/2024</div>	

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input checked="" 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	Titan & Associates Construction, LLC – Contractor Rosaland Grant- Homeowner	Supplier No.	VC22728					
Subject:	Home Improvement and Preservation Program (HIPP Repair)							
Lead Dept:	Housing & Neighborhood Revitalization							
Action Requested:	Amendment to increase the amount of the executed agreement for payment for the Home Improvement and Preservation Program project at property address 6904 Cedar Forest Trl, Dallas, TX 75236 , amending the loan amount from \$67,580.00 to \$70,655.00 and extending the completion deadline.							
	Contract Number:	HOU-2023-00020925	Contract Term: Effective Date of the AA above to One year from the effective date					
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 Rosaland Grant .							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpa/sscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	CD21	HOU	505F		3100	HIPP	-	\$70,655.00
							-	
							-	
	Financing:						TOTAL:	\$70,655.00
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.

Darwin M. Wade

By Department Director

Apr 5, 2024

Date



Lucy Huang (Apr 8, 2024 14:26 CDT)

Approved as to Form by City Attorney

LH


Apr 8, 2024

Date


Majed Al-Ghafry (Apr 6, 2024 18:04 CDT)
By City Manager

Apr 6, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245579</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 8, 2024</div>		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.7em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.6em;">2024 APR 8 PM 1:54</div> </div> </div>								
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	
Supplier Name:	Urbandale United Association						Supplier No.	N/A	
Subject:	Beautification Agreement								
Lead Dept:	Park and Recreation								
Action Requested:	Authorize a Beautification Agreement with Urbandale United Association to fund amenities and service enhancements and perform services by picking up litter and debris, at no cost to the city and all in coordination with the Park and Recreation Department. Contact Tamara Aquino (214) 670-8281								
Background:	The Urbandale United Association is a non-profit neighborhood group aimed at making the community a safer, cleaner, and happier place to live.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
	N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00024350	\$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		0.00	%		



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

John Jenkins
John Jenkins (Apr 4, 2024 17:10 CDT)
 By Department Director

Apr 4, 2024
 Date

Molly P. Ward
 Approved as to Form by City Attorney

Apr 9, 2024
 Date

OA
 OA

MSR
 By City Manager

Apr 8, 2024
 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

245580

EFFECTIVE DATE

Jan 8, 2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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 ☒

Supplier Name: Meadows Foundation, Inc.

Supplier No. N/A

Subject: Maintenance Agreement

Lead Dept: Park and Recreation

Action Requested:

Authorize a Maintenance Agreement with Meadows Foundation, Inc. The vendor will fund service enhancements and fund amenities and perform services at Central Square 3000 Swiss Ave. by contracting a landscaping company to follow the deal points outlined in the accompanying agreement, all in coordination with the Park and Recreation Department. Contact: Tamara Aquino (214) 670-8281

Contract Number:	PKR-2024-00023820	Contract Term:	1/5/2024	to	1/4/2025
------------------	-------------------	----------------	----------	----	----------

Background:

The Meadows Foundation contributed to the City in order to benefit Central Square in 1984 and in 1992 entered into agreement to maintain the park. They would like to continue with those efforts.

HUB

Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpassemb/search/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00023820	\$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'l Agreement Percentage
			0.00		0.00	%

APPROVAL:

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

John Jenkins

Jan 3, 2024

Matthew Green

Mar 12, 2024

By Department Director

Date

Approved as to Form by City Attorney

MRG

Date


OA

Cal

Jan 8, 2024

By City Manager

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245581 EFFECTIVE DATE Apr 19, 2024 <u>STF</u>		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input checked="" type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by request.</small> </div> <div style="width: 25%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px;"> RECEIVED APR 19 AM 8:35 CITY SECRETARY DALLAS, TEXAS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> </div> </div>								
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>									
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A </div>									
Supplier Name:		Soul's Harbor, Inc.				Supplier No.		VS0000052577	
Subject:		Supplemental Agreement No. 1 to the Subrecipient Agreement – South Dallas Drug Court (SAMHSA Grant)							
Lead Dept:		City Attorney's Office							
Action Requested:		Authorize Supplemental Agreement No. 1 between the City of Dallas and Soul's Harbor, Inc. for additional recovery support services to program participants in the South Dallas Drug Court (SDDC) for FY 23-24. Not exceed \$8,000.							
		Contract Number:		ATT-2024-00023357		Contract Term:		9/30/2023 to 9/29/2024	
Background:		On September 27, 2023, City Council by Resolution No. 23-1368, 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 \$371,117.00 for year one of the five-year project period, for expansion of substance use disorder (SUD) treatment and recovery support services in the existing South Dallas Drug Court (SDDC) for the period September 30, 2023, through September 29, 2024. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination. Supplemental Agreement No. 1 will authorize additional recovery support services to program participants in the SDDC during FY 23-24. Not to exceed \$8,000, increasing the total contract amount from \$31,000 to \$39,000.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		F749	ATT	677V		3070		MASC ATT-2024-00023357	\$8,000.00
								-	
								-	
		Financing:						TOTAL:	\$8,000.00
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	23-6496	11/2/2023	\$31,000.00	0	\$39,000.00	%	

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

Ayeh Powers
 Ayeh Powers (Apr 18, 2024 18:59 CDT)
 By Department Director


Apr 18, 2024
 Date


tc broadnax
 tc broadnax (Apr 19, 2024 07:35 CDT)
 By City Manager

Stephen T. Freeland
 Stephen T. Freeland (Apr 19, 2024 07:40 CDT)
 Approved as to Form by City Attorney


Apr 19, 2024
 Date

Apr 19, 2024
 Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 8 2</div> EFFECTIVE DATE <div style="margin-top: 5px;">Apr 19, 2024</div>																																
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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 N/A																																							
Supplier Name: International Business Machines Corporation						Supplier No. 1003																																	
Subject: Big Data Platform Solution																																							
Lead Dept: Information and Technology Services																																							
Action Requested: Authorize Supplemental Agreement No. 7 to POM-2017-00001591 Big Data contract for acquisition, maintenance, and support of a citywide data management system.																																							
		Contract Number: POM-2017-00001591		Contract Term: 03/01/2024		to 07/31/2024																																	
Background: The Big Data Platform solution contract was approved by Council in 2017. The continuation of the Managed Maintenance Solution for Lenovo will allow fixes and code defect support on associated IBM products and allow all components to co-term on 7/31/24.																																							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/																																							
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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																																
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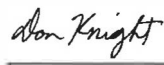


William Zielinski (Mar 27, 2024 15:16 CDT)
By Department Director




Robert Perez
By City Manager

Mar 27, 2024
Date



Approved as to Form by City Attorney
Apr 19, 2024
Date

Apr 19, 2024
Date

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin: 0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245583</div> EFFECTIVE DATE <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">3/27/2024</div>														
	1. Place an "X" in the appropriate box for the approval of:																				
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement 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 5%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">2024 APR 9 PM 1:49</div> </div> </div>																				
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															
Supplier Name:				Fooda Incorporated		Supplier No.		VC26137													
Subject:				City of Dallas Employee Meal Service Provider																	
Lead Dept:				Human Resources																	
Action Requested:				Authorize a service agreement with Fooda Incorporated to provide concessions options to the City of Dallas Employees.																	
				Contract Number:		PER-2024-00024128		Contract Term:		3/1/2024 to 2/28/2029											
Background:				In February 2023, the City launched a pilot program of an on-site food service program for employees in varying departments/offices at the City of Dallas. The on-site food service has since been implemented at Dallas City Hall and Dallas Police Department with expansion as needed. The goal of the food service program at the City of Dallas is to offer all employees that work at City of Dallas the benefit of nutritious and sustainable food options during breakfast and lunch.																	
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/				<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																	
Funding:				FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT			
				0001		PER		1426				3070								\$30,000.00	
				Financing:										TOTAL:		\$30,000.00					
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		\$ 0.00		%					

Nina Arias

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

Stephen T. Freeland

Apr 3, 2024

Mar 26, 2024

By Department Director

Date


Approved as to Form by City Attorney

Date

By City Manager

Date

Mar 27, 2024

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>		ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245584</div>	
			EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">4-19-2024</div>	

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

☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name:	Bridge Steps dba The Bridge	Supplier No.	VS0000067075					
Subject:	Enhanced Outreach and Engagement Services							
Lead Dept:	Office of Homeless Solutions							
Action Requested:	Execute a one-year contract with Bridge Steps dba The Bridge for enhanced outreach and engagement services in the amount of \$50,000.00.							
	Contract Number:	OHS-2024-00024658	Contract Term: 05/01/2024 to 04/30/2025					
Background:	The Bridge will deploy outreach teams aligned with this agreement with the City of Dallas Office of Homeless Solutions to engage and provide services such as temporary hotel lodging, meals, and critical document reclamation, to homeless individuals throughout the City of Dallas's geographical area.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	MGT	4311		3070		OHS-2024-00024658	\$50,000.00
								\$0.00
								\$0.00
	Financing:						TOTAL:	\$50,000.00
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.

Christine Crossley
Christine Crossley (Apr 19, 2024 11:02 CDT)
By Department Director

Apr 19, 2024
Date

Veronica Barboza
Approved as to Form by City Attorney VB
Apr 19, 2024
Date

Kimberly Bizar-Tolbert
Kimberly Bizar-Tolbert (Apr 19, 2024 14:18 CDT)
By City Manager

Apr 19, 2024
Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION 245585	
							EFFECTIVE DATE	
							Apr 12, 2024	

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

☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.

☐ d. Amendments to non-bid contracts: \$100,000 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 request only.

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

Supplier Name:	Dallas Tennis Association	Supplier No.	516683					
Subject:	Approval of Concession Contract Extension							
Lead Dept:	Park and Recreation							
Action Requested:	Authorize the contract extension for up to twenty-four (24) months with Dallas Tennis Association to provide a full-service tennis program at the Kiest Tennis Center located at 2324 West Kiest Boulevard, Dallas Texas, 75224. The Contract shall terminate upon the earlier of: 1) the completion of the RFP process and execution of a multi-year agreement between the City and an operations and management concessionaire for the Contract Premises as a result of the City conducting an RFP; or 2) January 29, 2026. Furthermore, paragraphs 2A and 7 are removed from the contract so that the parties will no longer be bound by their terms upon execution of this supplemental agreement. All other terms and conditions shall remain in full force and effect. Contact: John Lawrence 214-670-4073							
	Contract Number:	PKR-2024-00023561	Contract Term: 1/30/24 to 1/29/26					
Background:	On January 29, 2018, Dallas Tennis Association, entered into a Concession Service contract with the City of Dallas, (Resolution No. 17-1944) to provide tennis center professional services and concession manager services at Kiest Tennis Center located at 2324 West Kiest Boulevard, Dallas Texas, 75224. Dallas Tennis Association paid 50% of gross receipts, less sales taxes, from singles, doubles, leagues, and tournament court fees on a monthly basis.							
HUB Check appropriate Box https://mycpa.cp.state.tx.us/tpa/sscblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	PKR	5284		3072		N/A PKR-2024-00023561	\$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		0.00	%	

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


 John Jenkins (Apr 10, 2024 15:04 CDT)
 By Department Director

Apr 10, 2024
 Date



 Matthew Green (Apr 16, 2024 08:55 CDT)
 Approved as to Form by City Attorney

Apr 16, 2024
 Date


 OA


 By City Manager

Apr 12, 2024
 Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245586 EFFECTIVE DATE Apr 1, 2024																																																		
	1. Place an "X" in the appropriate box for the approval of:																																																								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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 20%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by request only.</small> </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">2024 APR 22 AM 8:28</div> </div> </div>																																																								
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 checked="" type="checkbox"/> Yes <input 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																																																	
Supplier Name:		Timothy D. Bowen dba Play-Well TEKologies					Supplier No.		VC0000011197																																																
Subject:		Summer Vendor																																																							
Lead Dept:		Park and Recreation																																																							
Action Requested:		Authorizing funding of \$12,900.00 with Timothy D. Bowen dba Play-Well TEKologies. This company will be providing STEM, LEGO, and Engineering classes services to multiple centers throughout the summer. Their program will run from June 3 rd through August 2 nd , 2024 Contact: Brendan Collins: (214) 671-1668																																																							
Background:		At Timothy D. Bowen dba Play-Well TEKologies, we know that kids are already naturally gifted creators. What we strive to provide is an environment where students can create without fear of mistakes, explore fundamental STEM concepts through play, and express their creativity in ways they never thought possible. With tens of thousands of LEGO® pieces and the guidance of our passionate instructors, the possibilities are truly endless!																																																							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																																							
Funding:		<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>PKR</td> <td>5071</td> <td>N/A</td> <td>3099</td> <td>N/A</td> <td>MASC PKR-2024-00024032</td> <td>\$12,900.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td>\$0.00</td> </tr> <tr> <td colspan="7" style="text-align: right;">Financing:</td> <td></td> </tr> <tr> <td colspan="7" style="text-align: right;">TOTAL:</td> <td>\$12,900.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	PKR	5071	N/A	3099	N/A	MASC PKR-2024-00024032	\$12,900.00							-	\$0.00							-	\$0.00	Financing:								TOTAL:							\$12,900.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																																		
0001	PKR	5071	N/A	3099	N/A	MASC PKR-2024-00024032	\$12,900.00																																																		
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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				0.00		%																																											

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

John Jenkins
John Jenkins (Mar 26, 2024 10:06 CDT)
 By Department Director

Mar 26, 2024

Date

Christine Lanners
Christine Lanners (Mar 26, 2024 10:06 CDT)
 Approved as to Form by City Attorney

Apr 16, 2024


Date

OA
OA

7582
 By City Manager

Apr 1, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245587		
							EFFECTIVE DATE Feb 8, 2024		
1. Place an "X" in the appropriate box for the approval of:									
<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input checked="" type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement, 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 15%). <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED CITY SECRETARY DALLAS, TEXAS 2024 APR 22 AM 8:33 </div> </div> </div>									
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 N/A			
YP	Supplier Name:		Cunningham Associates, Inc. DBA Cunningham Recreation				Supplier No.	VC28799	
	Subject:		Repair Gametime slide at Lake Highlands North Park						
	Lead Dept:		PKR						
YP	Action Requested:		Cunningham Associates, Inc. DBA Cunningham Recreation Allow Cunningham Associates to correctly install a playground slide manufactured by Gametime. PO-BuyBoard #: 679-22						
			Contract Number:	PKR-2024-00024090	Contract Term:	2/5/24	to	6/28/24	
YP	Background:		Cunningham Associates, Inc. is the authorized local vendor for Gametime. The playground slide needs to be installed by this vendor due to their keen understanding of this large and complicated apparatus, since they sold it to the City of Dallas.						
	HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.						
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	PKR	5010		3210		CX PKR-2024-00024090	\$4,250.00
									\$0.00
									\$0.00
		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		0.00	%	

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

John Jenkins
John Jenkins (Feb 7, 2024 16:00 CST)
By Department Director

Feb 7, 2024
Date


Christine Lanners
Christine Lanners (Apr 5, 2024 09:35 CDT)
Approved as to Form by City Attorney

Apr 5, 2024
Date

OA
OA

[Signature]
By City Manager

Feb 8, 2024
Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245588	
							EFFECTIVE DATE	
							Feb 5, 2024	

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

<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED CITY SECRETARY DALLAS, TEXAS 2024 APR 22 AM 9:33 </div>
<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: \$100,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.	

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

Supplier Name:	Sergio M. Gutierrez	Supplier No.	VS0000034314
Subject:	Contract Fee Instructor		
Lead Dept:	Park and Recreation		
Action Requested:	Authorize contract fee instructor agreement with Sergio M. Gutierrez. The vendor will be providing Karate classes program services to the citizens of Dallas Contact: Brendan Collins: (214) 671-1668		
	Contract Number:	PKR-2024-00024019	Contract Term: NTP to 4/30/2025

Background: Contract fee instructors provide leisure, sports and health and wellness activity instruction


HUB Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00024019	70/30 Split
						-	\$0.00
						-	\$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		0.00	%


 John Jenkins (Feb 1, 2024 17:18 CST)
 By Department Director


Feb 1, 2024

Date


 Approved as to Form by City Attorney


Mar 26, 2024

Date


 By City Manager

Feb 5, 2024

Date

 CITY OF DALLAS	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">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>	ADMINISTRATIVE ACTION
		245589
		EFFECTIVE DATE
		04/19/2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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 request for proposal.

RECEIVED
 2024 APR 22 AM 9:
 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

Supplier Name:	MRI Software LLC	Supplier No.	VS0000050020
Subject:	Ratification of Invoices		
Lead Dept:	AVI		

Action Requested:	Authorize ratification payment of \$14,248.50 to MRI Software for the work order system at Dallas Love Field Airport from 10/1/2022-09/30/2024.						
	Contract Number:	AVI-2024-00024416	Contract Term:	N/A	to	N/A	

Background: Dept of Aviation (DOA) used MRI Software's (MRI) NetFacilities work order system that's a website subscription services used at Dallas Love Field & Executive Airports, while waiting for the contract to be completed. MRI Software allowed DOA to use the existing work order system until 1/09/2024. New Contract in place. Amount not to exceed **\$14,248.50**.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

☒ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
☐ NO, there are no HUB's in Dallas County to contact for this business category.
☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

N/A: CM-LC

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0130	AVI	7754				CX AVI-2024-00024416	\$14,248.50
Financing:		FY2024 Operating Fund				TOTAL:	\$14,248.50

Contract Amendment Information:	Supplemental Agreement No.	Bose CR/AA No.	Base Contract Date	Bose 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.


Patricia Carreno (Apr 17, 2024 09:50 CDT)

04/17/2024

By Department Director

Date


Ashley Stockton (Apr 19, 2024 14:57 CDT)

04/19/24

Approved as to Form by City Attorney


Date


Kimberly Bizzor-Folbert (Apr 19, 2024 14:37 CDT)

4/19/2024

By City Manager

Date

 City of Dallas	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.						2 4 5 5 9 0																		
							EFFECTIVE DATE																		
							Apr 17, 2024 <div style="position: absolute; top: 0; right: 0; transform: rotate(90deg); font-size: 8pt; font-weight: bold;"> RECEIVED APR 22 AM 9:24 CITY SECRETARY DALLAS, TEXAS </div>																		
1. Place an "X" in the appropriate box for the approval of:																									
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 35%; text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> </div>																									
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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 N/A																									
Supplier Name:						GOLDEN ENGINEERING		Supplier No.		VS0000073222															
Subject:						Hand Held X-Ray Scanner Repair																			
Lead Dept:						Fire-Rescue																			
Action Requested:						Authorize the repairs to three (3) hand held X-Ray scanner devices by DFR EOD response team in an amount not to exceed \$5045.00 with Golden Engineering – Sole Source																			
						Contract Number:		DFD-2024-00024599		Contract Term:		One Time to													
Background:						These devices are the mechanism needed to provide the x-ray radiation to capture the image of an object of concern. The Explosive Ordnance Squad has one of these devices for each system. The squad has several x-ray systems, distributed among the bomb technicians to ensure a timely response.																			
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/						<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																			
Funding:						FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT					
						0001		DFR		HS03														\$5,045.00	
																								\$0.00	
																								\$0.00	
						Financing:		General										TOTAL:		\$5,045.00					
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							
																				%					

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

Tameji Berry

By Department Director

Apr 17, 2024

Date

Don Knight

Approved as to Form by City Attorney

Apr 19, 2024

Date


Jon Fortune

Jon Fortune Apr 17, 2024 13:13 CDT

By City Manager

Apr 17, 2024


Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>					ADMINISTRATIVE ACTION 2 4 5 5 9 1 EFFECTIVE DATE Apr 19, 2024		
	1. Place an "X" in the appropriate box for the approval of:							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input checked="" type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px;"> RECEIVED 2024 APR 22 AM 9:24 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>							
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 N/A		
Supplier Name: International Code Council, INC					Supplier No. 331146			
Subject: Custom Local Building Code								
Lead Dept: Fire Rescue								
Action Requested: Authorize a three-year agreement to provide online access and 25 customized print sets of I-Codes of the 2021 International Fire Code with International Code Council, INC in an amount not to exceed \$14,610.00 – Sole Source.								
Contract Number: DFD-2023-00022392 Contract Term: 7-1-23 to 6-30-26								
Background: Currently DFR provides a link to the City's website where the community can access the adopted local amendments for the 2021 International Fire Code. This action will allow the department's local fire regulations to be more transparent and easier for building officials, code enforcement, planning and zoning departments, building professionals, and attorneys to access information to answer building, planning, and zoning questions.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/								
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	DFD	LS01		3341		-	\$14,610.00
							-	\$0.00
							-	\$0.00
Financing:		General					TOTAL:	\$14,610.00
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
				20.00			20.00	%

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


By Department Director

Apr 19, 2024
Date


Approved as to Form by City Attorney

Apr 19, 2024
Date


Jon Fortune (Apr 19, 2024 16:14 CDT)
By City Manager

Apr 19, 2024
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

245592

EFFECTIVE DATE

04/19/2024

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

- ☐ a. Contracts of \$100,000 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 15%).
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- ☒ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: Metro Relief, Inc.

Supplier No. VC25541

Subject: Extension of Contract Services Only – Emergency Outreach Services

Lead Dept: Office of Homeless Solutions

Action Requested: Request Supplemental Agreement No. 2 to extend contract services from April 1, 2024 to September 30, 2024.

Contract Number:	OHS-2022-00019987	Contract Term:	04/01/2024	to	09/30/2024
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Background:

Metro Relief, Inc., in partnership with the City of Dallas, assists the City's Office of Homeless Solution's Outreach Staff by providing emergency outreach services. The contract was executed via AA 22-6290 and expired 09/30/2023. OHS extended the contract with funding via AA 23-6414. This new extension is necessary to fill the gap until the solicitation process has been completed.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/passcmlse/arch/>

- ☒ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	4311		3070		OHS-2022-00019987	\$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
	SA2	23-6414	03/31/2024	\$100,000.00	\$25,000.00	\$125,000.00	0%

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

Christine Crossley
Christine Crossley (Apr 19, 2024 10:57 CDT)

By Department Director

Apr 19, 2024

Date

Stephen McFayden

Approved as to Form by City Attorney

Apr 22, 2024


SGM Date


Kimberly Bizer-Tolbert
Kimberly Bizer-Tolbert (Apr 19, 2024 14:18 CDT)

By City Manager

Apr 19, 2024

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>					ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">2 4 5 5 9 3</div>																									
						EFFECTIVE DATE Apr 16, 2024																									
	1. Place an "X" in the appropriate box for the approval of:																														
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED APR 22 PM 12:10 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>																															
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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																									
Supplier Name: DALLAS FILM SOCIETY, INC.					Supplier No. VS0000076504																										
Subject: Arts Activate 2024 – Round 3																															
Lead Dept: Office of Arts & Culture																															
Action Requested: The Dallas International Film Festival Short Films Showcase (DIFF SHORTS) will host a three-day event featuring short films by local and international filmmakers. The showcase includes public screenings, Q&A sessions with filmmakers, and engaging panels. It aligns with the Dallas Film Society's mission of celebrating films, honoring filmmakers, providing educational programs, and fostering inclusivity and diversity in film. The event aims to activate the community through cultural experiences, accessible film programs, and representation from diverse neighborhoods. Event will be open-to-the-public. 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-2023-00023139 (CR-00026909)		Contract Term:		AA Effective Date to 9/15/2024																									
Background: The fee for this service is \$10,500.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,625.00 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 \$5,250.00 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 \$2,625.00, 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.																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcombssearch/ <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>OCA</td> <td>4880</td> <td>CA01</td> <td>3089</td> <td></td> <td>MASC OCA-2023-00023139</td> <td>\$10,500.00</td> </tr> <tr> <td colspan="6">Financing: General Fund</td> <td>TOTAL:</td> <td>\$10,500.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$10,500.00	Financing: General Fund						TOTAL:	\$10,500.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																								
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 Martine Philippe (Apr 15, 2024 11:22 CDT)

By Department Director

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

Apr 15, 2024

Date


 Suzanne Knuppel (Apr 17, 2024 10:02 CDT)


Approved as to Form by City Attorney

Apr 16, 2024

Date

By City Manager

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 9 4</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 0;">Apr 16, 2024</div>		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED 2024 APR 22 PM 12:16</div> </div> </div>								
	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 checked="" type="checkbox"/> Yes <input 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									
Supplier Name:		Frida Lozano				Supplier No.		VS0000032876	
Subject:		Arts Activate 2024 – Round 3							
Lead Dept:		Office of Arts & Culture							
Action Requested:		"ARENZANDO: Stories of Affirmation" offers free workshops for women, mothers with daughters, and young BIPOC individuals. Participants explore ancestral meanings of hair and braids, promoting understanding across cultures through readings, interviews, and artistic activities. Special guests share personal stories, and the bilingual workshops integrate ancestral languages. The project occurs in unconventional spaces across Dallas, emphasizing cultural and artistic opportunities, fostering intergenerational connections, and culminating in live or recorded demonstrations of participants' reflections. Event will be open-to-the-public. 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-2023-00023139 (CR-00026911)		Contract Term:		AA Effective Date to 9/15/2024	
Background:		The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 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 \$4,000.00 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 \$2,000.00, 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.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/casscmb/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$8,000.00
		Financing: General Fund						TOTAL:	\$8,000.00
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.


Martine Philipine (Apr 16, 2024 09:39 CDT)

By Department Director

Apr 16, 2024

Date


Suzanne Knuppel (Apr 17, 2024 09:59 CDT)

Approved as to Form by City Attorney


Apr 17, 2024

Date


Apr 16, 2024

By City Manager

Date


 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 5 9 5</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 16, 2024</div>			
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: right; border-left: 1px solid black; padding-left: 5px;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY'S OFFICE</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">APR 22 PM 12:10</div> </div> </div>									
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										
Supplier Name: Lakeem Wilson						Supplier No. VC31475				
Subject:		Arts Activate 2024 – Round 3								
Lead Dept:		Office of Arts & Culture								
Action Requested:		The "March Towards Recovery" Community Mural Event aims to transform underrepresented neighborhoods like South Dallas through public art. The project involves a 5-day educational mural workshop by artist Lakeem Wilson. A vibrant paint-by-numbers community mural will be created at Malcolm X and Martin Luther King Blvd. The grand unveiling will celebrate diversity, equity, and community engagement. The project aspires to enhance aesthetics, reduce crime rates, and foster positive change in historically underserved communities. Event will be open-to-the-public. 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-2023-00023139 (CR-00026917)		Contract Term:		AA Effective Date to 9/15/2024		
Background:		The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 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 \$4,000.00 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 \$2,000.00, 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.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/nascombsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
		0001	OCA	4880	CA01	3089			MASC OCA-2023-00023139	\$8,000.00
		Financing: General Fund							TOTAL:	\$8,000.00
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.


 Martine Philippe (Apr 16, 2024 09:38 CDT)
 By Department Director

Apr 16, 2024

Date



 Suzanne Knuppel (Apr 17, 2024 09:59 CDT)
 Approved as to Form by City Attorney

Apr 17, 2024

Date

Apr 16, 2024

By City Manager

 CITY OF DALLAS	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">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>	ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">2 4 5 5 9 6</div>
		EFFECTIVE DATE
		Apr 16, 2024

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

☐ a. Contracts of \$100,000 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 15%).

☒ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.

☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name:	Lashell Booker	Supplier No.	VC26678					
Subject:	Arts Activate 2024 – Round 3							
Lead Dept:	Office of Arts & Culture							
Action Requested:	The project involves 15 women from Anna's House Shelter creating Fabric Collage Art to promote better sleep. Accompanied by reading materials on healthy sleep habits and art therapy, participants will choose fabrics and colors for personalized collages. The session aims to reduce anxiety and stress through art, fostering a conducive environment for improved sleep. Event will be open-to-the-public. 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-2023-00023139 (CR-00026918)	Contract Term: AA Effective Date to 9/15/2024					
Background:	The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 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 \$4,000.00 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 \$2,000.00, 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.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/loasscmb/search/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$8,000.00
	Financing: General Fund						TOTAL:	\$8,000.00
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.

 Martine Philippe (Apr 16, 2024 09:37 CDT)	Apr 16, 2024	 Suzanne Knuppel (Apr 17, 2024 10:01 CDT)	Apr 17, 2024
By Department Director	Date	Approved as to Form by City Attorney	Date
		Apr 16, 2024	
	By City Manager	Date	

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">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>						ADMINISTRATIVE ACTION 2 4 5 5 9 7 EFFECTIVE DATE Apr 19, 2024			
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input checked="" 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED 2024 APR 23 AM 9:58 CITY SECRETARY DALLAS, TEXAS </div> </div>									
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 N/A				
Supplier Name:				Mythics, LLC		Supplier No.		VS0000023852		
Subject:		Oracle End User Ordering Document signature								
Lead Dept:		Information & Technology Services (ITS)								
Action Requested:		Authorize Supplemental Agreement No.1 for signature of Oracle End User Ordering Document ("EUOD") contained within Exhibit B of contract.								
		Contract Number:		DSV-2024-00024097		Contract Term:		4/30/2024 to 4/29/2027		
Background:		Resolution No. 24-0422 authorized a cooperative purchasing agreement for continuous software maintenance and support of Oracle database licensed products for the Department of Information and Technology Services. DIR-TSO-4158 Appendix A, Section 8.H, Purchase Orders requires the order form to be executed by the Customer and the Order Fulfiller.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmbi/search/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
									DSV-2024-00024097	\$0.00
										\$0.00
										\$0.00
		Financing: No cost consideration						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		
		1	24-0422	3/27/2024	\$7,163,942.67	\$0.00	\$7,163,942.67	0%		

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


 Shelia Robinson (Apr 19, 2024 14:58 CDT)

By Department Director

Apr 19, 2024

Date


 Stephen T. Freeland (Apr 20, 2024 10:54 CDT)

Approved as to Form by City Attorney

Apr 20, 2024


Date



 Robert Perez (Apr 19, 2024 17:18 CDT)

By City Manager


Apr 19, 2024

Date


 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>		ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245598</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">Apr 23, 2024</div>							
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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 request. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; font-weight: bold;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; font-weight: bold;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; font-weight: bold;">2024 APR 23 AM 10:57</div> </div> </div>									
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 checked="" type="checkbox"/> Yes <input 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 N/A										
Supplier Name:		On the Border Catering		Supplier No.	350066					
Subject:		Employee Advisory Council Team Building Event								
Lead Dept:		Information and Technology Services								
Action Requested:		Authorize a service agreement for food catering and delivery services for the May 3, 2024 employee advisory council team building and training event.								
		Contract Number:	DSV-2024-00024782	Contract Term:	5/1/2024 to 5/31/2024					
Background:		Information and Technology Services is hosting an event for several City departments on May 3rd at Kiest Park. This event with including various employee training and team building exercises. The vendor will prepare, deliver, setup and serve food to the employees. Vendor will remove all food items once the event is over.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		0198	DSV	1664		3020			CX DSV-2024-00024782	\$5,466.24
									-	\$0.00
									-	\$0.00
		Financing:		Data Services Fund						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		
									%	


 William Zielinski (Apr 16, 2024 12:49 CDT)
 By Department Director


Apr 16, 2024
Date



 Stephen T. Freeland (Apr 23, 2024 10:41 CDT)
 Approved as to Form by City Attorney

Apr 23, 2024
Date


 Robert Perez (Apr 23, 2024 10:17 CDT)
 By City Manager

Apr 23, 2024
Date


 Date

 City of Dallas	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">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>		ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">245599</div>	
			EFFECTIVE DATE Apr 22, 2024 <u>STF</u>	

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

☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.

☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name:	CaseWorthy, Inc.	Supplier No.	VC17822
Subject:	Subscription Renewal for Case Management Software Maintenance and Support		
Lead Dept:	City Attorney's Office		
Action Requested:	Authorize a subscription renewal with CaseWorthy, Inc., for software maintenance and support services for a case management system for the City of Dallas Community Courts, covering the period February 1, 2024 through January 31, 2025. Not to exceed \$15,676.10		
	Contract Number:	ATT-2024-00024808	Contract Term: 2/1/2024 to 1/31/2025

Background: CaseWorthy, Inc. provides software maintenance and support services for a case management system for the City of Dallas Community Courts. This subscription renewal will cover a one-year renewal term for the period February 1, 2024 through January 31, 2025. Not to exceed \$15,676.10

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.


☐ NO, there are no HUB's in Dallas County to contact for this business category.

☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	ATT	Various		3070		MASC ATT-2024-00024808	\$15,676.10
							-	
							-	
	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
							%

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

<div><u>Ayeh Powers</u> Ayeh Powers (Apr 22, 2024 13:10 CDT) By Department Director</div>	<div>Apr 22, 2024 Date</div> <div> tc broadnaa (Apr 22, 2024 21:06 CDT) By City Manager</div>	<div><u>Stephen T. Freeland</u> Stephen T. Freeland (Apr 23, 2024 10:10 CDT) Approved as to Form by City Attorney</div> <div>Apr 22, 2024 Date</div>	<div>Apr 23, 2024 Date</div> <div> STF</div>
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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

245611

EFFECTIVE DATE

Apr 22, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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
2024 APR 24 AM 8:48
CITY SECRETARY
DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. ☐ Yes ☒ No3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. ☐ Yes ☒ No4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No N/A

Supplier Name: Jersey Tactical Corp. Supplier No. VC30675

Subject: Breaching Instructor course

Lead Dept: Dallas Police department

Action Requested: To authorize payment in the amount of \$5,000 to Jersey Tactical Corp for a two-day breaching instructor course.

Contract Number: DPD-2024-00023866 Contract Term: 2/22/2024 to 2/21/2025

Background: This certification training will be a mandatory certification needed by staff members to instruct officers in the safe and proper use of these tools, as well as the safety, care, and maintenance of these training doors.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

☒ NO, there are no HUB's in Dallas County to contact for this business category.

☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
OS1N	DPD	6767		3364		DPD-2024-00023866	\$5,0000
							\$0.00
							\$0.00
Financing:		LEOSE FUNDS				TOTAL:	\$5,000

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 Supp'l Agreement Percentage
							%

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

By Department Director

Apr 22, 2024

Date

Approved as to Form by City Attorney

Apr 22, 2024

Date

By City Manager

Apr 22, 2024

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

245612

EFFECTIVE DATE

Apr 19, 2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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 request.

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

Supplier Name: Police Executive Research Forum

Supplier No. VC0000008398

Subject: SMIP Executive Training

Lead Dept: Dallas Police Department

Action Requested: Authorize payment in the amount of \$11,150.00 to Police Executive Research Forum for SMIP Training.

Contract Number: DPD-2024-00024724 Contract Term: 4/4/2024 to 12/31/2024

Background: SMIP is a program of the Police Executive Research Forum that provides senior police executives with intensive training in the latest management concepts and practices used in business and government.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/lpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☒ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	OS1N	DPD	6767		3361		DPD-2024-00024724	10,600.00
	Financing:		LEOSE FUNDS					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	

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

MJT
Martin Probst
By Department Director

Apr 19, 2024
Date

Jon Fortuna
By City Manager


Don Knight
Don Knight (Apr 24, 2024 07:30 CD)
Approved as to Form by City Attorney

Apr 19, 2024

Date

Apr 24, 2024

Date

 CITY OF DALLAS	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">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>	ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">245613</div>
		EFFECTIVE DATE <div style="font-size: 1.2em;">04/19/2024</div>

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

<input type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input checked="" type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.



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

Supplier Name:	SOL XR, LLC			Supplier No.	VC29535			
Subject:	SA #1 to add funds and time							
Lead Dept:	AVI							
Action Requested:	Authorize Supplemental Agreement #1 to the consulting services contract with SOL XR, LLC to add additional services related to the augmented reality application developed under the contract and to extend the term of the contract. Amount not to exceed \$1,280.00.							
	Contract Number:	AVI-2023-00021436-1		Contract Term:	5/1/2023	to	4/30/2024	
Background:	The City entered into the contract with BSI Solutions, Inc. to develop and roll out an augmented reality application focusing on specified art pieces at Dallas Love Field Airport and provide 6 months of associated maintenance and support services for Department of Aviation. Effective June 1, 2023, BSI Solutions assigned the contract to SOL XR, LLC, and the City consented to the assignment, with the consent authorized by AA 24-5411, effective March 1, 2024. Additional services regarding the details of the app and questions were needed. Amount not to exceed \$1,280.00.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0130	AVI	7718		3070		CX AVI-2023-00021436-1	\$1,280.00
	Financing:						TOTAL:	\$1,280.00
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	23-5559	05/1/23	\$15,000.00	0	\$16,280.00	9%	

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

 Patrick Carreno (Apr 17, 2024 09:51 CDT) By Department Director	04/17/2024 Date	 Ashley Stockton (Apr 19, 2024 14:57 CDT) Approved as to Form by City Attorney
		04/19/24 Date

 Kimberly Bizzor-Tolbert (Apr 19, 2024 14:37 CDT) By City Manager	4/19/2024 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

245614

EFFECTIVE DATE

2/21/2024

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

- ☒ a. Contracts of \$100,000 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 15%)
- ☐ c. Professional / Personal / Planning / Other Service contracts \$100,000 or less, per City Code Sec. 2-34
- ☐ d. Amendments to non-bid contracts \$100,000 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.

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

RECEIVED
2024 APR 24 AM 11:27
CITY SECRETARY
DALLAS, TEXAS

Supplier Name: Bentley Systems Inc Supplier No: 350501

Subject: CADD SOFTWARE MAINTENANCE AGREEMENT

Lead Dept: DALLAS WATER UTILITIES

Action Requested: Authorize a 1-year renewal of Bentley SELECT Agreement for maintenance and support of the existing MicroStation CADD Software and Applications

Contract Number: DWU-2024-00023871 Contract Term: April 1, 2024 to March 30, 2025

Background:

IN APPROXIMATELY 1992 THE CITY OF DALLAS AND DALLAS WATER UTILITIES (DWU) SELECTED MICROSTATION AS THE CAD SOFTWARE OF CHOICE SINCE THAT TIME MICROSTATION AND VARIOUS APPLICATIONS PROVIDED BY BENTLEY SYSTEMS, INC. HAVE BEEN THE PRIMARY CAD SOFTWARE USED FOR ALL DESIGN WITHIN DWU. PUBLIC WORKS AND SANITATION. THIS SOFTWARE IS ALSO USED BY DWU DIVISIONS FOR DAY-TO-DAY BUSINESS FUNCTIONS. TO MAINTAIN THE SOFTWARE AND VARIOUS APPLICATIONS, THERE IS A YEARLY MAINTENANCE COST. THE MAINTENANCE ALLOWS AN UNLIMITED NUMBER OF UPGRADES, ELECTRONIC, WEB BASED TRAINING, AND THE CONTINUED USE OF THE SOFTWARE.

HUB
Check appropriate
Box

<https://mycpa.cpa.state.tx.us/lpasscmbi/search/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category
- ☐ NO, there are no HUB's in Dallas County to contact for this business category
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
							See attachment	\$82,234.97
Funding:								
						Water Construction Fund, Wastewater Construction Fund, Storm Drainage Management Operation Fund, Bond Program Administration Fund, Transportation Operation Fund and Sanitation Operation Fund	TOTAL:	\$82,234.97
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.

By Department Director

mr

Rory McAnelly

Approved as to Form by City Attorney


Apr 23, 2024

Date

By City Manager

Date

2/21/24

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245615</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 16, 2024</div>		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED CITY SECRETARY DALLAS, TEXAS 20 APR 24 AM 11:30 </div> </div>								
	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									
Supplier Name:		Romulo Martinez				Supplier No.		VC23055	
Subject:		Arts Activate 2024 – Round 3							
Lead Dept:		Office of Arts & Culture							
Action Requested:		Shared Stories is an exhibition exploring life's common journey, cultural identity, and shared experiences through vibrant artworks. The display includes installations simulating spaces in a home, inviting viewers to reflect on migration, adapting to new spaces, and celebrating uniqueness. The exhibition will run in late summer at the Latino Cultural Center, with a workshop and artist talk/guided visit. Event will be open-to-the-public. 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-2023-00023139 (CR-00026932)		Contract Term:		AA Effective Date to 9/15/2024	
Background:		The fee for this service is \$5,900.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$1,475.00 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 \$2,950.00 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 \$1,475.00, 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.							
HUB Check appropriate Box		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$5,900.00
		Financing: General Fund							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	

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

Martine Philippe (Apr 16, 2024 09:30 CDT)

By Department Director

Apr 16, 2024

Date

Hannah Minton
Hannah Minton (Apr 23, 2024 16:58 CDT)

Approved as to Form by City Attorney


Apr 23, 2024

Date

Apr 16, 2024

By City Manager

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245616	
							EFFECTIVE DATE Apr 16, 2024	

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

<input type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	The Shakespeare Festival of Dallas	Supplier No.	128849					
Subject:	Arts Activate 2024 – Round 3							
Lead Dept:	Office of Arts & Culture							
Action Requested:	Shakespeare Dallas' Music in the Park, in collaboration with Front Yard Concerts and Matthew Kurzman, presents two evenings of diverse music genres at the Samuell-Grand Amphitheater. The series aims to provide equitable opportunities for local musicians, fostering familyfriendly, accessible, and culturally rich experiences for audiences in East Dallas. The event seeks to attract a broad audience. Event will be open-to-the-public. 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-2023-00023139 (CR-00026933)	Contract Term: AA Effective Date to 9/15/2024					
Background:	The fee for this service is \$14,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$3,500.00 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 \$7,000.00 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 \$3,500.00, 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.							
HUB Check appropriate Box	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$14,000.00
	Financing: General Fund						TOTAL:	\$14,000.00
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	

RECEIVED
 APR 24 2024 AM 11:39
 CITY SECRETARY
 DALLAS, TEXAS

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


 Martine Philippe (Apr 16, 2024 09:30 CDT)

Apr 16, 2024


 Hannah Minton (Apr 23, 2024 16:54 CDT)

Apr 23, 2024

By Department Director

Date

Approved as to Form by City Attorney


Date



Apr 16, 2024

By City Manager

Date

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">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>						ADMINISTRATIVE ACTION 245617	
							EFFECTIVE DATE Apr 16, 2024	

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

<input type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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


Supplier Name:	Katherine E Jordan	Supplier No.	VC29451					
Subject:	Arts Activate 2024 – Round 3							
Lead Dept:	Office of Arts & Culture							
Action Requested:	Convergence is an exhibition curated by Liz Jordan, thMTHRshp, and Art on Main gallery owner Andrea Lamarsaude. It showcases collaborative works by local and national artists, emphasizing diversity and unity. The exhibition features historically underrepresented artists, fostering community and connection. The project includes an Open Call, an interactive community art project, and various events, creating a unique, inclusive experience for Dallasites. Event will be open-to-the-public. 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-2023-00023139 (CR-00026935)	Contract Term: AA Effective Date to 9/15/2024					
Background:	The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 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 \$4,000.00 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 \$2,000.00, 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.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmb/lssearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$8,000.00
	Financing: General Fund						TOTAL:	\$8,000.00
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	


 Martine Philippe (Apr 16, 2024 09:30 CDT)
 By Department Director

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



 Hannah Minton (Apr 23, 2024 16:51 CDT)
 Approved as to Form by City Attorney

Apr 16, 2024
 Date
 Apr 23, 2024
 Date


 By City Manager

Apr 16, 2024

 Date

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">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>		ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245618</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 16, 2024</div>						
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;"> RECEIVED 2024 APR 24 AM 11:33 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>								
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									
Supplier Name:		WORDSPACE		Supplier No.	350017				
Subject:		Arts Activate 2024 – Round 3							
Lead Dept:		Office of Arts & Culture							
Action Requested:		Dallas Lit Hop is a city-wide literary festival spanning four weeks, featuring traditional readings, performances, and workshops in diverse neighborhoods. Organized by WordSpace, the event aims to showcase local and visiting artists, fostering collaboration and elevating Dallas as a literary hub. Event will be open-to-the-public. 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-2023-00023139 (CR-00026938)	Contract Term:	AA Effective Date to 9/15/2024				
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.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/lpasscmb/lssearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$7,500.00
		Financing: General Fund							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	


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

Apr 23, 2024

Martine Philippe (Apr 16, 2024 09:31 CDT)

Apr 16, 2024

By Department Director

Date

 Hannah Minton
 Hannah Minton (Apr 23, 2024 16:47 CDT)

Approved as to Form by City Attorney

Date



By City Manager

Date

Apr 16, 2024

245619

Memorandum

RECEIVED

2024 MAY 17 PM 1:54

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE April 30, 2024

TO City Secretary
SUBJECT Correction to AA 24-5619

This is the first ☒ Y ☐ N correction to the subject Administrative Action. If no, attach copies of any previous approved correction memos.

The subject Administrative Action was approved on 04/12/2024 authorizing Artist Services - Bath House Cultural Center.

Change(s) is/are needed to correct (select all applicable):

☐ Typo ☐ Financial/funding information ☒ Obvious error from AA context

Contract Term should read as follows:

From 4/14/2024 to 4/14/2024 ~~5/27/2024~~

Please note that the work is complete, we are simply extending the expiration date of the Administrative Action- as instructed by the City Controller's Office- to allow time to encumber the funds in AMS.

Department: Office of Arts & Culture

Director (or designee.):


Martine Philippe L. May 2, 2024 -DAMCOI

Signature

Martine Philippe


Print Name

May 2, 2024

Date

Attachment for reference: Administrative Action No. 24-5619

h 5/22/24

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245619 EFFECTIVE DATE Apr 12, 2024				
	1. Place an "X" in the appropriate box for the approval of:										
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED APR 24 PM 3:45 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>										
	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											
Supplier Name:						Eriq Hardiman-Rhone		Supplier No. VC31518			
Subject:		Artist Services - Bath House Cultural Center									
Lead Dept:		Office of Arts and Culture									
Action Requested:		Authorization is requested to procure the services of Dallas Arts Collective, SZNs CHNGE to provide the following cultural services at the Bath House Cultural Center: 1.) Present "Our, Dallas Garden," an art exhibition curated by SZNs CHNGE Collective with a focus on painting and mixed media, featuring works by Dallas artists Emerson "Eazi" Macauley, Devon Francis, and Ra Kazadi for 1 month. 2.) Present a free one-day community event, showcasing the Arts, through music, dance performances and visual art on April 14, 2024, 12-4pm.									
		Contract Number:		OCA-2024-00024733		Contract Term:		4/14/2024 to 4/14/2024			
Background:		The fee for this service will not exceed \$25,207.00. SZNs CHNGE understands that the City of Dallas will pay for services as follows: one installment of \$25,207.00 within 30 days of completion of service and receipt of final invoice.									
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.									
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		0001	OCA	4888	CULF	3089		MASC	OCA-2024-00024733		\$25,207.00
		Financing:		General Fund						TOTAL:	\$25,207.00
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.


 Martine Philippe (Apr 9, 2024 11:14 CDT)

By Department Director

Date

Apr 9, 2024



Approved as to Form by City Attorney

Date


Apr 24, 2024



By City Manager

Date

Apr 12, 2024

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245620</div>																																
							EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 12, 2024</div>																																
1. Place an "X" in the appropriate box for the approval of:																																							
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">APR 25 AM 11:39</div> </div> </div>																																							
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Supplier Name: Alexandria Gurley						Supplier No. VC26049																																	
Subject: Arts Activate 2024 – Round 3																																							
Lead Dept: Office of Arts & Culture																																							
Action Requested: The 2nd Annual Right 2 Write Poetry Slam Festival features a dynamic schedule including yoga, writing workshops, service projects, haiku battle, networking mixer, and the main poetry slam event hosted by Alex Tha Great. The festival aims to provide a vibrant and engaging experience for participants and attendees. Event will be open-to-the-public. 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.																																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 30%;">OCA-2023-00023139 (CR-00026901)</td> <td style="width: 20%;">Contract Term:</td> <td style="width: 10%;">AA Effective Date</td> <td style="width: 10%;">to</td> <td style="width: 10%;">9/15/2024</td> </tr> </table>								Contract Number:	OCA-2023-00023139 (CR-00026901)	Contract Term:	AA Effective Date	to	9/15/2024																										
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Background: The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 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 \$4,000.00 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 \$2,000.00, 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.																																							
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


 Martine Philippe (Apr 10, 2024 11:06 CDT)

By Department Director

Apr 10, 2024

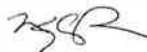
Date


 Marissa Hines

Approved as to Form by City Attorney

Apr 16, 2024


Date



Apr 12, 2024

By City Manager

Date

 City of Dallas	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">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>	ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245621</div> EFFECTIVE DATE Apr 24, 2024																								
1. Place an "X" in the appropriate box for the approval of:																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input checked="" type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 25%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">2024 APR 25 AM 11:00</div> </div> </div>																										
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Supplier Name:	EPLUS TECHNOLOGY, INC.	Supplier No. VS0000042451																								
Subject:	Web Application Firewall (WAF)																									
Lead Dept:	Information & Technology Services																									
Action Requested:	Authorize Supplemental Agreement No. 1 to the contract for web application firewall (WAF) and distributed denial of service (DDoS) authorized by Council Resolution 23-0707 <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Contract Number: DSV-2022-00019984 Contract Term: 6/1/2023 to 5/31/2026 </div>																									
Background:	This Supplemental Agreement will continue attack and denial of service premium monitoring support for years 2 and 3 in direct support of the City Manager and Chief Information Officer's new website redesign initiative.																									
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/fpasscmlsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																									
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																			
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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	23-0707	5/24/2023	\$514,784.43	\$0.00	\$584,948.55	13.63%																				

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

Mar 28, 2024

Apr 25, 2024

By Department Director

Date

Robert Perez

By City Manager

Approved as to Form by City Attorney

Apr 24, 2024

Date

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

245622

EFFECTIVE DATE

4/24/2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: CAPA Strategies

Supplier No. VC29573

Subject: Urban Heat Island Study 2024

Lead Dept: OEQS

Action Requested:

Authorize invoices totaling \$49,900 for an Urban Heat Island Study. Services include, planning, modeling, data analysis, technical support, outreach materials, and a final report.

Contract Number: OEQ-2024-00024726 Contract Term: April 2024 to January 2025

Background:

In 2023, the city mapped 100 square miles of the city for urban heat islands. In summer 2024 we will map the remaining 282 square miles of the city with CAPA strategies. This study supports several Comprehensive Environmental and Climate Action Plan goals, including goals 6, 7, and 8 to reduce the urban heat island effect in the city.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☒ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	5602		3070		- OEQ-2024-00024726	\$49,900.00
						-	\$0.00
						-	\$0.00
Financing:							TOTAL: \$49,900.00

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
			20.00		20.00	%

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

Carlos Evans

Carlos Evans (Apr 4, 2024 10:09 CDT)

By Department Director

Apr 4, 2024

Date

Roy Massey

Apr 25, 2024

Approved as to Form by City Attorney


RJM

Date

Apr 24, 2024

By City Manager

Date

 CITY OF DALLAS	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.						245623	
							EFFECTIVE DATE	
							Apr 12, 2024	

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

<input type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	Antonio Lechuga Jr	Supplier No.	VC25279
Subject:	Arts Activate 2024 – Round 3		
Lead Dept:	Office of Arts & Culture		

Action Requested: Antonio Lechuga, an Oak Cliff artist, proposes a sculpture project focused on healing and addressing the impact of mass shootings. Utilizing cobija blankets, common in Mexican-American households, he plans to create an expansive bouquet with 647 flowers representing victims of 2022 mass shootings. Accompanying the exhibition, names of victims and a healing space for affected families will be featured. The exhibition is scheduled for August to September. Lechuga aims to offer solace, acknowledging the weight of tragedy while providing a visual marker of collective loss. Event will be open-to-the-public. 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-2023-00023139 (CR-00026902)	Contract Term:	AA Effective Date	to	9/15/2024
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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.


HUB Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmb/lssearch/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$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

RECEIVED
 2024 APR 25 PM 1:
 CITY SECRETARY
 DALLAS, TEXAS

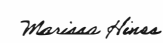

 Martine Philippe (Apr 10, 2024 11:07 CDT)

By Department Director

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


Apr 10, 2024

Date


 Marissa Hines


Apr 16, 2024

Approved as to Form by City Attorney


 By City Manager

Apr 12, 2024

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>					ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 6 2 4</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 16, 2024</div>				
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by request for proposal.</small> </div> <div style="width: 25%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">APR 25 PM 1:11</div> </div> </div>									
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 checked="" type="checkbox"/> Yes <input 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				
Supplier Name:		Jesus Serrato				Supplier No.		VC28571		
Subject:		Arts Activate 2024 – Round 3								
Lead Dept:		Office of Arts & Culture								
Action Requested:		A 6-class leatherwork series, led by artist Jesus Serrato, targets diverse age groups: parent/teen, adults (18+), and older adults (50+). Classes run on six consecutive Saturdays. The goal is to foster intergenerational connections through the ancient craft of leatherwork, accommodating 10 students per class. The structured series aims to provide more personalized instruction and enhance the learning experience for participants. Event will be open-to-the-public. 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-2023-00023139 (CR-00026914)		Contract Term:		AA Effective Date to 9/15/2024		
Background:		The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 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 \$4,000.00 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 \$2,000.00, 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.								
HUB Check appropriate Box		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM		ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	OCA	4880	CA01	3089		MASC	OCA-2023-00023139	\$8,000.00
		Financing: General Fund								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	

81

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


 Martine Philippe (Apr 16, 2024 09:39 CDT)
 By Department Director

Apr 16, 2024
 Date


 Suzanne Knuppel (Apr 17, 2024 07:58 CDT)
 Approved as to Form by City Attorney

Apr 17, 2024
 Date



By City Manager

Date

Apr 16, 2024



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

245625

EFFECTIVE DATE

Apr 25, 2024 STF

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

- ☐ a. Contracts of \$100,000 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 10%).
- ☒ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: Trinity Review Services, Inc.

Supplier No. VS0000074733

Subject: Professional Services Contract for Independent Medical Review

Lead Dept: City Attorney's Office

Action Requested:

Authorize a professional services contract with Trinity Review Services, Inc. for independent medical review. Not to exceed \$50,000

Contract Number:	ATT-2024-00024822	Contract Term:	11/1/2023	to	10/31/2024
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Background:

Trinity Review Services, Inc. will provide independent medical review. Not to exceed \$50,000. *The City Attorney can terminate the contract with 10 days' notice to the Provider.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0192	ORM	3890		3043		MASC ATT-2024-00024822	\$50,000.00
						-	
						-	
Financing:							TOTAL: \$50,000.00

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.

Ayeh Powers
Ayeh Powers (Apr 24, 2024 10:31 CDT)

By Department Director

Apr 24, 2024

Date

Stephen T. Freeland (Apr 25, 2024 10:58 CDT)

By City Manager

Apr 25, 2024

Date


Stephen T. Freeland
Stephen T. Freeland (Apr 25, 2024 11:51 CDT)

Approved as to Form by City Attorney

STF

Apr 25, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245626</div> EFFECTIVE DATE <div style="margin: 5px 0;">04/25/2024</div>		
	<p>1. Place an "X" in the appropriate box for the approval of:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p><input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.</p> <p><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%).</p> <p><input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):</p> <p style="font-size: 0.8em;">NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</p> </div> <div style="width: 15%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED CITY SECRETARY DALLAS, TEXAS 2024 APR 25 PM 2:08 </div> </div>								
	<p>2. Is this an amendment to an existing construction contract? If yes, complete on Administrative Change Order. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>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</p> <p>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 N/A</p>								
Supplier Name:		BREAKING THE CHAIN CONSULTING, LLC				Supplier No.		VC20578	
Subject:		CUSTOMIZED CIVILIAN LEADERSHIP SERIES - TRAINING							
Lead Dept:		DEVELOPMENT SERVICES (DEV)							
Action Requested:		TO AUTHORIZE THE FACILITATION OF A CUSTOMIZED CIVILIAN LEADERSHIP SERIES TRAINING FOR DEVELOPMENT SERVICES EMPLOYEES							
		Contract Number:		DEV-2024-00024295		Contract Term:		3/01/2024 to 10/01/2024	
Background:		THE QUALIFIED AND AWARDED CONSULTANT TO FACILITATE A THREE-DAY TRAINING FOR DEVELOPMENT SERVICES EMPLOYEES TO ENRICH THEIR LEADERSHIP SKILLS							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0150	DEV	3141		3361		CX DEV-2024-00024295	\$13,500.00
								-	\$0.00
		Financing:						TOTAL:	\$13,500.00
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	
					20.00		20.00	%	

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


Andrew Espinoza
Andrew Espinoza (Apr 25, 2024 08:58 CDT)
 By Department Director

Apr 25, 2024
 Date

Stephen T. Freeland
Stephen T. Freeland (Apr 25, 2024 11:52 CDT)
 Approved as to Form by City Attorney

Apr 25, 2024
 Date


 Apr 25, 2024
 By City Manager Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>					ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245627</div> EFFECTIVE DATE February 27, 2024			
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 25%; text-align: right;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: right top;"> RECEIVED 2024 APR 26 PM 1:22 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>								
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									
Supplier Name: Miranda Cook					Supplier No.				
Subject:		Dallas Homebuyer Assistance Program							
Lead Dept:		Housing & Neighborhood Revitalization							
Action Requested:		Execution of the City of Dallas Homebuyer Written Agreements (HOME/CDBG) for down payment assistance for the total amount of \$35,600 (\$17,800 in HOME funds, \$17,800 in CDBG funds). Funds have been appropriated by previous City Council resolution.							
		Contract Number:		HOU-2024-00024205		Contract Term:		3/8/2024 to 3/8/2039	
Background:		Ms. Cook was approved for purchase of property at 2030 Morris St. using HOME funds (\$17,800.00) and CDBG funds (\$17,800.00) for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 23-0278 on February 22, 2023 to provide homebuyer assistance to households with income at or below 80% of the AMI. Funding has been appropriated under previous City Council resolution 21-0974.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		HM21	HOU	519F		3101	DHAP	-	\$17,800.00
		CD21	HOU	504F		3101	DHAP	-	\$17,800.00
								-	0.00
		Financing:						TOTAL:	\$35,600.00
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%	

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


Cynthia Rogers-Ellickson
 Cynthia Rogers-Ellickson (Feb 26, 2024 17:39 CST)
 By Department Director

Feb 26, 2024
 Date

Marissa Hines
 Approved as to Form by City Attorney MH
 Mar 4, 2024
 Date

majed Al-ghafry
 majed Al-ghafry (Feb 27, 2024 10:43 CST)
 By City Manager

Feb 27, 2024
 Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245628</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">April 3, 2024</div>		
	<p>1. Place an "X" in the appropriate box for the approval of:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p><input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><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 5%).</p> <p><input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small></p> </div> <div style="width: 15%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED CITY SECRETARY DALLAS, TEXAS 20 APR 26 PM 1:39 </div> </div>								
	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			
Supplier Name:		Tamanika Brumfield				Supplier No.			
Subject:		Dallas Homebuyer Assistance Program							
Lead Dept:		Housing & Neighborhood Revitalization							
Action Requested:		Execution of the City of Dallas Homebuyer Written Agreements (HOME/CDBG) for down payment assistance for the total amount of \$50,000 (\$25,000.00 in HOME funds, \$25,000.00 in CDBG funds). Funds have been appropriated by City Council resolution 22-1024 approved on June 22, 2022.							
		Contract Number:		HOU-2024-00024550		Contract Term:		to	
Background:		Ms. Brumfield was approved for purchase of property at 6015 Kemrock Dr. using HOME funds (\$25,000.00) and CDBG funds (\$25,000.00) for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 23--0278 on February 22, 2023 to provide homebuyer assistance to households with income at or below 80% of the AMI. Funding has been appropriated City Council resolution 22-1024 approved on June 22, 2022.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		HM22	HOU	621G		3101	DHAP	-	\$25,000.00
		CD22	HOU	604G		3101	DHAP	-	\$25,000.00
								-	0.00
		Financing:						TOTAL:	\$50,000.00
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	
		n/a	n/a	n/a	0.00	0	\$ 0.00	0%	

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

Darwin M. Wade

By Department Director

Apr 3, 2024

Date

Marissa Hines

Approved as to Form by City Attorney *MH*


Apr 3, 2024


Date

majed Al-ghafry
majed Al-ghafry (Apr 3, 2024 12:10 CDT)
By City Manager

Apr 3, 2024


Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">24 5 6 2 9</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 19, 2024</div>										
	1. Place an "X" in the appropriate box for the approval of:																
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px;"> RECEIVED APR 26 PM 4:41 CITY SECRETARY DALLAS, TEXAS </div> </div> </div>																
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																	
Supplier Name:						Lucina Montanez		Supplier No.		VC22357							
Subject:		Arts Activate 2024 – Round 3															
Lead Dept:		Office of Arts & Culture															
Action Requested:		Textiles de mi Tierra Part 2 is an artistic exploration of natural fibers, textiles, and leather, continuing from the previous project. Participants will learn traditional techniques, extracting fibers and creating accessories like necklaces, bracelets, and hats. The classes fuse cultural heritage with contemporary fashion, emphasizing sustainability and environmental consciousness through recycled materials. Event will be open-to-the-public. 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-2023-00023139 (CR-00026920)			Contract Term:		AA Effective Date		to 9/15/2024						
Background:		The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 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 \$4,000.00 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 \$2,000.00, 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.															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.															
Funding:		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		0001		OCA		4880		CA01		3089				MASC OCA-2023-00023139		\$8,000.00	
		Financing:				General Fund								TOTAL:		\$8,000.00	
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			



 Martine Philippe (Apr 19, 2024 10:07 CDT)
 By Department Director

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

Apr 19, 2024



 Lucy Huang (Apr 26, 2024 12:29 CDT)
 Approved as to Form by City Attorney


Apr 19, 2024


 By City Manager


Apr 26, 2024


Date


 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0 0 0;">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>						ADMINISTRATIVE ACTION 245630 EFFECTIVE DATE Apr 16, 2024		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 35%; text-align: right;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: right top;"> RECEIVED CITY SECRETAR DALLAS, TEXAS 2024 APR 26 PM 4:44 </div> </div> </div>								
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>								
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>									
Supplier Name:		Make Art with Purpose, Incorporated				Supplier No.		VS91255	
Subject:		Arts Activate 2024 – Round 3							
Lead Dept:		Office of Arts & Culture							
Action Requested:		Let's Talk #4 - We Are Here LGBTQIA+ Stories and Art is a two-part project by MAP addressing the lack of creative opportunities for LGBTQ+ individuals in Dallas. The initiative includes a guided performative workshop and the production of a zine that shares stories, experiences, and art. The project aims to provide a safe and creative space for LGBTQIA+ expression, fostering understanding and empathy across communities. Event will be open-to-the-public. 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-2023-00023139 (CR-00026922)		Contract Term:		AA Effective Date to 9/15/2024	
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.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$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	


Martine Philippe (Apr 16, 2024 09:29 CDT)
By Department Director

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.
Apr 16, 2024
Date


Lucy Huang (Apr 26, 2024 12:38 CDT)
Approved as to Form by City Attorney
Apr 16, 2024
Date


By City Manager

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0 0 0;">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>		ADMINISTRATIVE ACTION 245631	
			EFFECTIVE DATE Apr 16, 2024	

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

<input type="checkbox"/>	a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	New Texas Symphony Orchestra	Supplier No.	VS0000069631					
Subject:	Arts Activate 2024 – Round 3							
Lead Dept:	Office of Arts & Culture							
Action Requested:	The New Texas Symphony Orchestra's 20th Anniversary Platinum Season concludes with "Pictures," featuring a Dallas ISD high school student art exhibition inspired by Mussorgsky's "Pictures at an Exhibition." The celebration includes a community recital and a NTSO concert. The event promotes artistic collaboration, community engagement, and cultural equity, aligning with the orchestra's commitment to diverse programming. Event will be open-to-the-public. 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-2023-00023139 (CR-00026924)	Contract Term: AA Effective Date to 9/15/2024					
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.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$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	

RECEIVED
 2024 APR 26 PM 4:41
 CITY SECRETARY
 DALLAS, TEXAS

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


 Martine Philippe (Apr 15, 2024 15:02 CDT)

Apr 15, 2024


 Lucy Huang (Apr 26, 2024 12:46 CDT)

Apr 26, 2024

By Department Director

Date


Approved as to Form by City Attorney


Date

Apr 16, 2024

By City Manager


Date

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">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>					ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245632</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 16, 2024</div>																								
	1. Place an "X" in the appropriate box for the approval of:																													
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED 2024 APR 26 PM 4:41 CITY SECRETARY DALLAS, TEXAS </div> </div>																													
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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																														
Supplier Name: Oak Lawn Band, Inc.					Supplier No. VS93448																									
Subject: Arts Activate 2024 – Round 3																														
Lead Dept: Office of Arts & Culture																														
Action Requested: Project Loud and Proud by the Oak Lawn Band involves performances at three city events, showcasing LGBTQ+ talents. The events include Oak Cliff Earth Day, Cedar Springs Wine Walk, and Dallas Pride Celebration. The Oak Lawn Band aims to be visible and proud, fostering community engagement and promoting LGBTQ+ arts. Funding will enhance technology infrastructure, instrument availability, and overall performance quality. The events are free, attracting diverse audiences and promoting inclusivity in the current political climate Event will be open-to-the-public. 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.																														
<div style="display: flex; justify-content: space-between;"> <div> Contract Number: OCA-2023-00023139 (CR-00026926) </div> <div> Contract Term: AA Effective Date to 9/15/2024 </div> </div>																														
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.																														
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/lssearch/ <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																														
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>OCA</td> <td>4880</td> <td>CA01</td> <td>3089</td> <td></td> <td>MASC OCA-2023-00023139</td> <td>\$9,000.00</td> </tr> <tr> <td colspan="6">Financing: General Fund</td> <td>TOTAL:</td> <td>\$9,000.00</td> </tr> </tbody> </table>							FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$9,000.00	Financing: General Fund						TOTAL:	\$9,000.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																							
0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$9,000.00																							
Financing: General Fund						TOTAL:	\$9,000.00																							
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 Martine Philippe (Apr 16, 2024 09:29 CDT)
 By Department Director

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

Apr 16, 2024



 Lucy Huang (Apr 26, 2024 12:42 CDT)
 Approved as to Form by City Attorney

Apr 16, 2024


 By City Manager

Apr 26, 2024

Date

 CITY OF DALLAS	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0 0 0;">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>		ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245633</div>	
			EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">Apr 19, 2024</div>	

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

☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.

☐ d. Amendments to non-bid contracts: \$100,000 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


2024 APR 26 PM 4: 41

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

Supplier Name: Dallas Bach Society	Supplier No. 223094				
Subject: Arts Activate 2024 – Round 2					
Lead Dept: Office of Arts & Culture					
Action Requested: Baroque Break-Out - Music Education for Schools. Baroque Break-Out enriches Dallas public schools with interactive music education. Using the Master Class format, professional artists guide students in hands-on learning, preparing them for recitals and competitions. Focused on the interpersonal connection between artists and students, this program fosters a deeper understanding and appreciation of Baroque music. Event will be open-to-the-public. 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-2023-00023138 (CR-00026823)	Contract Term:	AA Effective Date	to	9/15/2024
Background: The fee for this service is \$14,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$3,500.00 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 \$7,000.00 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 \$3,500.00, 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.					
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/					
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.					

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880	CA01	3089		MASC OCA-2023-00023138	\$14,000.00
Financing: General Fund						TOTAL:	\$14,000.00

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



 Martine Philippe (Apr 19, 2024 10:08 CDT)
 By Department Director

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

APR 19, 2024


Apr 19, 2024


By City Manager


 Lucy Huang (Apr 26, 2024 12:50 CDT)
 Approved as to Form by City Attorney

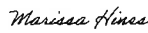
APR 26, 2024


Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 6 3 4</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 0;">Apr 12, 2024</div>																								
	1. Place an "X" in the appropriate box for the approval of:																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin: 0;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin: 0;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin: 0;">2024 APR 29 AM 8:30</div> </div> </div>																														
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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																															
Supplier Name: Dallas Arts District Foundation						Supplier No. VS96407																									
Subject: Arts Activate 2024 – Round 3																															
Lead Dept: Office of Arts & Culture																															
Action Requested: The Dallas Arts District, along with prominent art institutions, will host the 6th annual PRIDE Block Party, a free and inclusive event in Downtown Dallas. The celebration, featuring pride-themed tours, performances, movies, artists, and more, highlights the intersection of arts, culture, and LGBTQ community pride. Event will be open-to-the-public. 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-2023-00023139 (CR-00026908) Contract Term: AA Effective Date to 9/15/2024																															
Background: The fee for this service is \$10,500.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,625.00 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 \$5,250.00 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 \$2,625.00, 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.																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/search/ <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																															
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Martine Philippe (Apr 10, 2024 11:06 CDT)
By Department Director

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.
Apr 10, 2024
Date


Marissa Hines
Approved as to Form by City Attorney
Apr 16, 2024
Date


By City Manager
Apr 12, 2024
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

245635

EFFECTIVE DATE

04/17/2024

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

- ☐ a. Contracts of \$100,000 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%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: **Lonestar Drain LLC; dba Discount Restoration. – Contractor**
Gloria Castillo - Homeowner

Supplier No. VC28204

Subject: ARPA Residential Septic Tank Program

Lead Dept: Housing & Neighborhood Revitalization

Action Requested:

Execute agreement for payment for ARPA Residential Septic Tank Program at property address 2243 Royal Oaks Dr., Dallas, TX, 75253 in the amount of \$9,000.00 from the ARPA grant.

Contract Number:

HOU-2024-00024344

Contract Term:

Effective Date of the AA above

to

One year from the effective date

Background:

On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☒ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
FC18	HOU	AD53		3100	ARPA	- DO	\$9,000.00
						-	\$0.00
						-	\$0.00
Financing:							TOTAL: \$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
						%

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

Darwin M. Wade

Apr 15, 2024

Marissa Hines

Apr 29, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

By City Manager

Date

4-17-24

245635

MEMORANDUM RECEIVED

2024 MAY -7 AM 8:52

DATE May 3, 2024

TO City Secretary's Office

CITY SECRETARY
DALLAS, TEXAS

City of Dallas

SUBJECT Correction to AA 24-5635

This is the correction to ARPA Septic Tank Program AA 24-5635 for the address 2243 Royal Oaks Dr., Dallas, Texas 75253.

Background: On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies.

Change(s) is/are needed to correct (select all applicable):

☐ Typo ☒ Financial/funding information ☐ Obvious error from CR context

AA 24-5635 was recorded on 04/17/2024. However, after recording, the funding information changed. The correct funding information should read as follows:

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE & NUMBER	AMOUNT
	OA72	HOU	AR53		3099		DO	\$9,000.00
Financing:							TOTAL:	\$9,000.00

Department: **Housing & Neighborhood Revitalization**

Reginald Giles

Reginald Giles (May 3, 2024 10:10 CDT)

Reginald Giles, ARPA Project Manager

Cynthia Rogers-Ellickson

Cynthia Rogers-Ellickson, Director

May 3, 2024

Date

May 3, 2024

Date

Handwritten signature/initials



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

245636

EFFECTIVE DATE

Apr 29, 2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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
2024 APR 29 AM 11:56
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 N/A

Supplier Name: American Red Cross

Supplier No. VS0000073480

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-2024-00023328 Contract Term: 4/24/2024 to 4/23/2026

Background:

The Dallas Police Department does not offer any reoccurring class to maintain CPR/First Aid/AED certifications. By creating a 10-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.

HUB

Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☒ NO, there are no HUB's in Dallas County to contact for this business category.
- ☐ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2116		3364		DPD-2024 -00023328	100,000.00

Financing:	General FUNDS	TOTAL:	AMOUNT
			100,000.00

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.

MNR

Martin Rojas (Apr 25, 2024 11:45 CDT)

By Department Director

Apr 25, 2024

Date

Don Knight

Don Knight (Apr 29, 2024 11:12 CDT)

Approved as to Form by City Attorney

Apr 29, 2024

Date

Jon Fortune

Jon Fortune (Apr 29, 2024 10:36 CDT)

By City Manager

Apr 29, 2024

Date

245637

MEMORANDUM**RECEIVED**

2024 MAY -7 AM 8:52

CITY SECRETARY
DALLAS, TEXAS**City of Dallas**

DATE May 3, 2024

TO City Secretary's Office

SUBJECT Correction to AA 24-5637

This is the correction to ARPA Septic Tank Program AA 24-5637 for the address 2108 Royal Oaks, Dallas, Texas 75253.

Background: On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies..

Change(s) is/are needed to correct (select all applicable):

☐ Typo ☒ Financial/funding information ☐ Obvious error from CR context

AA 24-5637 was recorded on 04/17/2024. However, after recording, the funding information changed. The correct funding information should read as follows:

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE & NUMBER	AMOUNT
Funding:	OA72	HOU	AR53		3099		DO	\$8,750.00
	Financing:						TOTAL:	\$8,750.00

Department: **Housing & Neighborhood Revitalization**

Reginald Giles

Reginald Giles (May 3, 2024 10:16 CDT)

Reginald Giles, ARPA Project Manager

Cynthia Rogers-Ellickson

Cynthia Rogers-Ellickson, Director

May 3, 2024

Date

May 3, 2024

Date

5/8/24



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

245637

EFFECTIVE DATE

04/17/2024

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

- ☐ a. Contracts of \$100,000 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%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name:	Altirano Torres dba Torres Construction, a Sole Proprietorship – Contractor Robert Preston Pierce and Brenda Deann Pierce - Homeowner					Supplier No.	337798	
Subject:	ARPA Residential Septic Tank Program							
Lead Dept:	Housing & Neighborhood Revitalization							
Action Requested:	Execute agreement for payment for ARPA Residential Septic Tank Program at property address 2108 Royal Oaks, Dallas, TX, 75253 in the amount of \$8,750.00 from the ARPA grant.							
	Contract Number:	HOU-2024-00024346			Contract Term:	Effective Date of the AA above	to	One year from the effective date
Background:	On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/search/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	FC18	HOU	AD53		3100	ARPA	- DO	8,750.00
							-	\$0.00
							-	\$0.00
	Financing:						TOTAL:	8,750.00
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.

Darwin M. Wade

Apr 15, 2024

By Department Director

Date

Suzanne Knuppel
Suzanne Knuppel (Apr 29, 2024 11:41 CDT)


Apr 29, 2024

Approved as to Form by City Attorney

Date

By City Manager

Date

 City of Dallas	ADMINISTRATIVE ACTION						245638	
	See Administrative Directive 4-05 for additional guidelines and routing.						EFFECTIVE DATE	
	File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						04/01/2024	

RECEIVED
 CITY SECRETARY
 DALLAS, TEXAS
 APR 29 PM 3:57

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

<input type="checkbox"/>	a. Contracts of \$100,000 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%).
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NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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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 N/A

Supplier Name:	Geosyntec Consultants, Inc.	Supplier No.	VC19380																																								
Subject:	Sanitation Cost of Service and Rate Study for Alley and Curbside Collection Services																																										
Lead Dept:	Department of Sanitation Services																																										
Action Requested:	Authorize a one-year service contract with Geosyntec Consultants, Inc. to provide a cost of service study for alley & curbside sanitation collection services to assess the total cost of service and provide rate recommendations for multiple service delivery scenarios.																																										
	Contract Number:	SAN-2024-00024642	Contract Term: 04/01/2024 to 04/01/2025																																								
Background:	Geosyntec, only respondent of three vendors, provides professional consulting services to multiple municipalities. Their expertise is extensive in areas such as solid waste engineering and conduct studies to compile and review existing information, financial modeling, operational analysis, benchmarking surveys, and recommendations and final deliverables.																																										
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/toasscmblse/arch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																										
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																				
0440	SAN	3581		3070		- CX SAN-2024-00024642	\$48,510.00																																				
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Financing:						TOTAL:	\$48,510.00																																				
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							%																																				

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

Crista Higgins

By Department Director

Mar 31, 2024

Date

Diana Gutknecht

Diana Gutknecht (Apr 29, 2024 09:07 CDT)

Approved as to Form by City Attorney DMG

Apr 29, 2024

Date

CL

Mar 28, 2024


Robert Perez

Robert Perez (Apr 1, 2024 09:19 CDT)

Apr 1, 2024

By City Manager

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245639	
							EFFECTIVE DATE	
							Apr 25, 2024	

RECEIVED
 2024 APR 29 PM 3:57
 CITY SECRETARY
 DALLAS, TEXAS

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

<input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	Lisa Lee Schmidt	Supplier No.	VC31679
Subject:	Arts Activate 2024 – Round 3		
Lead Dept:	Office of Arts & Culture		

Action Requested: Ready to Act: 217 is a community project in the 75217 zip code, focusing on individuals with cognitive or developmental disabilities, as well as their families, caregivers, and anyone interested in understanding their experiences. Lisa Lee Schmidt will lead the creation of an original musical play with up to 10 participants, including those with conditions like Autism Spectrum Disorder and Down Syndrome. The script and music will be collaboratively developed by the performers, with no cost to them. Recruitment will engage schools, recreational centers, churches, and service providers in Pleasant Grove. Event will be open-to-the-public. 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-2023-00023139 (CR-00026919)	Contract Term:	AA Effective Date	to	9/15/2024
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Background: The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 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 \$4,000.00 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 \$2,000.00, 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.


HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$8,000.00
	Financing: General Fund							TOTAL: \$8,000.00

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

 Martine Philippe (Apr 22, 2024 16:31 CDT) By Department Director	APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code. Apr 22, 2024 Date	 Lucy Huang (Apr 26, 2024 13:08 CDT) Approved as to Form by City Attorney
	 By City Manager	Apr 25, 2024 Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>					ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold;">245640</div>	
	EFFECTIVE DATE <div style="font-size: 1.2em;">Apr 24, 2024</div>						

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


<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED CITY SECRETARY DALLAS, TEXAS APR 29 PM 4:26 </div>
<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: \$100,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.


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

Supplier Name:	DALLAS METROPLEX CHAPTER OF NATIONAL ASSN NEGRO MUSICIANS	Supplier No.	255966					
Subject:	Arts Activate 2024 – Round 3							
Lead Dept:	Office of Arts & Culture							
Action Requested:	DMMA's William S. Mitchell Sacred Choral Music Workshop and Concert is a weeklong festival, attracting participants across Dallas who explore and perform sacred music. Led by Emmy Award-winning clinician Dr. Clark Joseph, the event engages singers, musicians, educators, and enthusiasts in choral pedagogy, rehearsal techniques, and a final concert featuring a diverse repertoire. The free public concert showcases arrangements and compositions, often by African American composers. With a history of 750+ participants, the 2024 event anticipates continued success. Event will be open-to-the-public. 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-2023-00023139 (CR-00026910)	Contract Term: AA Effective Date to 9/15/2024					
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.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	OCA	4880	CA01	3089		MASC OCA-2023-00023139	\$9,000.00
	Financing: General Fund						TOTAL:	\$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	


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


Martine Philippe (Apr 22, 2024 16:32 CDT)
By Department Director


Apr 22, 2024
Date


Suzanne Knuppel (Apr 25, 2024 12:37 CDT)
Approved as to Form by City Attorney

Apr 25, 2024
Date


By City Manager

Apr 24, 2024
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
	245641			
	EFFECTIVE DATE	Feb 5, 2024		

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

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement 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: \$100,000 or less, per City Code Sec. 2-34.
☐ d. Amendments to non-bid contracts: \$100,000 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

2024 APR 30 AM 8:33

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

YP	Supplier Name:	XXXXXXXXXXXXXXXXXXXX TimeClock Plus, LLC	Supplier No.	VC21193																								
	Subject:	Digital Scheduling and Time Clock for Seasonal Aquatic Facilities																										
	Lead Dept:	Park and Recreation																										
YP	Action Requested:	Authorize an encumbrance of \$36,300.00 for Humantix.com, Inc. DBA TimeClock Plus, LLC for 2/16/2024 to 2/15/2025 Contact: Elyssabeth Alvarez 469-412-0477																										
	Contract Number:	PKR-2024-00023976	Contract Term:	2/16/2024 to 2/15/2025																								
YP	Background:	TimeClock Plus, LLC is the leading cloud-based employee scheduling platform that accelerates schedule creation by up to 80 percent. Organizations of all sizes receive unprecedented insight into their operations, and actionable data to optimize staffing based on employee skill set, time-off/leave management, and staff availability.																										
	HUB Check appropriate Box	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																										
	Funding:	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>PKR</td> <td>5286</td> <td></td> <td>3099</td> <td></td> <td>MASC PKR-2024-00023976</td> <td>\$36,300.00</td> </tr> <tr> <td colspan="7" style="text-align: right;">TOTAL:</td> <td>\$36,300.00</td> </tr> </tbody> </table>			FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	PKR	5286		3099		MASC PKR-2024-00023976	\$36,300.00	TOTAL:							\$36,300.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																					
0001	PKR	5286		3099		MASC PKR-2024-00023976	\$36,300.00																					
TOTAL:							\$36,300.00																					
	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		0.00	%																				

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

John Jenkins
John Jenkins (Jan 22, 2024 11:44:51)

By Department Director

Date

Jan 22, 2024

Suzanne Knuppel
Suzanne Knuppel (Apr 25, 2024 11:09 CDT)

Approved as to Form by City Attorney

Date

Apr 25, 2024

OA

By City Manager

Date

Feb 5, 2024

SK



See Administrative Directive 4-05 for additional guidelines and routing.

ADMINISTRATIVE ACTION

EFFECTIVE DATE

Feb 5, 2024

[illegible]

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

Yes ☒ No

☒ Yes ☒ No

☐ Yes ☒ No

Supplier No.	VC16872
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Lead Dept:	PKR	-West Plano/North Dallas
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Requested:	Contract Number:	PKR-2024-00023971	Contract Term:	2/1/2024	to	1/31/2025
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HUB ☒ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

Check appropriate ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

Box ☐ NO, there are no HUB's in Dallas County to contact for this business category.

<https://mycpa.ca-a.state.tx.us/lpa-scmbisearch/> ☐ NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Apr 23, 2024

Date _____

Feb 5, 2024

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

245643

EFFECTIVE DATE

Apr 16, 2024

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

- ☐ a. Contracts of \$100,000 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%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: Full 90, Corp.

Supplier No. VC31343

Subject: Contract Fee Instructor

Lead Dept: Park and Recreation

Action Requested:

Authorize contract fee instructor agreement with Full 90, Corp. The vendor will be providing Soccer Skills classes program services to the citizens of Dallas.
Contact: Brendan Collins: (214) 671-1668

Contract Number: PKR-2024-00024608 Contract Term: NTP to 4/30/2025

Background: Contract fee instructors provide leisure, sports and health and wellness activity instruction

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00024608	70/30 Split
						-	\$0.00
						-	\$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		0.00	%

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

John Jenkins (Apr 16, 2024 16:48 EDT)

By Department Director

Apr 16, 2024

Date

Molly P. Ward

Approved as to Form by City Attorney

Apr 22, 2024

Date

OA

By City Manager

Apr 16, 2024

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

245644

EFFECTIVE DATE

Feb 5, 2024

RECEIVED
2024 APR 30 AM 9:49
CITY SECRETARY
DALLAS, TEXAS

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

- ☐ a. Contracts of \$100,000 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 5%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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 YP

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

☐ Yes ☒ No

Supplier Name: Friends of Gateway Park

Supplier No. N/A

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested:

Authorize a Beautification Agreement with Friends of Gateway Park to perform services by picking up litter and debris at Gateway Park at no cost to the city.
Contact: Tamara Aquino (972) 795-5040

Contract Number: PKR-2024-00023952 Contract Term: 3/31/2024 to 3/30/2025

Background:

Friends of Gateway Park is a community organization in the southern district of Dallas that is committed to enhancing the beauty of Gateway Park through beautification projects.

HUB

Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00023952	\$0.00
						-	\$0.00
						-	\$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		0.00	%

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

John Jenkins

By Department Director

Jan 22, 2024

Date

Tmze

Approved as to Form by City Attorney

Feb 20, 2024

Date

OA

Feb 5, 2024

Date

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

245645

EFFECTIVE DATE

Feb 5, 2024

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

- ☐ a. Contracts of \$100,000 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%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: DSE Hockey Club LP DBA Dallas Stars

Supplier No. VC0000012153

Subject: Youth Hockey Partnership

Lead Dept: Park and Recreation

Action Requested:

Authorize a beautification agreement at zero cost between the City of Dallas Park and Recreation Department and the Dallas Stars Hockey Club to refurbish the gymnasium at Hiawatha Williams Recreation Center, located at 2976 Cummings St. Dallas, TX 75216.

Contract Number: PKR-2024-00023754 Contract Term: January 1, 2024 to December 31, 2024

Background:

The Dallas Stars Hockey Club are a professional hockey team and a member of the National Hockey League (NHL). The club has existed in Dallas since 1993 and has done numerous community projects throughout the Dallas area.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00023754	\$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		0.00	%

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

John Jenkins (Jan 26, 2024 14:16 CST)

By Department Director

Jan 26, 2024

Date

Molly P. Ward

Feb. 7, 2024

Approved as to Form by City Attorney


Date

OA
QA

By City Manager

Feb 5, 2024

Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245646</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Mar 29, 2024</div>			
	<p>1. Place an "X" in the appropriate box for the approval of:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">MAR 30 AM 9:55</div> </div> </div>									
	<p>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</p>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<p>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</p>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
<p>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</p>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Supplier Name:		Kidd Springs Central Neighborhood Association				Supplier No.		N/A		
Subject:		Beautification Agreement								
Lead Dept:		Park and Recreation								
Action Requested:		Authorize a Beautification Agreement with the Kidd Springs Central Neighborhood Association would like to perform litter and debris cleanups and service enhancements such as planting and maintaining ornamental beds at the Butterfly Garden and Sculpture Garden at Kidd Springs Park; all in coordination with the City of Dallas Parks and Recreation Department at no cost to the city. Contact: Shenequa D. Crockett (214) 670-6713								
		Contract Number:		PKR-2024-00024494		Contract Term:		3/12/2024 to 3/11/2025		
Background:		Kidd Springs Central Neighborhood Association is a volunteer organization located in the south district. They would like to perform litter and debris cleanups and service enhancements such as planting and maintaining ornamental beds at the Butterfly Garden and Sculpture Garden monthly at Kidd Springs Park; all in coordination with the City of Dallas Parks and Recreation Department at no cost to the city.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		N/A	PKR	N/A	N/A	N/A	N/A	N/A	PKR-2024-00024494	\$0.00
									-	\$0.00
									-	\$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		0.00	%		

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


John Jenkins
John Jenkins (Mar 29, 2024 12:52 CDT)
 By Department Director
 OA

Mar 29, 2024
 Date

 By City Manager

Molly P. Ward
Molly P. Ward (Apr 5, 2024 14:33 CDT)
 Approved as to Form by City Attorney
 Mar 29, 2024
 Date

Apr 5, 2024
 Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION 245647 EFFECTIVE DATE Mar 29, 2024																																										
	1. Place an "X" in the appropriate box for the approval of:																																																
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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. </div> <div style="width: 15%; text-align: center; font-weight: bold; color: blue;"> RECEIVED 2024 APR 30 AM 10:05 CITY SECRETARY DALLAS, TEXAS </div> </div>																																																
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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																																																	
Supplier Name:		The Light of the World Church				Supplier No.		N/A																																									
Subject:		Beautification Agreement																																															
Lead Dept:		Park and Recreation																																															
Action Requested:		Authorize a Beautification Agreement with The Light of the World Church to perform enhancement services by picking up litter and debris at Kiest Park and Kidd Springs Park, at no cost to the city. Contact: Shenequa D. Crockett (214) 670-6713																																															
		Contract Number:		PKR-2024-00024503		Contract Term:		3/12/2024 to 3/11/2025																																									
Background:		The Light of the World Church is a faith-based volunteer organization that is committed to enhancing the beauty of Kiest Park and Kidd Springs Park.																																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																															
Funding:		<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>PKR</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A PKR-2024-00024503</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td>\$0.00</td> </tr> <tr> <td colspan="6">Financing:</td> <td>TOTAL:</td> <td>\$0.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00024503	\$0.00							-	\$0.00							-	\$0.00	Financing:						TOTAL:	\$0.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																										
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								Total Supp'l Agreement Percentage																																									
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

John Jenkins
 John Jenkins (Mar 29, 2024 12:46 CDT)
 By Department Director
 OA

Mar 29, 2024
 Date
 By City Manager

Molly P. Ward
 Approved as to Form by City Attorney
 Mar 29, 2024
 Date

Apr 4, 2024
 Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245648</div>	
							EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 12, 2024</div>	

RECEIVED
 CITY SECRETARY
 DALLAS TEXAS
 MAR 30 AM 10:23

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

<input type="checkbox"/> a. Contracts of \$100,000 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 15%).
<input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 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.

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

Supplier Name:	Carmen Rodgers	Supplier No.	VC19068
Subject:	South Dallas Cultural Center Programming – Blackbox Theater		
Lead Dept:	Office of Arts and Culture		
Action Requested:	Consultant shall execute a musical performance at the South Dallas Cultural Center on Thursday April 18th, 2024 in the Blackbox Theater. The performance will be conducted by artist Carmen M Rodgers. The consultant Carmen M Rodgers is a singer and songwriter. The consultant was selected because of her cultural and artistic background and connection to the community of South Dallas and the great Dallas community. The performance will take place at 8p and will be open to the public. 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, as amended.		
	Contract Number:	OCA-2024-00024727	Contract Term: 4/5/2024 to 4/18/2024

Background: The fee for this service will not exceed \$4000. Consultant understands that the City of Dallas will pay for services as follows: one payment within 30 days of completion of service and receipt of final invoice.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4832	CA02	3089		MASC OCA-2024-00024727	\$4,000.00
Financing: General Fund						TOTAL:	\$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%

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


 Martine Philippe (Apr 9, 2024 11:14 CDT)

Apr 9, 2024


 Lucy Huang (Apr 26, 2024 12:25 CDT)

Apr 26, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

Apr 12, 2024

By City Manager

Da



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

245649

EFFECTIVE DATE

Apr 29, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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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

Supplier Name: Envision Dallas Holdings DBA Envision Interface Supplier No. VC25074

Subject: Consultant Service – Change of address for Head Quarters

Lead Dept: MGT - 311

Action Requested: Update of address for consultant services Supplemental Agreement. The consultant has notified 311 MGT that their new official principal address is now listed as 1801 Valley View Lane Farmers Branch, Texas 75234.

Contract Number: MGT-2022-00019760 Contract Term: to

Background: City of Dallas contracted vendor "Envision Dallas Holdings" consultants provides Call Center support to Dallas 311. The vendor has provided notification of a change of address for its' principal office and Head Quarters. The previous address listed on the current contract was documented as 4306 Capitol Avenue, Dallas, Texas 75204. The current contract should be amended in recognition of the new address now listed as 1801 Valley View Lane Farmers Branch, Texas 75234.

HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
							\$0.00
							\$0.00
							\$0.00
Financing: General Fund						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
	1	CR-22 0854	06/08/2022	\$891,324.00	1	\$891,324.00	0

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

D. J. [Signature]

By Department Director

Apr 29, 2024

Date

Rory McAnally [Signature]

Approved as to Form by City Attorney

Apr 30, 2024

Date


GA [Signature]


Dallas City Code Sec. 2B-2224-3448 CD*

By City Manager

Apr 29, 2024


Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">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>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245650</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">Apr 26, 2024</div>																																																		
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Supplier Name:		RESEARCH ELECTRONICIN INTERNATIONAL, LLC					Supplier No.		VS99503																																																
Subject:		MESA SPECTRUM ANALYZER & TRAINING																																																							
Lead Dept:		Dallas Police Department																																																							
Action Requested:		Authorize payment to Research Electronicin International, LLC to purchase Mesa Spectrum Analyzer & provide training, <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 20%;">Contract Number:</td> <td style="border-bottom: 1px solid black; width: 30%;">DPD-2024-00024606</td> <td style="border-bottom: 1px solid black; width: 20%;">Contract Term:</td> <td style="border-bottom: 1px solid black; width: 15%;">4/26/2024</td> <td style="border-bottom: 1px solid black; width: 10%;">to</td> <td style="border-bottom: 1px solid black; width: 25%;">4/29/2025</td> </tr> </table>								Contract Number:	DPD-2024-00024606	Contract Term:	4/26/2024	to	4/29/2025																																										
Contract Number:	DPD-2024-00024606	Contract Term:	4/26/2024	to	4/29/2025																																																				
Background:		The Mesa Spectrum Analyzer is used to identify and find devices that emit radio frequencies. This would assist DPD in finding hidden trackers as well as other devices such as phones, and other communication devices that may be hidden by suspects to prevent law enforcement from finding devices of evidentiary value.																																																							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																																							
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																																		
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				-		%																																																			


Marissa Rios (Apr 26, 2024 09:32 CDT)


Apr 26, 2024

By Department Director


Don Knight (Apr 30, 2024 10:54 CDT)

Apr 30, 2024

Approved as to Form by City Attorney


Jon Fortune (Apr 26, 2024 09:50 CDT)

Apr 26, 2024

By City Manager

Date

Date

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

245667

EFFECTIVE DATE

April 25, 2024

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

- ☐ a. Contracts of \$100,000 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: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 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

Supplier Name: Race Forward

Supplier No.

Subject: GARE – Governing for Racial Justice: Southern Regional

Lead Dept: Office of Equity and Inclusion

Action Requested: Authorize contract with Race Forward/ GARE to co-lead host the Governing for Racial Justice: Southern Regional to take place in Dallas, TX May 14-17, 2024.

Contract Number: FHO- 2024-00024009 Contract Term: Upon signature to May 17, 2024

Background: This is a no cost agreement between Race Forward and City of Dallas to co-lead the Governing for Racial Justice: Southern Regional at the Renaissance Dallas Hotel, 2222 N Stemmons Fwy, Dallas, TX 75207 in Dallas, Texas. The City of Dallas was selected after an application process open to GARE members in the Southern US due to their commitment to advancing racial equity. The event will host up to 250 participants (members, key stakeholders, sponsors, and partners) from Alabama, Arkansas, Georgia, Kentucky, Florida, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee and Texas that represent local government jurisdictions in the southern US.

HUB
Check appropriate
Box
<https://mycpa.cpa.state.tx.us/toasscmbi/search/>

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
- ☒ NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								\$0.00
								\$0.00
								\$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		0.00	%	

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

Lindsey Wilson, PhD

4/25/24

Lucy Huang
Lucy Huang (Apr 30, 2024 11:56 CDT)

04/30/24

By Department Director


Date
Date

Approved as to Form by City Attorney BF

04/25/24

By City Manager

Date

 CITY OF DALLAS	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.	245668
		EFFECTIVE DATE
		April 8, 2024

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

- RECEIVED
 APR 30 PM 2:44
 CITY SECRETARY
 DALLAS, TEXAS
- ☐ a. Contracts of \$100,000 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%).
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 - ☐ 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

Supplier Name:	Nathan Townsie	Supplier No.	
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Subject:	Dallas Homebuyer Assistance Program
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Lead Dept:	Housing & Neighborhood Revitalization
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Action Requested:	Execution of the City of Dallas Homebuyer Written Agreement for down payment assistance for the total amount of \$41,468.00 in Racial Equity Funds. Funds have been appropriated by City Council resolution 23-0278 approved on February 22, 2023.				
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Contract Number:</td> <td style="width:25%;">HOU-2024-00024590</td> <td style="width:25%;">Contract Term:</td> <td style="width:25%;">April 12, 2024 to April 12, 2029</td> </tr> </table>	Contract Number:	HOU-2024-00024590	Contract Term:	April 12, 2024 to April 12, 2029
Contract Number:	HOU-2024-00024590	Contract Term:	April 12, 2024 to April 12, 2029		

Background:	Mr. Townsie was approved for purchase of property at 2625 Peabody Ave. using Racial Equity Funds of \$41,468.00 for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 23-0278 on February 22, 2023 to provide homebuyer assistance to households with income between 50% to 120% of the AMI. Funding has been appropriated under Resolution 23-0280.
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HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.
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Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
	0722	HOU	2385		3099	DHAP	-		\$41,468.00
							-		0.00
							-		0.00
	Financing:							TOTAL:	\$41,468.00

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%

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

Darwin M. Wade

Apr 8, 2024

Marissa Hines

Apr 8, 2024

By Department Director

Date

Approved as to Form by City Attorney MH

Date


 majed Al-ghafry (Apr 8, 2024 14:03 CDT)
 By City Manager

Apr 8, 2024
 Date