



ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240716

EFFECTIVE DATE

August 1, 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: Tiseo Paving Company **VENDOR NUMBER:** 91466

CONTRACT NAME: Canada Drive from Westmoreland Rd to Hampton St **DEPARTMENT:** PBW

CONTRACT NUMBER: PBW-2022-00019927 **CONTRACT TERMS:** 01/31/2023 to 09/29/2025

ACTION REQUESTED: Authorize Change Order Number 4 to the construction contract with Tiseo Paving Company for the Canada Drive project. This action will add \$40,685.00 to the contract increasing the contract amount from \$23,448,623.00 to \$23,489,308.00.

BACKGROUND: This change order consists of the following:
During construction, it was discovered that 2 existing school flashers will need to be removed and reset. Also, it was discovered that additional Wastewater Main items are needed to complete the DWU scope for the project. This action will add new items to the contract and will increase the quantities of the necessary contract items as needed. It will also add days to the contract to compensate the contractor for the extra work. All items needed for this change order are included in the attachment.

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V22	PBW	VA08	THRF	4510	PB17VA08	CX-PBW-2022-00019927	\$21,630.00
4116	DWU	PS42	-	4560	719002	CX-PBW-2022-00019927	\$19,055.00
PROGRAM NO.:		PB17VA08		FINANCING:		2017 General Obligation Bond Fund & Water Utility Capital Improvement F Fund	TOTAL: \$ 40,685.00

CHANGE ORDER DATA:	Change Order No.: 4	Original CR/AA No.: 22-1447	Original CR/AA Date: 9/28/2022	Original CR/AA Amount: \$ 23,237,640.50
	Total of Previous Change Orders: \$ 210,982.50		Previous Total Amount: \$ 23,448,623.00	
	Change Amount Including this Order: \$ 251,667.50		Total Amount Including this Order: \$ 23,489,308.00	Total Change Order Percentage: 1.08 %

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 8/1/24



**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER**

RECEIVED

AUG -2 PM 1:40

240717

CITY SECRETARY
DALLAS, TEXAS

6/10/2024

TRAFFIC LOGIX CORPORATION

James Weatherall

3 Harriet Lane

Spring Valley, NY 10977

j.weatherall@trafficlogix.com

866-915-6449

RE: Purchase and Installation of Speed Cushions

Dear James Weatherall

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 9/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 3/21/2025, 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 8/6/2024.

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

James Weatherall (Jun 10, 2024 10:13 EDT)

Jun 10, 2024

Authorized Signature

Date

James Weatherall

CRO

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

Dev Rastogi

Dev Rastogi (Aug 1, 2024 07:17 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.)



**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER**

RECEIVED
24 07 18
2024 AUG -2 PM 1:41
CITY SECRETARY
DALLAS, TEXAS

6/10/2024

Eurofins Environmental Testing South Central, LLC DBA Eurofins Xenco

Greg Grandits

4145 Greenbriar Dr

Stafford, TX 77477

Greg.Grandits@et.eurofinsus.com

281-240-4200

RE: Analytical Laboratory Testing Services

Dear Greg Grandits

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 12/8/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 6/6/2025, 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 10/10/2024.

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

Carlos A. Castro
Carlos A. Castro (Jun 13, 2024 12:05 CDT)

Jun 13, 2024

Authorized Signature	Date
Carlos A. Castro	Business Unit Manager - Eurofins Dallas
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, Sarah Standifer
Sarah Standifer (Jul 13, 2024 20:09 CDT)

Dev Rastogi
Dev Rastogi (Aug 1, 2024 07:18 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**

2024 AUG -5 PM 3:40

CITY SECRETARY
DALLAS, TEXAS

7/11/2024

GSC ENTERPRISES, FIDELITY

Jeff Clemmons

ATTENTION: ROBYN FOLLIS P.O. BOX 768

SULPHUR SPRINGS, TX 75482

JClemmons@FidelityExpress.com

214-695-2682

RE: GSC ENTERPRISE, LLC DBA FIDELITY EXPRESS AA#146705

Dear Jeff Clemmons

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 08/01/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 08/01/2025, 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 7/18/2024.

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

Jeff Clemmons
Jeff Clemmons (Jul 16, 2024 09:27 CDT)

Jul 16, 2024

Authorized Signature

Date

Jeff Clemmons

Business Development Mgr

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

Dan Thompson

Director, Office of Procurement Services

Dev Rastogi

Dev Rastogi (Aug 5, 2024 14:14 CDT)

Director,

Sarah Standifer
Sarah Standifer (Jul 16, 2024 09:53 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.)



City of Dallas

**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER**

2024 AUG -6 PM 4: 50

CITY SECRETARY
DALLAS, TEXAS

3/28/2024

Howmedica Osteonics Corp/Stryker Sales, LLC

Tom Tackabury

3800 E. Centre Avenue Stryker Sales, LLC, Medical Division

Portage, MI 49002

tom.tackabury@stryker.com

248-860-3540

RE: Parts, Repair, Preventative Maintenance and Calibration

Dear Tom Tackabury

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 6/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 12/20/2024, 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 4/19/2024.

☒ YES, I agree to extend this agreement.

☐ NO, I decline to extend this agreement.

Tom Tackabury

Mar 28, 2024

Authorized Signature

Date

Tom Tackabury

Sr. Sales 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

Director, Office of Procurement Services

Dominique Artis (Aug 6, 2024 16:14 CDT)

Director,

Justin Ball (Jul 16, 2024 10:59 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.)



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240721

EFFECTIVE DATE

Aug 5, 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:	JB & Co, LLC	VENDOR NUMBER:	VS98529																																						
CONTRACT NAME:	Kiowa Parkway Trail & Bridge	DEPARTMENT:	Park and Recreation																																						
CONTRACT NUMBER:	PKR-2023-00022068	CONTRACT TERMS:	90 Working Days to 90 Work Days																																						
ACTION REQUESTED:	Authorize C.O. No. 1, an increase to the construction contract with JB & Co, LLC in the amount of \$41,903.88; thereby increasing the contract from \$399,500.00 to \$441,403.90																																								
BACKGROUND:	This change order consists of the following: Installation of additional 6" Concrete reinforced Rip Rap at Creek Bank and additional Metal Beam Guard Fence (MBGF) installation at all four Bridge Corners																																								
FUNDING: <i>Wilson Holiday 7/26/24</i>	<table><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>4T00</td><td>PKR</td><td>VK53</td><td>HIBT</td><td>3099</td><td>PK06VK53</td><td>PKR-2023-00022068</td><td>\$41,903.88</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></tbody></table>	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	4T00	PKR	VK53	HIBT	3099	PK06VK53	PKR-2023-00022068	\$41,903.88								\$								\$	<table><tr><td>PROGRAM NO.:</td><td>PK06VK53</td><td>FINANCING:</td><td>Park and Recreation Facilities Fund</td><td>TOTAL:</td><td>\$41,903.88</td></tr></table>		PROGRAM NO.:	PK06VK53	FINANCING:	Park and Recreation Facilities Fund	TOTAL:	\$41,903.88
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																		
4T00	PKR	VK53	HIBT	3099	PK06VK53	PKR-2023-00022068	\$41,903.88																																		
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PROGRAM NO.:	PK06VK53	FINANCING:	Park and Recreation Facilities Fund	TOTAL:	\$41,903.88																																				
CHANGE ORDER DATA:	<table><tr><td>Change Order No.:</td><td>1</td><td>Original CR/AA No.:</td><td>CC 23-1406</td><td>Original CR/AA Date:</td><td>10/26/2023</td><td>Original CR/AA Amount:</td><td>\$ 399,500.00</td></tr><tr><td colspan="4">Total of Previous Change Orders:</td><td colspan="2">Previous Total Amount:</td><td colspan="2">\$ 399,500.00</td></tr><tr><td colspan="2">Change Amount Including this Order:</td><td colspan="2">\$ 41,903.88</td><td colspan="2">Total Amount Including this Order:</td><td colspan="2">\$ 441,403.90</td></tr><tr><td colspan="2"></td><td colspan="2"></td><td colspan="2">Total Change Order Percentage:</td><td colspan="2">10.49 %</td></tr></table>	Change Order No.:	1	Original CR/AA No.:	CC 23-1406	Original CR/AA Date:	10/26/2023	Original CR/AA Amount:	\$ 399,500.00	Total of Previous Change Orders:				Previous Total Amount:		\$ 399,500.00		Change Amount Including this Order:		\$ 41,903.88		Total Amount Including this Order:		\$ 441,403.90						Total Change Order Percentage:		10.49 %									
Change Order No.:	1	Original CR/AA No.:	CC 23-1406	Original CR/AA Date:	10/26/2023	Original CR/AA Amount:	\$ 399,500.00																																		
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				Total Change Order Percentage:		10.49 %																																			

APPROVAL

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

By Park Board President Arun Agarwal (Aug 7, 2024 15:23 CDT)

Date Aug 7, 2024

By Department Director

Date

John Jenkins
John Jenkins (Aug 5, 2024 12:56 CDT)

Aug 5, 2024

Yesenia Valdez
7/25/24

Yesenia Valdez - Interim Board Secretary
Yesenia Valdez - Interim Board Secretary (Aug 7, 2024 15:24 CDT)

Aug 7, 2024

Rev. 11-1-2021

RECEIVED

240722

Memorandum

2024 AUG 19 AM 9:06

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE 8/16/2024

TO City Secretary

SUBJECT Correction to Administrative Change Order 24-0722

This is the first correction to the subject Administrative Change Order.

The subject Administrative Change Order was approved 8/1/2024.


Changes are needed to change the dollar amount in the action requested:

Authorize Change Order No. 5 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 \$29,138.70; thereby increasing the contract from \$5,706,734.88 to \$5,735,873.58.

Action requested should read:

Authorize Change Order No. 5 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 \$29,138.70; thereby increasing the contract from \$5,201,867.44 to \$5,231,006.14

Department: Park and Recreation Department

Director (or designee.): 
John Jenkins (Aug 16, 2024 12:05 CDT)

Aug 16, 2024

Signature
John Jenkins

Date

Print Name

Attachment for reference: Council Resolution [number], and if applicable, previous correction memo(s)

OFS: ☐ Approved

☐ Denied

Is ATT Approval Needed? ☐ Y ☐ N

OFS:

Signature

Date

8/16/24



ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240722

EFFECTIVE DATE

Aug 1, 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

CONTRACT TERMS: From 6/27/2024 to 8/31/2024

ACTION REQUESTED:

Authorize Change Order No. 5 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 \$29,138.70; thereby increasing the contract from \$5,706,734.88 to \$5,735,873.58.

BACKGROUND:

This change order consists of HVAC repairs to allow proper air flow and to minimize condensation. The Contract Time will extend by 65 days. See attached contractor's proposal, dated 6/4/24, for additional details.

FUNDING:

Nelson Holliday
7/19/2024

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V02	PKR	VC08	FPRK	4599	PK17VC08	CX- PKR-2022-00019574 -1	\$ 29,138.70
							\$
							\$
PROGRAM NO.:		PK17VC08		FINANCING:		Fair Park Improvements (C) Fund	TOTAL: \$ 29,138.70

CHANGE ORDER DATA:

Change Order No.: 5	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: \$ 504,867.44		Previous Total Amount: \$ 5,201,867.44	
Change Amount Including this Order: \$ 534,006.14		Total Amount Including this Order: \$ 5,231,006.14	Total Change Order Percentage: 11.37 %

TL

APPROVAL

CTN
CTN

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

By Department Director

Date

John Jenkins
John Jenkins (Aug 1, 2024 16:39 CDT)

Aug 1, 2024

Arun Agarwal
Arun Agarwal (Aug 7, 2024 15:49 CDT)

Arun Agarwal, President
Park and Recreation Board

Aug 7, 2024

Date

Attested by:

Yesenia Valdez - Interim
Yesenia Valdez - Interim (Aug 7, 2024 15:53 CDT)

Yesenia Valdez, Secretary
Park and Recreation Board

Aug 7, 2024

Date



ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240723

EFFECTIVE DATE

Aug 1, 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:	VS0000003594																																								
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. 5, an increase in the construction contract with Phoenix 1 Restoration & Construction, LTD. in the amount of \$12,191.38; thereby increasing the contract from \$5,131,268.90 to \$5,143,460.25.																																										
BACKGROUND:	This change order consists of the following: Increases to the project scope due to existing conditions. Items include purchase of paint and labor for repainting the rust-colored exterior plaster to match the colors being used in the restoration of existing artwork. Artwork restoration is being managed by OCA.																																										
FUNDING:	<table><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>1V02</td><td>PKR</td><td>VC07</td><td>FPRK</td><td>4310</td><td>PK17VC07</td><td>CX PKR-2023-00020728-1</td><td>\$ 12,191.38</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="2">PROGRAM NO.:</td><td>PK17VC07</td><td colspan="2">FINANCING:</td><td colspan="2">Fair Park Improvements (C)</td><td>TOTAL: \$ 12,191.38</td></tr></tbody></table>			FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	1V02	PKR	VC07	FPRK	4310	PK17VC07	CX PKR-2023-00020728-1	\$ 12,191.38								\$								\$	PROGRAM NO.:		PK17VC07	FINANCING:		Fair Park Improvements (C)		TOTAL: \$ 12,191.38
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PROGRAM NO.:		PK17VC07	FINANCING:		Fair Park Improvements (C)		TOTAL: \$ 12,191.38																																				
CHANGE ORDER DATA:	<table><tr><td>Change Order No.: 5</td><td>Original CR/AA No.: 23-0633</td><td>Original CR/AA Date: 05/20/23</td><td>Original CR/AA Amount: \$ 4,208,000.00</td></tr><tr><td colspan="2">Total of Previous Change Orders: \$ 923,268.90</td><td colspan="2">Previous Total Amount: \$ 5,131,268.90</td></tr><tr><td>Change Amount Including this Order: \$ 935,460.28</td><td>Total Amount Including this Order: \$ 5,143,460.28</td><td colspan="2">Total Change Order Percentage: 22.23% %</td></tr></table>			Change Order No.: 5	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: \$ 923,268.90		Previous Total Amount: \$ 5,131,268.90		Change Amount Including this Order: \$ 935,460.28	Total Amount Including this Order: \$ 5,143,460.28	Total Change Order Percentage: 22.23% %																													
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APPROVAL

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

By Department Director John Jenkins
John Jenkins (Aug 1, 2024 16:02 CDT)

Date Aug 1, 2024

By Park and Recreation Board President, Arun Agarwal Arun Agarwal
Arun Agarwal (Aug 13, 2024 19:49 CDT)

Aug 13, 2024

By Interim Park and Recreation Board Secretary, Yesenia Valdez Yesenia Valdez
Yesenia Valdez (Aug 14, 2024 08:12 CDT)

Aug 14, 2024



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240724

EFFECTIVE DATE

Jul 26, 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.
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- 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. LLC						VENDOR NUMBER: VS98529		
CONTRACT NAME: Bachman Lake Skate Park						DEPARTMENT: Park and Recreation		
CONTRACT NUMBER: PKR-2023-00022273				CONTRACT TERMS: 330 days to 360 days				
ACTION REQUESTED:	Authorize Change Order No. 2 to the construction contract with Joel Brown & Co. LLC dba J.B. & Co. LLC, for additional construction services at the Bachman Lake Skate Park, located at 3500 Northwest Highway, in the amount of \$32,182.75; thereby increasing from \$3,558,284.15 to \$3,590,466.90.							
BACKGROUND:	This change order consists of adding specialized drainage stone & soil separator fabric to the trenches of the skate park storm drainage pipe system to relieve ground water pressure from under the skate park. Delete parking lot improvements at the Maintenance building.							
FUNDING:	FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	1V00	PKR	VB11	RFSI	4599	PK17VB11	PRK-2023-00022273	\$ 32,182.75
	<i>Nelson Holiday</i> 7/25/24							\$
								\$
	PROGRAM NO.:		PK17VB11		FINANCING:	Park and Recreation (B) Fund (2017 General Obligation Bond Fund)		TOTAL: \$ 32,182.75
CHANGE ORDER DATA:	Change Order No.: 2		Original CR/AA No.: 231159		Original CR/AA Date: 8/23/23		Original CR/AA Amount: \$ 3,493,469.00	
	Total of Previous Change Orders: \$ 64,815.15				Previous Total Amount: \$ 3,558,284.15			
	Change Amount Including this Order: \$ 96,997.90		Total Amount Including this Order: \$ 3,590,466.90		Total Change Order Percentage: 2.78 %			
APPROVAL								
Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.								
By Department Director <i>[Signature]</i> John Jenkins (Jul 26, 2024 10:58 CDT)							Date Jul 26, 2024	

[Signature]
Arun Agarwal (Aug 13, 2024 19:49 CDT)
Arun Agarwal, President
Park and Recreation Board

Aug 13, 2024
Date

Attested by:
[Signature]
Yesenia Valdez (Aug 14, 2024 08:13 CDT)
Yesenia Valdez, Interim Secretary
Park and Recreation Board

Aug 14, 2024
Date



**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER**

240725
RECEIVED

2024 AUG 20 AM 10:10

CITY SECRETARY
DALLAS, TEXAS

4/29/2024

BADGER METER, INC. dba National Meter & Automation

Theresa Szafranski

PO BOX 245036

MILWAUKEE, WI 53224

BIDS@BADGERMETER.COM

800-876-3837

RE: Water Meter, Parts and Accessories

Dear Theresa Szafranski

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 6/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 12/20/2024, 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 5/17/2024.

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

Authorized Signature

07/29/2024

Date

Matthew B. Gieseke

Name

Assistant Secretary and Proposal Lead

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

Dev Rastogi (Aug 19, 2024 13:49 CDT)

Assistant City Manager/Chief

Director, Sarah Standtler (Aug 5, 2024 08:28 CDT)

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



City of Dallas

**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER**

RECEIVED

240726

2024 AUG 20 AM 10:10

CITY SECRETARY
DALLAS, TEXAS

4/29/2024

NEPTUNE TECHNOLOGY GROUP INC.

Charlie Trimble

1600 Alabama Highway 229

Tallahassee, AL 36078

ctrimble@neptunetg.com

(281) 794-3133

RE: Water Meter, Parts and Accessories

Dear Charlie Trimble

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 6/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 12/20/2024, 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 5/17/2024

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

Charlie Trimble
 Charlie Trimble (May 3, 2024 22:13 CDT)

May 3, 2024

Authorized Signature

Date

Charlie Trimble

Senior Territory 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

Dev Rastogi

Dev Rastogi (Aug 19, 2024 13:49 CDT)

Director,

Sarah Standifer
 Sarah Standifer (Aug 5, 2024 03:24 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**

RECEIVED

2024 AUG 20 AM 10:10

CITY SECRETARY
DALLAS, TEXAS

4/29/2024

MUELLER SYSTEMS LLC

~~Amia Short~~ Adam Donnelly

1200 Abernathy Rd NE Suite 1200

Atlanta GA 30328

marketing@muellersystems.com

800-423-1323

RE: Water Meter, Parts and Accessories

Dear ~~Amia Short~~ Adam Donnelly

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 6/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 12/20/2024, 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 5/17/2024

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

Adam Donnelly
Adam Donnelly (May 1, 2024 12:43 EDT)

May 1, 2024

Authorized Signature	Date
Adam Donnelly	VP - Smart Water Infrastructure
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

NTJ

Director, Office of Procurement Services

Dev Rastogi

Dev Rastogi (Aug 19, 2024 13:49 CDT)

Sarah Standifer
Director, Office of Procurement (Aug 5, 2024 09:24 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.)



City of Dallas

**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER**

RECEIVED 240728

2024 AUG 20 AM 10:11

CITY SECRETARY
DALLAS, TEXAS

4/29/2024

Core & Main LP

Larry Brock

4333 Irving Blvd

Dallas, TX 75247

Larry.brock@coreandmain.com

817-401-9548

RE: Water Meter, Parts and Accessories

Dear Larry Brock

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 6/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 12/20/2024, 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 5/17/2024

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

Larry Brock

Apr 30, 2024

Name	Title	Date
Larry Brock	District Manager	

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

Dev Rastogi

Dev Rastogi (Aug 19, 2024 13:49 CDT)

Director

Sarah Standifer
Sarah Standifer (Aug 5, 2024 09:24 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.)



City of Dallas

**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER****RECEIVED**

2024 AUG 20 AM 10:11

CITY SECRETARY
DALLAS, TEXAS

4/29/2024

METRON-FARNIER, LLC

JASON GLOVER

5665 AIRPORT BLVD, SUITE B 105

BOULDER, CO 80301

JGLOVER@METRONFARNIER.COM

303-449-8833

RE: Water Meter, Parts and Accessories

Dear JASON GLOVER

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 6/22/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 12/20/2024, 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 5/17/2024

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

Jay Glover (Apr 29, 2024 11:52 MDT)

Apr 29, 2024

Name	Authorized Signature	Title	Date
Jay Glover		VP Sales	

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

Dev Rastogi
 Dev Rastogi (Aug 19, 2024 13:49 CDT)

Director *Sarah Standifer*
 Sarah Standifer (Aug 5, 2024 04:24 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.)



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240730

EFFECTIVE DATE

08/21/2024

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: Douglas Dailey Construction, LLC						VENDOR NUMBER: VC21437		
CONTRACT NAME: Installation of Water & Wastewater Mains at Various Locations						DEPARTMENT: DWU		
CONTRACT NUMBER: 22-423/424				CONTRACT TERMS: 9/13/2023 to 9/13/2025				
ACTION REQUESTED:	Authorize the reallocation of water and wastewater funding for the installation of water and wastewater mains at various locations, Contract #22-423/424 with Douglas Dailey Construction, LLC. – Not to exceed \$0.00 – Financing: Water (Drinking Water) - TWDB 2022 Fund (-\$2,694,300.00) and Wastewater Capital Improvement F Fund (\$2,694,300.00)							
BACKGROUND:	On September 13, 2023, City Council authorized a construction contract with Douglas Dailey Construction, LLC for the installation of water and wastewater mains at 14 locations by Resolution No. 23-1247. The original water and wastewater funding for this contract was allocated in error due to a misinterpretation of the water and wastewater main funding distribution percentages. This corrective action consists of authorizing the appropriate reduction of water funding and increasing the wastewater funding to align with the infrastructure requirements of the contract. No adjustment to the previously authorized contract amount is required.							
FUNDING:	FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	1195	DWU	FW40		4550	722423	DWU-2023-00022107	-\$2,694,300.00
	4116	DWU	PS40		4560	722424	DWU-2023-00022107	\$2,694,300.00
								\$
	PROGRAM NO.:				FINANCING:	Water (Drinking Water) - TWDB 2022 Fund and Wastewater Capital Improvement F Fund		TOTAL: \$ 0.00
CHANGE ORDER DATA:	Change Order No.: 1	Original CR/AA No.: 231247		Original CR/AA Date: 9/13/2023		Original CR/AA Amount: \$ 14,368,706.00		
	Total of Previous Change Orders: \$ 0.00				Previous Total Amount: \$ 14,368,706.00			
	Change Amount Including this Order: \$ 0.00		Total Amount Including this Order: \$14,368,706.00		Total Change Order Percentage: 0.00 %			
APPROVAL								
Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.								
By Department Director <u>Sarah Standifer</u> Sarah Standifer (Aug 21, 2024 13:58 CDT)							Date Aug 21, 2024	



ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240731

EFFECTIVE DATE

08/22/2024

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: Archer Western Construction, LLC.

VENDOR NUMBER: VS0000064407

CONTRACT NAME: Dallas Southside WWTP Electrical & Scada Improvement

DEPARTMENT: Dallas Water Utilities

CONTRACT NUMBER: 21-214

CONTRACT TERMS: 1/10/2022 to 10/23/2024

ACTION REQUESTED:

Authorize an increase in the construction services contract with Archer Western Construction, LLC for Electrical and SCADA improvements at the Southside Wastewater Treatment Plant – Not to exceed \$92,172.18, increasing the contract amount from \$46,932,003.16 to \$47,024,175.34

BACKGROUND:

On November 10, 2021, City Council authorized a construction contract with Archer Western Construction, Inc. for Electrical and SCADA improvements at the Southside Wastewater Treatment Plant by Resolution No. 21-1846. Change Order # 1 was authorized by City Council on June 28, 2023, for the repair of existing 66-inch diameter wastewater pipes determined to be significantly deteriorated during a field investigation to install pump suction piping at Influent Pump Station C. Change Order # 2 was authorized by City Council on October 11, 2023, for the emergency repair of a collapsed 60-inch diameter wastewater pipe at the Southside Wastewater Treatment Plant. Change Order #3 was authorized by Administrative Action No. 24-0563 on May 8, 2024 for structural repairs to Final Clarifier #4, including replacing pipe, structural backfill and Clarifier slab repairs.

This action will authorize Change Order #4 for the replacement of the monorail beam above the bar screens at Influent Pump Station C, replacement of electromagnetic flow meters at the Digester Building and a Cisco License Upgrade. The existing monorail is heavily corroded posing a safety concern and needs to be relocated to better align with new bar screens. Flow meters are being replaced due to the corrosive environment. The Cisco license upgrade is needed to comply with new switch configuration protocols.

FUNDING:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0103	DWU	CS50		4730	721214	DWU-2020-00017322	\$ 92,172.18
							\$
							\$
PROGRAM NO.:				FINANCING:	Wastewater Construction Fund		TOTAL: \$ 92,172.18

CHANGE ORDER DATA:

Change Order No.: 4	Original CR/AA No.: 21-1846	Original CR/AA Date: 11/10/2021	Original CR/AA Amount: \$ 44,624,500.00
Total of Previous Change Orders: \$ 2,307,503.16		Previous Total Amount: \$ 46,932,003.16	
Change Amount Including this Order: \$ 2,399,675.34		Total Amount Including this Order: \$ 47,024,175.34	Total Change Order Percentage: 5.38 %

APPROVAL

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

By Department Director

Sarah Standifer
Sarah Standifer (Aug 22, 2024 13:55 CDT)

Date

08/22/2024



City of Dallas

**OFFICE OF PROCUREMENT SERVICES
EXTENSION REQUEST LETTER**

RECEIVED

2024 AUG 23 AM 11:25

CITY SECRETARY
DALLAS, TEXAS

7/15/2024

Magnit Quick, LLC dba Quick Search

Katrina Adams

2365 Iron Point Road, Ste 270

Folsom, CA 95630

katrina.adams@magnitglobal.com

214-358-2880

RE: Background Screening Checks

Dear Katrina Adams

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 07/10/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 7/10/2025, 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 07/16/2024.

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


 Katrina Adams (Aug 1, 2024 07:23 CDT)

Aug 1, 2024

Authorized Signature**Date**

Katrina Adams

Director, Operations ESS

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


 Danyell Lipson


 Director, Nina Arias (Aug 7, 2024 07:50 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

240733

RECEIVED

7/22/2024

2024 AUG 27 PM 6:11

UMB Bank, N.A.

CITY SECRETARY
DALLAS, TEXAS

Brad Hounsell

5910 N. Central Expressway, Suite 1900

Dallas, TX 75206

brad.hounsell@umb.com

214-389-5948

RE: Paying Agent /Registrar Services

Dear Brad Hounsell

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 6/30/2024. 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 7/25/2024.

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

Brad Hounsell

Jul 22, 2024

Authorized Signature

Date

Brad Hounsell

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

Danielle Thompson
Director, Office of Procurement Services

Danyell Simpson

Director, *Shari Kowalski*

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.)



City of Dallas

ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240734

EFFECTIVE DATE

08/29/2024

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: XIT Paving and Construction, Inc.

VENDOR NUMBER: VC25263

CONTRACT NAME: Chalk Hill Road (North) - PB06U780

DEPARTMENT: Public Works

CONTRACT NUMBER: PBW-2022-00019525

CONTRACT TERMS: 01/16/2023

to 12/31/2025

ACTION REQUESTED:

Authorize Change Order No. 4 to the construction contract with XIT Paving & Construction, Inc. for Chalk Hill Road (North). This action will add \$17,920.00 to the contract increasing the contract amount from \$17,325,676.94 to \$17,343,596.94.

BACKGROUND:

This change order consists of the following:

During the construction of Chalk Hill Road (North), it became necessary to remove and reinstall approximately 140 LF of sanitary sewer line to resolve the conflict with the proposed storm drainage. This action will require adding quantity to existing items. All items required for this change order are included in the attachment.

FUNDING:

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
4116	DWU	PS42	-	4560	721318	PBW-2022-00019525	\$ 17,920.00
PROGRAM NO.:		PB06U780		FINANCING:		WATER UTILITIES CAPITAL	TOTAL: \$ 17,920.00

CHANGE ORDER DATA:

Change Order No.: 4	Original CR/AA No.: 22-1201	Original CR/AA Date: 08/24/2022	Original CR/AA Amount: \$ 16,938,615.50
Total of Previous Change Orders: \$ 387,061.44		Previous Total Amount: \$ 17,325,676.94	
Change Amount Including this Order: \$ 404,981.44		Total Amount Including this Order: \$ 17,343,596.94	
		Total Change Order Percentage:	2.39%

APPROVAL


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

By Department Director

g a khankarli
g a khankarli (Aug 29, 2024 08:54 CDT)

Date

Aug 29, 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 245995			
							EFFECTIVE DATE			
							07/08/2024			
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 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 MARILYN K. SULLEMON ARNOLD AND DEBORAH F. COOK SMITH – Homeowner				Supplier No.		337798		
Subject:		ARPA – Joppa								
Lead Dept:		Housing & Neighborhood Revitalization								
Action Requested:		Execute agreement for payment for ARPA Targeted Home Repair Program at property address 4711 BURMA RD., Dallas, TX, 75216 in the amount of \$85,410.00 from the ARPA grant.								
		Contract Number:		HOU-2023-00022701		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 <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
		0A72	HOU	AR47		3099	ARPA	DO		\$85,410.00
		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 Wade (Jul 5, 2024 1:19 CDT)
By Department Director

Jul 5, 2024
Date


Suzanne Knuppel (Jul 8, 2024 13:58 CDT)
Approved as to Form by City Attorney **SK**
Date


Jul 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

245996

EFFECTIVE DATE

July 31, 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: W. Frank Newton, Inc (WFN)

Supplier No: VS98694

Subject: 2024 Analysis of Impediments Extension– City of Dallas Fair Housing

Lead Dept: MGT- Office of Equity and Inclusion (Fair Housing Division)

Action Requested: OEI is requesting that AA 27-5742 be extended to August 31, 2024, to receive updated AI report and to process payment.

Contract Number: FHO-2024-00002784 Contract Term: April 1, 2024 to August 31, 2024

Background: OEI was authorized to work with WFN to update the 2019 Analysis of Impediments report to be included in Fair Housing Equity Plan required by HUD. This vendor is familiar with the City of Dallas Fair Housing division and has providing consulting services. AA 24-5742 was filed on May 16, 2024.

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.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
OT31	BMS	8251		3320		-	\$32,000.00
F591	MGT	4214		3361		-	\$16,375.00
						-	\$0.00
Financing:							TOTAL: \$48,375.00

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
	3	23-5166	10-1-23	\$50,000	\$48,375	\$98,375	49%

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

Lindsey Wilson, PhD

7/30/24

Bo J

7/31/24

By Department Director

Date


Approved as to Form by City Attorney

Date

7/31/2024

By City Manager

Date

 City of Dallas	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		245997
		EFFECTIVE DATE June 27, 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:	AECOM Technical Services, Inc.	Supplier No.	VC0000011194
Subject:	EBJ Union Station design and construction administration services for repair and upgrade of existing elevator		
Lead Dept:	Convention and Event Services		

Action Requested:	Authorize supplemental agreement 2 to extend the contract term with AECOM Technical Services, Inc. to provide design and construction administrative services by 429 calendar days at no cost to the City.						
	Contract Number:	CCT-2022-00018137	Contract Term:	December 2021	to	August 2025	

Background: This action allows AECOM Technical Services, Inc. the time to finish construction administrative services when the construction contract is awarded to the construction contractor to complete the elevator repair and upgrade at the Eddie Bernice Johnson Union Station.

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
Funding:	0082	CCT	W602	CCIM	3210	PBC00045	- CX-CCT-2022-00018137	\$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
	2	225435	12-14-2021	\$49,070.00	\$0.00	\$49,070.00	0%

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


Rosa Fleming
Rosa Fleming (Jun 27, 2024 11:33 CDT)
By Department Director

6/27/24
Date

Tolin Monteluf
By City Manager

Tolin Monteluf
Approved as to Form by City Attorney
6.27.24
Date

8/1/24
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;">245998</div> EFFECTIVE DATE <div style="margin: 5px 0;">Jul 25, 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 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>									
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:		Authentizity, LLC				Supplier No.		VC32686	
Subject:		Facilitator at the Dallas Mayor and City Council Retreat – August 9, 2024							
Lead Dept:		Mayor and City Council							
Action Requested:		Authorize a personal services contract with Dawn Landry of Authentizity, LLC, to provide presentation and strategic leadership planning, consulting, and facilitation services for the Dallas City Council. Topics covered during this retreat include alignment of priorities, short and long term goal planning, and budget priorities.							
		Contract Number:		MCC-2024-00025550		Contract Term:		07/12/2024 to 08/31/2024	
Background:		City of Dallas Council Retreat 2024 facilitation, consultation, pre-planning for City of Dallas Council Retreat on August 9, 2024 in reference to strategic planning and vision realignment for all Council Districts within 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	MCC	1010		3099		-	\$28,400.00
								-	\$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	
					20.00		20.00	%	

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

Nikki D. Christmas

Jul 25, 2024

By Department Director

Date

Stephen T. Freeland
 Stephen T. Freeland (Jul 26, 2024 15:32 CDT)

Jul 26, 2024

Approved as to Form by City Attorney

Date

Kimberly Bizar-Tolbert
 Kimberly Bizar-Tolbert (Jul 25, 2024 14:45 CDT)

Jul 25, 2024

By City Manager

Date

STF

245999

Memorandum



CITY OF DALLAS

DATE 08/15/24

TO Billierae Johnson
City Secretary

SUBJECT Correction to AA #24-5999

AA #24-5999 approved on 07/31/24, Authorize a Memorandum of Understanding (MOU) with Housing Connectors to establish a framework for collaboration between Housing Connector and City of Dallas to connect individuals and families experiencing housing insecurity with stable housing opportunities to prevent homelessness.

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

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

The purpose of this correction memo is to add attached Data Sharing Agreement to the previously stamped MOU - AA#24-5999. This document was erroneously left off with the submission of the MOU to CSO.

Department: Office of Community Care

Director (or designee.): Jessica Galleshaw (Aug 15, 2024 16:48 CDT)

Signature

Aug 15, 2024

Date

Jessica Galleshaw

Print Name

Attachment for reference: MOU and Data Share Agreement

BMS: ☒ Approved ☐ Denied Is ATT Approval Needed? ☒ Y ☐ N

BMS: Aaron Moe (Aug 16, 2024 08:44 CDT)

Signature

Aug 16, 2024

Date

Aaron Moe

Print Name

ATT: ☒ Approved ☐ Denied

Assistant City Attorney: Stephen McFayden

Signature

Aug 19, 2024


Date

8/23/24

245999

Stephen Mcfayden

Print Name

 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;">245999</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">07-31-24</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 requisition.</small> </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;"> RECEIVED 2024 AUG -5 AM 8:43 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:		Housing Connectors				Supplier No.		N/A																																								
Subject:		MOU																																														
Lead Dept:		Office of Community Care																																														
Action Requested:		Authorize a Memorandum of Understanding (MOU) with Housing Connectors to establish a framework for collaboration between Housing Connector and City of Dallas to connect individuals and families experiencing housing insecurity with stable housing opportunities to prevent homelessness.																																														
		Contract Number:		OCC-2024-00025640		Contract Term:		07-22-24 to 07-21-25																																								
Background:		Housing Connector is a tech-for-good nonprofit that increases access to housing for individuals most in need. They do this by solving financial and resident challenges for property owners so they can open doors to more people in the community, and by streamlining the housing search experience for case managers with their Zillow powered marketplace. Housing Connector desires to create a partnership with the City of Dallas to extend housing opportunities for families experiencing housing insecurity preventing homelessness.																																														
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;"> <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> <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> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td>-</td> <td> </td> </tr> <tr> <td colspan="6">Financing:</td> <td>TOTAL:</td> <td>\$0.00</td> </tr> </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																																							
									\$0.00																																							
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						-																																										
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.


 Jessica Galleghaw (Jul 31, 2024 11:30 CDT)
 By Department Director

Jul 31, 2024
 Date


 Approved as to Form by City Attorney
 SGM

Jul 31, 2024
 Date


 By City Manager

Jul 31, 2024
 Date



City of Dallas

ADMINISTRATIVE ACTION

See Administrative Directive 4-06 for additional guidelines and routing.

File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

246000

EFFECTIVE DATE

08/3/2024

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%).
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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: Reddy Ice

Supplier No.

VS0000061928

Subject: UNPAID REDDY ICE INVOICE PAYMENT FOR DISTRICTS 1,3,4, & 5

Lead Dept: Sanitation Services

Action Requested:

Authorize ratification payment of outstanding invoices totaling the amount of \$40,000.00 for hydration services to employees during unusually high temperatures. Services were provided 04/01/2022 – 12/13/2023.

Contract Number:

POM-2019-00010542

Contract Term:

09/11/2019

to

12/13/2023

Background:

Reddy Ice provided goods during a period when a city-wide master agreement was not in place. Invoices for these goods were not submitted until the new master agreement POM-2023-00022097 with Refrigerated Logistics, Inc. became effective on 12/13/23. These goods were budgeted and necessary for health and safety precautions to provide hydration for field employees during unusually high temperatures. Previous contract for bagged ice (POM-2019-00010542) expired 9/10/2022, with outstanding invoices delivered after contract expiration.

HUB

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

- ☐ 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-KM

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0440	SAN	3582		2232		POM-2019-00010542	\$40,000.00
							\$0.00
							\$0.00
Financing:							TOTAL: \$40,000.00

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

Aug 2, 2024

Date

Alina Ciocan (Aug 3, 2024 13:34 CDT)

By City Manager

Stephen T. Freeland (Aug 2, 2024 14:58 CDT)

Approved as to Form by City Attorney

Aug 2, 2024

Date

Aug 3, 2024

Date

Memorandum

RECEIVED

2024 AUG -8 AM 11:27

CITY SECRETARY
DALLAS, TEXAS



246011



CITY OF
DALLAS

DATE August 8, 2024

TO City Secretary's Office
SUBJECT Correction to Administrative Action 24-6011

Contract Amendment Information should read as follows:

Contract Amendment	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
Information:				20.0	-	20.0	-


Please make the necessary correction to the permanent record. Should you have questions, please contact me at 214-422-9222.

Thank you,

Nikki D. Christmas

Nikki Christmas, Director (I)
Mayor and City Council Office

8/13/24

 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; margin: 5px 0;">246011</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">Aug 5, 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 requisition.</small> </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 AUG -5 PM 1:45 CITY SECRETARY'S 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 N/A										
Supplier Name:		Grand Hyatt DFW International Airport				Supplier No.		VS100437		
Subject:		Venue for Dallas Mayor and City Council Retreat – August 9, 2024								
Lead Dept:		Mayor and City Council								
Action Requested:		Authorize agreement with Grand Hyatt DFW International Airport for the Dallas City Council Retreat and work session in August 2024. Services in agreement include venue hosting, catering, AV/Tech support, parking, and lodging for retreat attendees totaling approximately 25 people.								
		Contract Number:		MCC-2024-00025600		Contract Term:		08/05/2024 to 08/31/2024		
Background:		The Dallas City Council will engage in its annual retreat and work session on August 9, 2024 to discuss strategic planning, budget priorities, and vision realignment for all council districts with 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 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			-	\$13,802.30
									-	\$0.00
									-	\$0.00
		Financing:						TOTAL:	\$13,802.30	
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.

Nikki D. Christmas

Aug 5, 2024

By Department Director

Date


Stephen T. Freeland (Aug 5, 2024 11:55 CDT)

Aug 5, 2024

Approved as to Form by City Attorney

Date



STF

Aug 5, 2024

Date


Kristin Benitez-Tolbert (Aug 5, 2024 11:41 CDT)

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;">246012</div> EFFECTIVE DATE <div style="display: flex; justify-content: space-between; align-items: center;"> Aug 5, 2024 <u>STF</u> </div>																																																
	1. Place an "X" in the appropriate box for the approval of:																																																						
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?																																																							
Supplier Name: Soul's Harbor, Inc.						Supplier No. VS0000052577																																																	
Subject: Supplemental Agreement No. 2 to the Subrecipient Agreement – South Dallas Drug Court (SAMHSA Grant)																																																							
Lead Dept: City Attorney's Office																																																							
Action Requested: Authorize Supplemental Agreement No. 2 to the subrecipient agreement 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 \$19,140																																																							
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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 (Aug 5, 2024 11:37 CDT)
 By Department Director


Aug 5, 2024
 Date

Stephen T. Freeland
 Stephen T. Freeland (Aug 5, 2024 11:56 CDT)
 Approved as to Form by City Attorney

Aug 5, 2024
 Date

Kimberly Bizer Tolbert
 Kimberly Bizer Tolbert (Aug 5, 2024 11:40 CDT)
 By City Manager

Aug 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;">246013</div> EFFECTIVE DATE Aug 5, 2024 <u>STF</u>																																		
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Supplier Name:		Association of Persons Affected by Addiction (APAA)				Supplier No.		517572																																	
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 to the subrecipient agreement between the City of Dallas and APAA for additional recovery support services to program participants in the South Dallas Drug Court (SDDC) for FY 23-24 - Not exceed \$1,000 <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Contract Number: ATT-2024-00023358 Contract Term: 9/30/2023 to 9/29/2024 </div>																																							
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 to the subrecipient agreement between the City of Dallas and APAA will authorize additional recovery support services to program participants in the SDDC during FY 23-24 - Not to exceed \$1,000, increasing the total contract amount from \$8,000 to \$9,000																																							
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1	23-6536	11/7/2023	\$8,000.00	0	\$9,000.00	%																																			

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

Ayeh Powers
Ayeh Powers (Aug 5, 2024 11:38 CDT)
 By Department Director

Aug 5, 2024
 Date

Stephen T. Freeland
Stephen T. Freeland (Aug 5, 2024 11:54 CDT)
 Approved as to Form by City Attorney

Aug 5, 2024
 Date

Kimberly Bizer-Tolbert
Kimberly Bizer-Tolbert (Aug 5, 2024 11:40 CDT)
 By City Manager

Aug 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

246014

EFFECTIVE DATE

July 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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- ☐ 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: **A TO Z ELECTRIC, INC. – Contractor**
LINDER NADINE HAWTHORNE AND MELBA SUE HAWTHORNE WILSON –
Homeowner

Supplier No. VC30489

Subject: ARPA – Discretionary

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute agreement for payment for ARPA Targeted Home Repair Program at property address 2623 MORGAN DR., Dallas, TX, 75241 in the amount of \$95,086.20 from the ARPA grant.

Contract Number: HOU-2024-00025298 Contract Term: Effective Date of the AA above to Two years

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/>

☐ 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
	0A72	HOU	AR47		3099	ARPA	DO	\$95,086.20
Financing:							TOTAL:	\$98,086.20

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
							%

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

Darwin Wade (Jul 3, 2024 10:29 CDT)

By Department Director

Jul 3, 2024

Date

Stephen McFayden

Approved as to Form by City Attorney

Jul 8, 2024

SGM


Date

Robin Montelup

By City Manager


Jul 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 <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">246015</div> EFFECTIVE DATE Jul 26, 2024																																									
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Supplier Name: JQ Infrastructure, LLC					Supplier No. 517892																																										
Subject: Park in the Cedars - Structural Engineering																																															
Lead Dept: PKR - Park and Recreation																																															
Action Requested: Authorize Supplemental Agreement No. 1 to the professional services contract with JQ Infrastructure, LLC for structural engineering services for a new park pavilion for Park in the Cedars. The additional services will provide additional construction administration services consisting of reviews of contractor submittals and site visits. Contract term will be extended to 12/31/2024.																																															
Contract Number: PKR-2023-00022906 Contract Term: NTP to 12/31/2024																																															
Background: A Request for Qualification (RFQ) for Professional Consultants in Various Disciplines for Park and Facility Projects (CIZ23-PKR-2090) was received on February 24, 2023. Based upon the project needs, JQ Infrastructure, LLC was selected as the appropriate structural engineering firm for the project scope.																																															
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John Senkins 7/24/24 **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

<i>John Senkins</i> John Senkins (Jul 26, 2024 11:26 CDT) By Department Director	Jul 26, 2024 Date	<i>Christine Lanners</i> Christine Lanners (Aug 4, 2024 16:57 CDT) Approved as to Form by City Attorney	Aug 4, 2024 Date
<i>John Senkins</i> By City Manager		Jul 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;">246016</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">6/29/2024</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): Online Subscription <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: right;"> <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:						OCLC, INC		Supplier No.		VS0000018475							
Subject:		Cataloging and Metadata Subscription															
Lead Dept:		Library															
Action Requested:		Authorize payment for a 1-year subscription to Cataloging and Metadata database from OCLC, INC.															
		Contract Number:		LIB-2024-00025335		Contract Term:		7/1/2024		to 6/30/2025							
Background:		As a subscriber of OCLC's online database since 1991, Dallas Public Library uses between 60-90,000 of OCLC's records each year for materials purchased. Their records enrich the library's bibliographic database, support nation-wide and inter-library loan efforts and are the sole provider world-wide with this service. This is a sole source subscription.															
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.															
Funding:		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		0001		LIB		5392		\$		3070				- CX LIB-2024-00025335		\$39,838.11	
														-		\$0.00	
														-		\$0.00	
		Financing:												TOTAL:		\$ 39,838.11	
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.

MJ Giudice
MJ Giudice (Jun 26, 2024 15:04 CDT)

By Department Director

Date

Suzanne Knuppel
Suzanne Knuppel (Aug 2, 2024 14:03 CDT)


Approved as to Form by City Attorney

Aug 2, 2024

Date

By City Manager

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
		246017
		EFFECTIVE DATE
		Aug 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%).

☐ 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: Hyland Software, Inc. Supplier No. VS0000073962

Subject: Electronic Document Management System (EDMS)

Lead Dept: Information and Technology Services

Action Requested: Authorize SA No. 4 to amend the Master Contract for Software, Services and Support electronic document management system to add SOW for services to implement the integration for the Accela project.

Contract Number: DSV-2020-00013447 Contract Term: 8/1/2020 to 7/31/2025

Background: On October 30, 2020, the City executed the contract for an enterprise electronic document management system (EDMS) as authorized by CR 20-1001. This Supplemental Agreement will provide integration services between our EDMS and the Accela Land Use and Permitting System. There are remaining unallocated project funds that will cover the total cost of \$162,940.56.

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
							\$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
	4	20-1001	8/1/2020	\$3,590,100.30	\$46,537.58	\$3,636,637.88	1.30%


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



 Brian Gardner (Jun 14, 2024 16:48 CDT)
 Jun 14, 2024
 By Department Director
 Date



 Approved as to Form by City Attorney
 Aug 5, 2024
 Date



 By City Manager
 Aug 5, 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

246018

EFFECTIVE DATE

06/28/2024

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 5%).
- ☐ 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)?

Supplier Name: Quintech, Inc. Supplier No: VC22887

Subject: Vacuum Pump System Replacement

Lead Dept: Dallas Water Utilities

Action Requested: To authorize a six month service contract to replace medical grade high volume usage dual vacuum pumps

Contract Number: DWU-2024-00024422 Contract Term: 8/1/2024 to 02/28/2025

Background: The pump and vacuum line system was originally installed in 2009 when the lab was built. The dual pump system is operated 5-7 days a week, 4-6 hours for the past 15 years. This system is failing and requires replacement. It is an essential piece of equipment for running various filterable solids compliance tests required by the City's Water Quality Monitoring, TCEQ and EPA compliance programs.

HUB
Check appropriate Box
<https://mycpa.cpa.state.tx.us/passcmbl/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
0100	DWU	7042		3110		MASC DWU-2024-00024422	\$34,464.00
							\$0.00
							\$0.00
						TOTAL:	\$34,464.00

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.

JP

Sarah Standifer

Jun 27, 2024

By Department Director


Date

Suzanne Knuytel

Jul 31, 2024

SK


Jun 28, 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;">246019</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">8/6/2024</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 2024 AUG -7 AM 10:05 CITY SECRETARY DALLAS, TEXAS </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: flex-end;"> <input checked="" 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="display: flex; justify-content: flex-end;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A </div>										
Supplier Name:		Atomic DnC, LLC				Supplier No.		VC30263		
Subject:		Website for City of Dallas Women, Infant, Children (WIC) Program								
Lead Dept:		Office of Community Care - WIC Program								
Action Requested:		This request is to authorize a website to be built for the City's WIC Program, to provide WIC clients with a resource center for education opportunities, health services, etc. - all in one place. This website project has been reviewed and approved by the IT Department's Board. Upon implementation, the website will be maintained/supported for five consecutive years.								
		Contract Number:		WIC-2024-00025094		Contract Term:		August 1, 2024 to November 30, 2029		
Background:		The City of Dallas WIC Program applied for and was awarded a grant to advance ways to reach, and increase participation of, its WIC clients. This website will provide WIC clients with a forum to research and access opportunities and services, to further enhance and enrich the quality of life of each WIC client and family.								
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 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	
		F737	MGT	236C	EH99	3070		-	\$19,700.00	
								-		
								-		
		Financing:							TOTAL:	\$19,700.00
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.


 Jessica G. Galeshaw (Aug 6, 2024 11:00 CDT)

By Department Director



 Aug 6, 2024

Date


 Diana Gutknecht (Aug 7, 2024 09:24 CDT)

Approved as to Form by City Attorney


Aug 7, 2024

Date 

Aug 6, 2024

Date

By City Manager

 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;">246020</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">8/6/2024</div>																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
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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: GroundWork DFW						Supplier No. VC31813																																									
Subject: Community Engagement Project																																															
Lead Dept: Office of Community Care - Women, Infant, Children WIC Program																																															
Action Requested: Requesting authorization to enter into a contract with GroundWork DFW for the purpose of community engagement or the WIC Program until October 31, 2024 for an amount not to exceed \$50,000.00.																																															
		Contract Number: WIC-2024-00025136		Contract Term: Effective Date		to 10/31/2024																																									
				of this AA																																											
Background: WIC (Women, Infant, and Children) Program has identified knowledge gaps about WIC services in specific Dallas neighborhoods. To address this, we will conduct a comprehensive outreach and engagement assessment at selected clinics and their surrounding communities. This Community Engagement Project aims to enhance service quality, increase client participation and expand program offerings, and foster collaborations with local organizations.																																															
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.																																															
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						\$ 0.00	%																																								

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


 Jessica Galleghaw (Aug 6, 2024 15:47 CDT)
 By Department Director


Aug 6, 2024
 Date

Marissa Hines
 Approved as to Form by City Attorney MH

Aug 7, 2024
 Date


 By City Manager

Aug 6, 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.						246021	
							EFFECTIVE DATE	
						Jun 7, 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:	Agape Broadcasting Foundation Inc	Supplier No.	515843					
Subject:	Arts Activate 2024 – Round 3							
Lead Dept:	Office of Arts & Culture							
Action Requested:	The FUTURE DJs OF DALLAS program, aimed at Dallas students, is committed to supporting art, creativity, and public speaking skills for participants under the age of 18. The program is open to the public and is confirmed and schedule at the Jaycee Zaragos Recreation Center during regular business hours. The program, subject to approval by the City of Dallas Office of Arts and Culture (OAC) by the City of Dallas Cultural Policies, as amended, is a testament to our commitment to the music accessibility of our participants and the community.							
	Contract Number:	OCA-2023-00023139 (CR-00026912)	Contract Term:	AA Effective Date to 9/15/2024				
Background:	The fee for this service is \$11,402.25 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,850.56 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 \$5,701.12 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 \$2,850.56 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-2023-00023139	\$11,402.25
	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


Date

Approved as to Form by City Attorney

Date

Jun 7, 2024

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;">246022</div>	
							EFFECTIVE DATE	
							Aug 7, 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:	DeCaro, Doran, Siciliano, Gallagher & DeBlasis, LLP	Supplier No.	VC32932																								
Subject:	Professional Services Contract for Legal Services																										
Lead Dept:	City Attorney's Office																										
Action Requested:	Authorize a professional services contract with DeCaro, Doran, Siciliano, Gallagher & DeBlasis, LLP to provide legal counsel, advice and representation to the City of Dallas in connection with the lawsuit styled <i>Charles F. Roberts, III v. McDonalds Restaurant and City of Dallas</i> , Cause No. C-16-CV-24-002091. Not to exceed \$15,000																										
	Contract Number:	ATT-2024-00025655	Contract Term: 7/2/2024 to *Indefinite																								
Background:	DeCaro, Doran, Siciliano, Gallagher & DeBlasis, LLP was retained to provide legal counsel, advice and representation to the City of Dallas in connection with the lawsuit styled <i>Charles F. Roberts, III v. McDonalds Restaurant and City of Dallas</i> , Cause No. C-16-CV-24-002091. The firm will be paid on an hourly-rate basis per the Engagement Letter attached to the Contract. Not to exceed \$15,000 *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:	<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>0192</td> <td>ORM</td> <td>3890</td> <td></td> <td>3033</td> <td></td> <td>MASC ATT-2024-00025655</td> <td>\$15,000.00</td> </tr> <tr> <td colspan="7">Financing:</td> <td>TOTAL: \$15,000.00</td> </tr> </tbody> </table>			FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0192	ORM	3890		3033		MASC ATT-2024-00025655	\$15,000.00	Financing:							TOTAL: \$15,000.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																				
0192	ORM	3890		3033		MASC ATT-2024-00025655	\$15,000.00																				
Financing:							TOTAL: \$15,000.00																				
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage																				
							%																				

Ayeh Powers
 Ayeh Powers (Aug 6, 2024 20:22 CDT)
 By Department Director


Aug 6, 2024
 Date

Stephen T. Freeland
 Stephen T. Freeland (Aug 7, 2024 16:20 CDT)
 Approved as to Form by City Attorney

Aug 7, 2024
 Date

Kimmberly Bizzor-Tolbert
 Kimmberly Bizzor-Tolbert (Aug 7, 2024 15:58 CDT)
 By City Manager

Aug 7, 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.		246023	
			EFFECTIVE DATE	
		08/07/2024		

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 type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
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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.	<input checked="" 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:	THE JENKINS AGENCY, INC.	Supplier No.	500034
Subject:	Consent To Assignment and assumption of services from The Jenkins Agency, Inc. to INSURICA Insurance Services, LLC.		
Lead Dept:	ORM		

Action Requested:	Authorize a consent to assignment and assumption of services from The Jenkins Agency, Inc. to INSURICA Insurance Services, LLC.						
	Contract Number:	ORM-2021-00017619	Contract Term:	12/10/2021	to	12/10/2024	

Background: On December 10, 2021, a contract for Bonds & notary services was entered into between the CITY OF DALLAS, a municipal corporation, (hereinafter called "City"), and THE JENKINS AGENCY, INC., on contract ORM-2021-00017619 in an amount not to exceed \$44,535.00.

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
							ORM-2021-00017619	\$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.

Jeronda Smith

By Department Director

Aug 5, 2024

Date

Stephen T. Freeland

Stephen T. Freeland (Aug 7, 2024 16:28 CDT)

Approved as to Form by City Attorney

Aug 7, 2024

Date

[Signature]

Aug 7, 2024

Date

RECEIVED

246024

Memorandum

2024 SEP 11 PM 12:19



CITY OF DALLAS

DATE September 9, 2024

TO Bilirae Johnson, City Secretary

SUBJECT **Correction to Administrative Action No. 24-6024 for Nagle Street from Denton Drive to Overlake Drive-PB17V209 dated 08/07/24**

The subject Administrative Action was approved on 08/07/24 authorizing the payment of two utility permit application fees along with expediting fees and one encroachment permit application fee within the Union Pacific Railroad Company (UPRR) right-of-way (R.O.W.) Along Nagle Street- PB17V209.

It has come to our attention that the information on AA 24-6024 dated 08/07/24 contains incorrect information and needs to be corrected.

Incorrect:

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	2115	DWU	PW42		4550	723131	CX- PBW-2024-00025167	\$ 5,810.00
	4116	DWU	PS42		4650	723132	CX- PBW-2024-00025167	\$ 5,810.00
	1V22	PBW	V209	SREC	3210	PB17V209	CX- PBW-2024-00025167	\$ 3,055.00
	Financing: 2017 Bond Funds and DWU Capital Improvement Funds						TOTAL:	\$14,675.00
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%	

Correct:

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	5115	DWU	PW42		4550	723131	CX- PBW-2024-00025167	\$ 5,810.00
	4116	DWU	PS42		4560	723132	CX- PBW-2024-00025167	\$ 5,810.00
	1V22	PBW	V209	SREC	3210	PB17V209	CX- PBW-2024-00025167	\$ 3,055.00
	Financing: 2017 Bond Funds and DWU Capital Improvement Funds						TOTAL:	\$14,675.00
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%	

Handwritten signature

246024

DATE September 9, 2024
SUBJECT Correction to AA 24-6024

Please make the necessary corrections to the permanent records. A copy of AA 24-6024 is attached for your reference.


Should you have any questions, please contact Steve Glass, P.E., Project Manager at (214) 948-4253.



Dr. Ghassan Khankarli,
Director, Public Works Department

Attachment

c:file

 City of Dallas	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		246024
		EFFECTIVE DATE
		08/07/24

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 *sq*

Supplier Name: Union Pacific Railroad Company (UPRR) Supplier No. 266649

Subject: Nagle St from Denton Dr to Overlake Dr - PB17V209

Lead Dept: Department of Public Works

Action Requested: This action will authorize to pay UPRR for the utility permits needed to review the Nagle St plans for the work proposed to replace the existing water and wastewater crossings and the encroachment permit to replace the two existing storm drainage headwalls within their right-of-way (ROW) along Nagle St.

Contract Number: PBW-2024-00025167 Contract Term: 7/1/2024 to 8/25/2025

Background: The reconstruction of Nagle St includes replacing the existing water and wastewater crossings and two existing storm drainage headwalls within the UPRR ROW along Nagle St. This will require obtaining the utility and encroachment permits needed for UPRR to review the Nagle St plans for the work proposed within their ROW. This action will approve to pay UPRR for the permits required for this project.

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 *sq*

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
2115	DWU	PW42		4550	723131	CX- PBW-2024-00025167	\$ 5,810.00
4116	DWU	PS42		4650	723132	CX- PBW-2024-00025167	\$ 5,810.00
1V22	PBW	V209	SREC	3210	PB17V209	CX- PBW-2024-00025167	\$ 3,055.00
Financing: 2017 Bond Funds and DWU Capital Improvement Funds						TOTAL:	\$14,675.00

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%

sq *904E* *BB/HH* APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code. *mk*

Ali Hattefi, P.E.
By Department Director

7/10/24
Date

Milton Henderson
Milton Henderson (Aug 7, 2024 16:33 CDT)


Approved as to Form by City Attorney

08/07/24
Date

Dev Rastogi
Dev Rastogi (Aug 7, 2024 16:05 CDT)

By City Manager

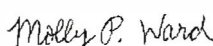
08/07/24
Date

 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;">246025</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jul 11, 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 2024 JUL 11 PM 1:34 </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: Sun Tai Chi, LLC.						Supplier No. VC0000012453																																									
Subject: Contract Fee Instructor																																															
Lead Dept: Park and Recreation																																															
Action Requested: Authorize contract fee instructor agreement with Sun Tai Chi, LLC. The vendor will provide Tai Chi class services to the citizens of Dallas. Contact: Brendan Collins 214-715-6886																																															
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 30%;">PKR-2024-00025315</td> <td style="width: 20%;">Contract Term:</td> <td style="width: 10%;">NTP</td> <td style="width: 10%;">to</td> <td style="width: 10%;">9/30/2025</td> </tr> </table>								Contract Number:	PKR-2024-00025315	Contract Term:	NTP	to	9/30/2025																																		
Contract Number:	PKR-2024-00025315	Contract Term:	NTP	to	9/30/2025																																										
Background: Contract fee instructors provide leisure, sport and health & wellness activity instruction.																																															
<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 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>																																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
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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 (Jul 11, 2024 15:46 CDT)
By Department Director

Jul 11, 2024
Date



Approved as to Form by City Attorney

Jul 16, 2024
Date




By City Manager

Jul 11, 2024
Date

 City of Dallas	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		<h2>246026</h2>
		EFFECTIVE DATE
		Jun 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

Supplier Name: Shakespeare Festival of Dallas a/k/a Shakespeare Dallas Supplier No. 128849

Subject: Shakespeare Dallas: Twelve (12) Month Extension of Agreement

Lead Dept: Park and Recreation

Action Requested: Extend the Shakespeare Dallas agreement to a month-to-month basis for twelve (12) months with Shakespeare Dallas, beginning on May 15, 2024 and ending on the earlier of : 1) a new agreement between the City of Dallas and Shakespeare Dallas to operate and maintain the Samuell-Grand amphitheater; or 2) May 15, 2025.

Contract Number: PKR-2023-00022567 Contract Term: 5/15/2024 to 5/15/2025

Background: The City of Dallas has allowed Shakespeare Dallas to manage, operate, and maintain the Samuell-Grand Park Amphitheatre located at 1500 Tenison Pkwy, Dallas, TX 75223 for the purpose of providing public theatrical performances and events. Their previous agreement's initial term was for ten (10) years after the date of execution, beginning on May 14, 2014 and was terminated on May 14, 2024. This agreement was approved by City Council on May 14, 2014 per Resolution No. 14-0752.

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

☐ 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
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2023-00022567	\$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
				0.0		0.0	%

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


By Department Director

Jun 11, 2024
Date



Approved as to Form by City Attorney

Jun 14, 2024
Date

OA 


By City Manager

Jun 13, 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;">246027</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">May 31, 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): 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; border-left: 1px solid black; padding-left: 5px;"> RECEIVED CITY SECRETARY DALLAS, TEXAS 2024 AUG -8 PM 3:56 </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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YP	Supplier Name: Hollywood/Santa Monica Neighborhood Association , Inc.						Supplier No. N/A																																								
	Subject: Beautification Agreement																																														
	Lead Dept: Park and Recreation																																														
	Action Requested: Authorize a Beautification Agreement with the Hollywood/ Santa Monica Neighborhood Association to maintain the pollinator garden and oversee the Creek Restoration Project and Woodland Restoration Area at Tenison Park, per approval of the Park and Recreation Department, at no cost to the City. Contact: Tamara Aquino (972)-795-5040																																														
	Contract Number:		PKR-2024-00024896		Contract Term:		6/25/2024 to 6/24/2025																																								
Background: Tenison Park Pollinator Garden and Creek Restoration consist of the neighborhood and Community of Hollywood/Santa Monica Neighborhood Association. The group is formed specifically to maintain and beautify Tenison Park and to help erosion control.																																															
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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Financing:						TOTAL:	\$0.00																																								
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 **APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


John Jenkins (May 30, 2024 16:40 CDT)
By Department Director

May 30, 2024
Date



Matthew Green (Jul 23, 2024 11:54 CDT)
Approved as to Form by City Attorney

Jul 23, 2024
Date


OA


By City Manager

May 31, 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;">246028</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jul 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 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); font-weight: bold; margin: 0;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin: 0;">CITY SECRETARY'S OFFICE</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin: 0;">DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin: 0;">JUL 16, 2024 - 8 PM 3: 58</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:		Valley View Neighborhood Association				Supplier No.		N/A		
Subject:		Park Beautification								
Lead Dept:		Park and Recreation								
Action Requested:		Authorize a Beautification Agreement with the Valley View Neighborhood Association. They would like to perform service enhancements such as picking up litter and debris, spread mulch and maintain floral displays at Valley View Park. They would also like to host special events in the park in coordination with the Park and Recreation Department at no cost to the city. Contact: Anahi Delgado (214)-732-0307.								
		Contract Number:		PKR-2024-00025406		Contract Term:		08/26/2024 to 08/25/2025		
Background:		The Valley View Neighborhood Association is a volunteer group dedicated to supporting, maintaining, and beautifying the park. The association collaborates with the city on trail enhancements and hosts several community events. They aim to continue these projects for years to come.								
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	
		N/A	PRK	N/A	N/A	N/A	N/A	N/A	PKR-2024-00025406	\$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 (Jul 16, 2024 11:33 CDT)
 By Department Director


Jul 16, 2024
 Date

Molly P. Ward
 Approved as to Form by City Attorney

Jul 17, 2024
 Date

OA
 By City Manager

Jul 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.</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 246029 EFFECTIVE DATE Jul 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 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: right;"> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> </div>																														
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Supplier Name: Ron Abbe						Supplier No. N/A																									
Subject: Beautification Agreement																															
Lead Dept: Park and Recreation																															
Action Requested: Authorize a Beautification Agreement with Master Gardener Ron Abbe to plant park-approved flowers in the flowerbed at Cherrywood Park and manage the upkeep at no cost to the City. Contact: Anahi Delgado, (214)732-0307.																															
Background: Ron Abbe is a volunteer master gardener that focuses on improving the quality of life in the neighborhood through maintenance and plantings at the floral display around the park ID sign at Cherrywood Park.																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																															
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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.

John Jenkins
 John Jenkins (Jul 16, 2024 11:32 CDT)
 By Department Director

Jul 16, 2024

Date

Molly P. Ward

Approved as to Form by City Attorney

Jul 17, 2024


Date

OA


By City Manager

Jul 16, 2024

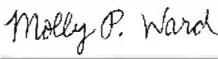
Date

 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</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;">246030</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jun 7, 2024</div>																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
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Supplier Name: Friends of Buckner Park						Supplier No.																																									
Subject: Beautification Agreement																																															
Lead Dept: Park and Recreation																																															
Action Requested: Authorize a Beautification Agreement with The Friends of Buckner Park to fund amenities and service enhancements at the park and to perform services by picking up litter and debris and maintaining the ornamental beds at Buckner Park, (Renee's Garden) all in coordination with the Park and Recreation Department. Contact: Tamara Aquino (972) 795-5040																																															
Contract Number:		PKR-2024-00024588		Contract Term:		6/15/2024 to 6/14/2025																																									
Background: The Friends of Buckner Park, a 501c3 Non-Profit, is a volunteer organization formed to support, maintain and beautify the park.																																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmbi/search/																																															
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


John Jenkins (Jun 5, 2024 11:29 CDT)
By Department Director

Jun 5, 2024
Date



Molly P. Ward
Approved as to Form by City Attorney

Jun 13, 2024
Date


OA


By City Manager

Jun 7, 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;">246031</div> EFFECTIVE DATE <div style="margin-top: 5px;">Aug 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 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 AUG -9 AM 8:11 </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:	Brins Drones, Inc		Supplier No.	VC29966				
Subject:	Lemur Twin Pack Bundle							
Lead Dept:	Dallas Police Department							
Action Requested:	To authorize an agreement between Brinc Drones, Inc and Dallas Police Department to purchase Lemur Twin pack Bundle.							
	Contract Number:	DPD-2024-00023591	Contract Term:	8/6/2024 to 8/5/2029				
Background:	This contract will allow for a 5-Year Subscription Plan for the Brinc Drones Safeguard Lemur Twin Pack. This new contract will provide (2) Lemur 2 Kit, which includes 2 airframes, accessory kit, 2x Lemur 2 Streaming and Data, 2 battery packs, Brinc Support Program, travel backpack, and On-Site Training. Year 5 includes 2 Lemur Hardware Refresh packages and On-Site Training for new hardware. This equipment will allow for increased officer safety during tactical police operations.							
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
	0001	DPD	2126		4730		DPD-2024-00023591	99,995.00
	Financing:		General FUNDS				TOTAL:	99,995.00
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	

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


Martin Riojas (Aug 8, 2024 14:34 CDT)


Aug 8, 2024



Aug 8, 2024

By Department Director

Date

Approved as to Form by City Attorney 


Date



Dominique Artis (Aug 8, 2024 15:11 CDT)

Aug 8, 2024


By City Manager

Date

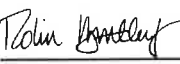
 City of Dallas	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						ADMINISTRATIVE ACTION <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">246032</div> EFFECTIVE DATE Jul 15, 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: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;"> RECEIVED 2024 AUG -9 PM 3:04 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: A TO Z ELECTRIC, INC. – Contractor VICTORIA JOHNSON – Homeowner						Supplier No. VC30489																																	
Subject: ARPA – Joppa/Joppee																																							
Lead Dept: Housing & Neighborhood Revitalization																																							
Action Requested: Execute agreement for payment for ARPA Neighborhood Revitalization Program at property address 7908 Ivory Ln., Dallas, TX, 75216 in the amount of \$99,950.00 from the ARPA grant.																																							
		Contract Number: HOU-2023-00022202		Contract Term: Effective Date of the AA above		to Two years																																	
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 Neighborhood Revitalization 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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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																
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						%																																	


 Darwin Wade (Jul 15, 2024 10:30 CDT)
 By Department Director


Jul 15, 2024
 Date


 Stephen McFayden
 Approved as to Form by City Attorney

Jul 16, 2024
 Date


 Colin Smith
 By City Manager

Jul 15, 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;">246033</div> EFFECTIVE DATE 07/18/2024										
	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 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): Catering <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); border: 1px solid black; padding: 2px;"> RECEIVED CITY SECRETARY DALLAS, TEXAS 2024 AUG -9 PM 4:05 </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:						DELI MANAGEMENT INC. dba JASON'S DELI		Supplier No.		516719							
Subject:		Catering															
Lead Dept:		Library															
Action Requested:		Authorize payment for catering service from Jason's Deli for Library staff training day for approximately 250 people per attached proposal.															
		Contract Number:		LIB-2024-00025575		Contract Term:		August 27, 2024		to August 27, 2024							
Background:		Provide refreshments for a day of Library staff training from Jason's Deli for approximately 250 staff people. ORM advised this is a Tier 1 risk and no insurance requirements are necessary for this Administrative Action Contract.															
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	
		0001		LIB		5310		\$		2232				LIB-2024-00025575		\$5,960.61	
																\$0.00	
																\$0.00	
		Financing:												TOTAL:		\$5,960.61	
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.

MJ Giudice
MJ Giudice (Jul 17, 2024 14:53 CDT)

By Department Director

Date

Willow Sanchez

Approved as to Form by City Attorney

WS

Aug 9, 2024

Date

[Signature]

By City Manager

Date

<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 246034 EFFECTIVE DATE Aug 9, 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 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: 35%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;"> CITY SECRETARY DALLAS, TEXAS 2024 AUG -9 PM 4:11 RECEIVED </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:	Alpha Business Images, LLC	Supplier No. VS0000016252																																
Subject:	Perform general marketing services																																	
Lead Dept:	MGT-COMS																																	
Action Requested:	Authorize a Cooperative Purchase Agreement with Alpha Business Images, LLC through an Interlocal Agreement with Dallas County for general marketing services. <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black;">Contract Number:</td> <td style="border: 1px solid black;">MGT-2024-00025564</td> <td style="border: 1px solid black;">Contract Term:</td> <td style="border: 1px solid black;">07/26/2024</td> <td style="border: 1px solid black;">to</td> <td style="border: 1px solid black;">02/28/2025</td> </tr> </table>		Contract Number:	MGT-2024-00025564	Contract Term:	07/26/2024	to	02/28/2025																										
Contract Number:	MGT-2024-00025564	Contract Term:	07/26/2024	to	02/28/2025																													
Background:	The purpose of this contract is to aid the Office of Communications and Customer Experience/311 with general marketing services. These marketing services will include services for creative design, copywriting, marketing strategy, media planning and buying, event planning and execution, website design/development/maintenance, video concepts, video production, audio concepts, audio production, and market research.																																	
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/paasscmblse/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 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																											
0A72	MGT	AR09		3070		- MGT-2024-00023640	\$100,000.00																											
						-	\$0.00																											
Financing: General Fund						TOTAL:	\$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.

<div style="font-size: 2em; font-weight: bold; margin: 0;">D - J</div> <div style="border-top: 1px solid black; margin-top: 5px;">By Department Director</div>	07/15/2024 Date	<div style="font-style: italic; margin: 0;">Willow Sanchez</div> <div style="border-top: 1px solid black; margin-top: 5px;">Approved as to Form by City Attorney</div>	Aug 9, 2024 Date
<div style="font-style: italic; margin: 0;">K. Elizabeth Saab</div> <div style="border-top: 1px solid black; margin-top: 5px;">By City Manager</div>		Aug 9, 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

246035

EFFECTIVE DATE

July 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 ☒ N/A

Supplier Name: **ATILANO TORRES dba TORRES CONSTRUCTION – Contractor**
STEPHANIE AND MARC FELTON – Homeowner

Supplier No. 337798

Subject: ARPA – 10TH Street

Lead Dept: Housing & Neighborhood Revitalization

Action Requested:

Execute agreement for payment for ARPA Neighborhood Revitalization Program at property address 1410 E. 9th St, Dallas, TX, 75203 in the amount of \$74,635.00 from the ARPA grant.

Contract Number:	HOU-2023-00022243	Contract Term:	Effective Date of the AA	to	One year from effective date
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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/>

- ☐ 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
0A72	HOU	AR47		3099	ARPA	DO	\$74,635.00
Financing:							TOTAL: \$74,635.00

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 Wade (Jul 3, 2024 1:15 CDT)

By Department Director

Jul 3, 2024

Date

Approved as to Form by City Attorney

By City Attorney

Jul 8, 2024

Date

Colin Montoya

By City Manager

Jul 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

246036

EFFECTIVE DATE

June 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: **Atilano Torres dba Torres Construction – Contractor**
Marilyn Butler – Homeowner

Supplier No. 337798

Subject: ARPA – Five Mile

Lead Dept: Housing & Neighborhood Revitalization

Action Requested:

Execute agreement for payment for ARPA Neighborhood Revitalization Program at property address 2444 Kemp St., Dallas, TX, 75241, in the amount of \$98,426.00 from the ARPA grant.

Contract Number: HOU-2023-00021769 Contract Term: Effective Date of the AA above to Two years

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/>

- ☐ 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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0A72	HOU	AR47		3099	ARPA	DO	\$98,426.00
Financing:							TOTAL: \$98,426.00

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

Jun 3, 2024

By Department Director

Date

Stephen McFayden

Jun 3, 2024

Approved as to Form by City Attorney


Date

Tolin Brundage


Jun 3, 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;">246037</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">August 9, 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): 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;">24 AUG 12 PM 3:01</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin: 0;">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: Yolanda Hill						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 in HOME funds, \$25,000 in CDBG funds). Funds have been appropriated by previous City Council resolution 22-1024, Approved June 22, 2022 and 23-0765 approved on June 14, 2023.								
Background: Yolanda Hill was approved for purchase of property at 1346 Houghton Rd. 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, Approved February 22, 2023, to provide homebuyer assistance to households with income at or below 80% of the AMI. Funding has been appropriated under a prior Resolution.								
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
	CD23	HOU	704J		3101	DHAP	-	\$25,000.00
	HM22	HOU	621G		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 Wade (Aug 8, 2024 10:29 CDT)
 By Department Director

Aug 8, 2024
 Date


 Hannah Peacock (Aug 9, 2024 12:14 CDT)
 Approved as to Form by City Attorney HP

Aug 9, 2024
 Date


 By City Manager

Aug 9, 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

246038

EFFECTIVE DATE

7-10-2024

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%)
- ☒ 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 AUG 3 AM 8:18

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Vendor Name: American National Red Cross & Its Constituent Chapters and Branches DBA American Red Cross

Vendor No. VS0000073480

Subject: CPR, First Aid, AED Training

Lead Dept: DWU

Action Requested:

To establish a 3-year service contract to utilize the CPR/First Aid/AED training materials from the American Red Cross to train and certify DWU staff in CPR/First Aid/AED.

Contract Number: DWU-2024-00025088 Contract Term: 8/1/2024 to 8/1/2027

Background:

Dallas Water Utilities is an authorized American Red Cross Licensed Training Provider for CPR/First Aid/AED training. DWU staff certified as American Red Cross instructors will submit rosters for completed training courses, receive individual certifications for DWU trainees, and utilize American Red Cross provided training materials. CPR/First Aid/AED training is available to all DWU employees.

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
0100	DWU	7021		3364		MASC DWU-2024-00025088	\$28,800.00

Financing:

TOTAL:

\$28,800.00

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 Suppl Agreement Percentage
						%


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

By Department Director

Date

Approved as to Form by City Attorney

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;">246039</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">Aug 12, 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.																
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Supplier Name:		Firehouse Hydrostat Services, LLC				Supplier No.		VC20373									
Subject:		Hydrostatic Testing Services															
Lead Dept:		DFR															
Action Requested:		Authorize a three-year service price agreement with Firehouse Hydrostat Services, LLC to provide hydrostatic testing services for the Fire-Rescue department in an amount not to exceed \$49,600.															
		Contract Number:		DFD-2024-00025393		Contract Term:		9-15-2024 to 9-14-2027									
Background:		This service price agreement will allow for the testing of air cylinders which are utilized by Fire-Rescue firefighters during fire emergency responses. Each breathing air cylinder is required to be tested every five years. The breathing air cylinders are part of the personal protective equipment (PPE) which provides needed oxygen while firefighting fire or responding to emergency services.															
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 <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		DFD		ER18		DF01		2790				-		\$49,600.00	
														-			
		Financing:		General										TOTAL:		\$49,600.00	
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		%			

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

Alexander Rodriguez
Alexander Rodriguez (Aug 12, 2024 13:43 CDT)
By Department Director


Aug 12, 2024
Date

Don Knight
Approved as to Form by City Attorney
Date

Aug 12, 2024
Date

Dominique Artis
Dominique Artis (Aug 12, 2024 15:33 CDT)
By City Manager

Aug 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;">246040</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">08/13/2024</div>																																								
	<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 15%).</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): Memorandum of Agreement to Reimburse</p> <p>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</p>																																														
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<p>Supplier Name: U.S. Customs and Border Protection</p>						<p>Supplier No. VC0000009559</p>																																									
<p>Subject: Memorandum of Agreement to Reimburse</p>																																															
<p>Lead Dept: AVI</p>																																															
<p>Action Requested: Authorize Administrative Action for a Memorandum of Agreement to Reimburse CBP for costs related to providing equipment required for the performance of the Federal Inspection Services facility at Dallas Love Field Airport. Amount set for the next 5 years, with \$42,831.75 as the initial cost and estimated annual recurring costs are \$2,480.00 per year.</p>																																															
<p>Contract Number: AVI-2024-00024962 Contract Term: 7/24/2024 to 7/23/2029</p>																																															
<p>Background: Commencing February 8, 2021, the City of Dallas and the United States Customs and Border Protection (CBP) entered into a new lease for its operations at Dallas Love Field, authorized by Resolution No. 20-1679. As part of the lease agreement, the City is responsible for reimbursing CBP for all expenses related to its operation at the airport. This Memorandum of Agreement involves the reimbursement of costs associated with the installation of all data cabling and electrical components required for connectivity of the Automated Data Processing (ADP) Local Area Network (LAN), Circuit, Data, Information Technology (IT), and Voice and Tactical Communications (TacComm) Systems and equipment according to CBP Office of Information Technology provided specifications.</p>																																															
<p>HUB Check appropriate Box</p> <p>https://mycpa.cpa.state.tx.us/tpasscmbi/search/</p> <p><input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.</p> <p><input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.</p> <p><input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.</p> <p><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.</p>																																															
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Patrick Carreno
 Patrick Carreno (Aug 12, 2024 12:48 CDT)

By Department Director

08/12/24

Date

Diana Gutknecht
 Diana Gutknecht (Aug 13, 2024 09:43 CDT)

Approved as to Form by City Attorney

8/13/2024

Date


Dev Rastogi
 Dev Rastogi (Aug 13, 2024 09:30 CDT)

By City Manager

08/13/24

Date

DMG
 DMG

 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;">246041</div> EFFECTIVE DATE <div style="margin-top: 5px;">Aug 13, 2024</div>																								
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Supplier Name: R.J. Braniff Corporation d/b/a Automated Business Systems						Supplier No. 259262																									
Subject: Check Sealer Maintenance and Services																															
Lead Dept: Information and Technology Services																															
Action Requested: Authorize a 2-Year agreement for maintenance and support services for the Duplo DF920 Check Sealer equipment.																															
<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%;">DSV-2024-00025472</td> <td style="border-bottom: 1px solid black; width: 20%;">Contract Term:</td> <td style="border-bottom: 1px solid black; width: 10%;">9/12/2024</td> <td style="border-bottom: 1px solid black; width: 10%;">to</td> <td style="border-bottom: 1px solid black; width: 10%;">9/11/2026</td> </tr> </table>								Contract Number:	DSV-2024-00025472	Contract Term:	9/12/2024	to	9/11/2026																		
Contract Number:	DSV-2024-00025472	Contract Term:	9/12/2024	to	9/11/2026																										
Background: Automated Business is a sole source proprietary that provides maintenance services for the City of Dallas Duplo DF920 check sealer machine used to fold and seal payroll, direct deposit, accounts payable and W-2 forms. Additionally, this action will allow for two service inspections per year, service calls, labor and mileage and expedited service on service calls and phone support, as needed.																															
<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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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


Shelia Robinson (Aug 2, 2024 11:18 CDT)

By Department Director

Aug 2, 2024

Date



By City Manager


Suzanne Knuppel (Aug 13, 2024 14:39 CDT)

Approved as to Form by City Attorney

Aug 13, 2024

Date

Aug 13, 2024

Date


SK



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**246042****EFFECTIVE DATE**

07/16/24

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%).
- ☐ 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 ☐ *Kimberly***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:** Texas Department of Transportation (TXDOT)**Supplier No.** 020318**Subject:** Authorize Amendment No. 3 to the Interlocal Agreement (Airport Project Participation Agreement - CSJ Grant No. 2118DALAS)**Lead Dept:** Department of Aviation**Action Requested:** Authorize Amendment No. 3 to the Interlocal Agreement (Airport Project Participation Agreement - CSJ Grant No. 2118DALAS), with the Texas Department of Transportation to increase the City's portion by \$15,000, increasing the total estimated project costs from \$200,300 to \$215,300.**Contract Number:** AVI-2021-00015699 **Contract Term:** 5/12/2021 to 9/30/2024**Background:**

On February 24, 2021, City Council authorized An Interlocal Agreement (Airport Project Participation Agreement - CSJ Grant No. 2118DALAS) ("ILA") between the City of Dallas and the Texas Department of Transportation ("TXDOT"), to perform a phased design and construction project at Dallas Executive Airport ("DEA") as part of the Capital Improvement Plan under TXDOT's State Block Grant Program.

Amendment No. 3 will authorize (1) an increase of the City's portion by \$15,000; (2) an increase to the project's estimated design costs from \$200,300 to \$215,300; and (3) an extension of the contract term to September 30, 2024.

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
0131	AVI	W388	AAIP	4111	AVIW388	CX-AVI-2021-00015699	\$15,000.00
							\$0.00
							\$0.00
Financing:							TOTAL: \$200,300.00 \$215,300.00

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 Suppl Agreement Percentage
3	21-0362	2/24/2021	\$15,000.00	\$0	\$30,000.00	0

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

Patrick Carreno
Patrick Carreno (Jul 9, 2024 16:12 CDT)

07/09/24

Rory Mcanally
Rory Mcanally

07/17/24

By Department Director

Date

Approved as to Form by City Attorney



Date

Kimberly Tolbert
Kimberly Tolbert (Jul 16, 2024 17:40 CDT)

07/16/24

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;">246043</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jul 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); font-size: 0.8em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 0.8em;">24 JUN 14 AM 11:30</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 1.5em; font-weight: bold;">RECEIVED</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: Better Impact USA Inc.						Supplier No. VC22805				
Subject: Online Volunteer Management										
Lead Dept: Park and Recreation										
Action Requested: Authorize an encumbrance of \$10,278.00. The vendor will provide an online volunteer management system and mobile app for volunteer hours tracking as well as an online dashboard for reporting data. Contact: Betty Swinners 214-670-8538										
		Contract Number: PKR-2024-00025434		Contract Term: NTP		to 05/31/2025				
Background: Better Impact USA Inc. would continue to serve as the Dallas Park and Recreation's current online management system. This is a system that integrates with Sterling Background Checks and is used by multiple municipalities to manage their volunteer schedules and activities.										
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmblsearch/		<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	PKR	5292		3070			MASC PKR-2024-00025434	\$10,278.00
		Financing:						TOTAL:	\$10,278.00	
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 (Jul 18, 2024 10:15 CDT)
By Department Director

Jul 18, 2024
Date

Rory Mcanally
Approved as to Form by City Attorney

Aug 7, 2024
Date

OA

3582
By City Manager

Jul 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;">246044</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Mar 29, 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): 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;"> RECEIVED CITY SECRETARY DALLAS, TEXAS MAR 26 14 PM 4: 20 </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:		Lakewood Service League				Supplier No.		N/A		
Subject:		Beautification Agreement								
Lead Dept:		Park and Recreation								
Action Requested:		Authorize a Beautification Agreement with the Lakewood Service League to perform service enhancements through litter and debris pickup at Lakewood Park in coordination with the City of Dallas Park and Recreation Department, at no cost to the city. Contact: Tamara Aquino (972) 795-5040								
		Contract Number:		PKR-2024-00024587		Contract Term:		5/20/2024 to 5/19/2025		
Background:		The Lakewood Service League is a 501c3 volunteer organization that was formed to support philanthropy in East 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 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-2024-00024587	\$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 26, 2024 10:14 CDT)
By Department Director
OA
OA

Mar 26, 2024


Date

[Signature]
By City Manager


[Signature]
Approved as to Form by City Attorney
Mar 29, 2024
Date

May 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;">246045</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">08/12/2024</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 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): <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 SECRETARIAL DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.6em;">24 AUG 14 PM 4:28</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:		Noah's Park & Playgrounds, LLC				Supplier No.		518483	
		Installation of Shaded Canopies for DPD dog runs							
Lead Dept:		AVI							
Action Requested:		Authorize Supplemental Agreement for the vendor have more time to install 3 shaded canopies to partially cover separate areas for Dallas Police Department's Canine dog runs at Dallas Love Field. No additional funding needed.							
		Contract Number:		AVI-2024-00025044		Contract Term:		05/30/2024 to 05/29/2025	
Background:		The vendor sited delays in the ordering of materials needed, so more time is needed. AVI is seeking to purchase and install 3 shaded canopies to partially cover separate areas for Dallas Police Department's Canine dog runs. The vendor will provide 3 - 20x20 canopies at Dallas Love Field Airport for Canine dog runs performed by Dallas Police Department. No additional funds needed.							
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
		0130	AVI	7735		4599		CX AVI-2024-00025044	\$0.00
		Financing: FY2024 Operating 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.


 Patrick Carreno (Aug 9, 2024 12:01 CDT)
 By Department Director

8/8/24

Date


 Dev Rastogi (Aug 12, 2024 06:06 CDT)
 By City Manager


 Victoria Giesbrecht (Aug 12, 2024 08:24 CDT)
 Approved as to Form by City Attorney

08/12/24

Date

8/12/2024

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

246046

EFFECTIVE DATE

May 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%).
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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

Supplier Name: Sobriety Silver Lining Nation Supplier No. N/A

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested: Authorize a Beautification Agreement with Sobriety Silver Lining Nation to conduct service enhancements such as conducting litter clean-ups along with other park maintenance and upkeep as pre-determined between Dallas Parks and Sobriety Silver Lining Nation at Anderson Bonner Park. Contact: Anahi Delgado (214)-732-0307

Contract Number: PKR-2024-00024862 Contract Term: 07/26/2024 to 07/25/2025

Background: Sobriety Silver Lining Nation is a 501(c)(3) non-profit organization committed to fostering sobriety and serving as mentors within the community. Their mission extends to enhancing the beauty of Dallas Parks through dedicated community service initiatives.

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
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00024862	\$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 (May 14, 2024 17:04 CDT)
By Department Director

May 14, 2024

Date

Matthew Green
Matthew Green (Aug 2, 2024 10:38 CDT)

Aug 2, 2024

Approved as to Form by City Attorney

MRG

Date

OA
OA

MSR

May 15, 2024

Date

By City Manager

RECEIVED

246047

Memorandum

2024 SEP -6 AM 8:37

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE September 4, 2024

TO City Secretary

SUBJECT Correction to Contract No. ECO-2024-00025826 Authorized by Administrative Action
24-6047

This is the first correction to Contract No. ECO-2024-00025826.

Contract No. ECO-2024-00025826 was authorized by AA 24-6047 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to Plai Place, LLC to be paid at the start and pursuant to contract.

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

☒

Typo

☐

Financial/funding information

☐

Obvious error from CR context

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by October 14, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.):

Signature

Sep 4, 2024

Date

Heather Lepeska

Print Name

Attachment for reference: AA 24-6047, and if applicable, previous correction memo(s)

ATT:

☒

Approved

☐

Denied

Assistant City Attorney:

Signature

Sep 5, 2024

Date

Brady Flanery

Printed Name

Handwritten note: 9/6/24



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

246047

EFFECTIVE DATE

Aug 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%).
- ☒ 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:	PLAI PLACE, LLC	Supplier No.	VC22803
Subject:	Small Business Microgrants Program		
Lead Dept:	Office of Economic Development		
Action Requested:	AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO PLAII PLACE, LLC, TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT. Contract Number: ECO-2024-00025826 Contract Term: AUGUST 15, 2024 to NOVEMBER 15, 2024		

Background: Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).

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
	0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025826		5000
							-		\$0.00
							-		\$0.00
	Financing:								TOTAL:

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

Aug 13, 2024

Date

 By City Manager

 Approved as to Form by City Attorney

Aug 13, 2024

Date

Aug 13, 2024

Date

RECEIVED

246048

Memorandum

2024 SEP 17 AM 11:01

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE September 4, 2024

TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025829 Authorized by Administrative Action 24-6048

This is the first correction to Contract No. ECO-2024-00025829.

Contract No. ECO-2024-00025829 was authorized by AA24-6048 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to Bellcam Group, LLC to be paid at the start and pursuant to contract.


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

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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by October 14, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.): 
Signature

Sep 4, 2024
Date

Heather Lepasca

Print Name

Attachment for reference: AA 24-6048, and if applicable, previous correction memo(s)

 9/17/24



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

246048

EFFECTIVE DATE

Aug 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%).
- ☒ 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:

BELLCAM GROUP, LLC

Supplier No.

VC31304

Subject:

Small Business Microgrants Program

Lead Dept:

Office of Economic Development

Action Requested:

AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO BELLCAM GROUP, LLC, TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT.

Contract Number: ECO-2024-00025829 Contract Term: AUGUST 15, 2024 to NOVEMBER 15, 2024

Background:

Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).

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
0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025829	5000
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	5000

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.

By Department Director

Aug 13, 2024

Date

By City Manager

Approved as to Form by City Attorney

Aug 13, 2024

Date

Aug 13, 2024

Date

Memorandum

RECEIVED
2024 SEP -5 PM 4: 58
CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE September 4, 2024
TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025830 authorized by Administrative Action 24-6049

This is the first correction to Contract No. ECO-2024-00025830.

Contract No. ECO-2024-00025830 was authorized by AA24-6049 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to AQUAGREEN GLOBAL LLC to be paid at the start and pursuant to contract.

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

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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by October 14, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.): *Heather Lepas* Sep 4, 2024
Signature Date

Heather Lepas
Print Name

Attachment for reference: AA 24-6049, and if applicable, previous correction memo(s)

ATT: ☒ Approved ☐ Denied

Assistant City Attorney: *Brady* Sep 5, 2024
Signature Date
Brady Flanery

Printed Name

8/24/24



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

246049
EFFECTIVE DATE

Aug 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%).
- ☒ 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 rotifications 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:

AQUAGREEN GLOBAL LLC

Supplier No.

VS0000079415

Subject:

Small Business Microgrants Program

Lead Dept:

Office of Economic Development

Action Requested:

AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO AQUAGREEN GLOBAL LLC, TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT.

Contract Number: ECO-2024-00025830 Contract Term: AUGUST 15, 2024 to NOVEMBER 15, 2024

Background:

Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).

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
0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025830	5000
							\$0.00
							\$0.00
Financing:							TOTAL: 5000

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

Aug 13, 2024

Date

By City Manager

By City Attorney

Approved as to Form by City Attorney

Aug 13, 2024

Date

Aug 13, 2024

Date

RECEIVED

246050

Memorandum

2024 SEP -5 PM 5: 00

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE September 4, 2024
TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025828 Authorized by Administrative Action
24-6050

This is the first correction to Contract No. ECO-2024-00025828.

Contract No. ECO-2024-00025828 was authorized by AA24-6050 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to Bello Bath & Body, LLC to be paid at the start and pursuant to contract.

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

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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by October 14, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.):

Signature

Sep 4, 2024

Date

Heather Lipeska

Print Name

Attachment for reference: AA 24-6050, and if applicable, previous correction memo(s)

ATT:

☒ Approved

☐ Denied

Assistant City Attorney:

Sep 5, 2024

Signature

Date

Brady Flanery

Printed Name

8 9/6/24



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
ACTION246050
EFFECTIVE DATE

Aug 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%).
- ☒ 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:	BELLO BATH & BODY, LLC						Supplier No.	VC16771
Subject:	Small Business Microgrants Program							
Lead Dept:	Office of Economic Development							
Action Requested:	AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO BELLO BATH & BODY, LLC, TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT. Contract Number: ECO-2024-00025828 Contract Term: AUGUST 15, 2024 to NOVEMBER 15, 2024							
Background:	Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).							
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
	0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025828	5000
								\$0.00
								\$0.00
	Financing:						TOTAL:	5000
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

Aug 13, 2024

 By City Manager

Approved as to Form by City Attorney

Aug 13, 2024

Aug 13, 2024

Date

RECEIVED

246051

Memorandum

2024 SEP -5 PM 5: 05

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE September 4, 2024
TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025827 Authorized by Administrative Action 24-6051

This is the first correction to Contract No. ECO-2024-00025827.

Contract No. ECO-2024-00025827 was authorized by AA24-6051 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to Ojeda's Restaurant, Inc to be paid at the start and pursuant to contract.

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

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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by October 14, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.):

Signature

Sep 4, 2024

Date

Heather Lepeska

Print Name

Attachment for reference: AA24-6051, and if applicable, previous correction memo(s)

ATT:

☒ Approved

☐ Denied

Assistant City Attorney:

Signature

Sep 5, 2024

Date

Brady Flanery

Printed Name

9/6/24
a/c/14
8



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

246051
EFFECTIVE DATE

Aug 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%).
- ☒ 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:	OJEDA'S RESTAURANT, INC.	Supplier No.	VC17561
Subject:	Small Business Microgrants Program		
Lead Dept:	Office of Economic Development		
Action Requested:	AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO OJEDA'S RESTAURANT, INC., TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT. Contract Number: ECO-2024-00025827 Contract Term: AUGUST 15, 2024 to NOVEMBER 15, 2024		

Background: Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).

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
	0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025827		5000
							-		\$0.00
							-		\$0.00
	Financing:							TOTAL:	5000
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

Aug 13, 2024

Date

 By City Manager

 Approved as to Form by City Attorney

Aug 13, 2024

Date

Aug 13, 2024

Date

Memorandum

RECEIVED

2024 SEP -6 AM 8: 39

CITY SECRETARY
DALLAS, TEXAS

246052



CITY OF DALLAS

DATE September 4, 2024
TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025825 Authorized by Administrative Action 24-6052

This is the first correction to the subject Contract No. ECO-2024-00025825.

Contract No. ECO-2024-00025825 was authorized by AA 24-6052 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to The Panama Canal Tours (Miraflores), LLC to be paid at the start and pursuant to contract.

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

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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by October 14, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.): *Heather Lepeska*
Signature

Sep 4, 2024
Date

Heather Lepeska
Print Name

Attachment for reference: AA 24-6052, and if applicable, previous correction memo(s)

ATT: ☒ Approved ☐ Denied

Assistant City Attorney: *Brady Flanery* Sep 5, 2024
Signature Date
Brady Flanery

Printed Name

8/9/24



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

246052

EFFECTIVE DATE

Aug 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%).
- ☒ 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:

THE PANAMA CANAL TOURS (MIRAFLORES), LLC

Supplier No.

VC31219

Subject:

Small Business Microgrants Program

Lead Dept:

Office of Economic Development

Action Requested:

AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO THE PANAMA CANAL TOURS (MIRAFLORES), LLC, TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT.

Contract Number: ECO-2024-00025825 Contract Term: AUGUST 15, 2024 to NOVEMBER 15, 2024

Background:

Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).

HUB Check

appropriate Box
<https://mycpcpa.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
	0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025825	5000
							-	\$0.00
							-	\$0.00
Financing:							TOTAL:	5000
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.

Aug 13, 2024

Aug 13, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

By City Manager

Date

RECEIVED

246053

Memorandum

2024 SEP -5 PM 4: 52

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE September 4, 2024
TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025822 Authorized by AA24-6053

This is the first correction to Contract No. ECO-2024-00025822.

Contract No. ECO-2024-00025822 was authorized by AA24-6053 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to Trend Healthcare, Inc to be paid at the start and pursuant to contract.

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


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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by October 14, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Exhibit B – Award Letter was not properly attached to contract. It is included as page 23 of this package.

Department: Office of Economic Development

Director (or designee.): 
Signature

Sep 4, 2024
Date

Assistant Director - Heather Lepeska

Print Name

Attachment for reference: AA24-6053, and if applicable, previous correction memo(s)


ATT: ☒ Approved

☐ Denied



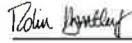
Assistant City Attorney: 
Signature
Brady Flanery
Printed Name

Sep 5, 2024
Date

18 9/6/24

 City of Dallas	<h2 style="margin:0;">ADMINISTRATIVE ACTION</h2> <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;">246053</div> EFFECTIVE DATE <div style="margin-top: 10px;">Aug 13, 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 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; font-size: 0.8em;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">CITY SECRETARY</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">2024 AUG 13 AM 10:13</div> </div> </div>																																										
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Supplier Name:	TREND HEALTHCARE, INC.	Supplier No. VC31689																																								
Subject:	Small Business Microgrants Program																																									
Lead Dept:	Office of Economic Development																																									
Action Requested:	AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ <u>5000</u> TO TREND HEALTHCARE, INC. , TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT.																																									
	Contract Number: ECO-2024-00025822	Contract Term: AUGUST 15, 2024 to NOVEMBER 15, 2024																																								
Background:	Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).																																									
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

 By Department Director	Aug 13, 2024 Date	 Approved as to Form by City Attorney	Aug 13, 2024 Date
 By City Manager	Aug 13, 2024 Date		

Memorandum

RECEIVED
2024 SEP -5 PM 5: 08
CITY SECRETARY
DALLAS, TEXAS

246054



CITY OF DALLAS

DATE September 4, 2024
TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025823 Authorized by Administrative Action 24-6054

This is the first correction to Contract No. ECO-2024-00025823.

Contract No. ECO-2024-00025823 was authorized by AA24-6054 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to WRLW, Inc. DBA White Rock Lake Weekly to be paid at the start and pursuant to contract.

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

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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by October 14, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.):

Signature

Sep 4, 2024

Date

Heather Lepeska

Print Name

Attachment for reference: AA 24-6054, and if applicable, previous correction memo(s)

ATT:

☒ Approved

☐ Denied

Assistant City Attorney:

Signature

Brady Flanery

Printed Name

Sep 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
ACTION246054
EFFECTIVE DATE

Aug 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%).
- ☒ 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/ASupplier
Name:

WRLW, INC. DBA WHITE ROCK LAKE WEEKLY

Supplier No.

VS0000062905

Subject:

Small Business Microgrants Program

Lead Dept:

Office of Economic Development

Action
Requested:

AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO
WRLW, INC. DBA WHITE ROCK LAKE WEEKLY TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT.

Contract Number: ECO-2024-00025823 Contract Term: AUGUST 15, 2024 to NOVEMBER 15, 2024

Background:

Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).

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
0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025823	5000
							\$0.00
							\$0.00
Financing:							TOTAL: 5000

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.

Aug 13, 2024

Aug 13, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

By City Manager

Aug 13, 2024

Date

246055

Memorandum

RECEIVED

2024 SEP 24 PM 4:21

CITY SECRETARY
DALLAS, TEXAS



CITY OF
DALLAS

DATE September 23, 2024

TO City Secretary
SUBJECT Correction to AA 24-6055 and Contract No: FHO-2024-00002784

This is the first correction to Administrative Action 24-6055 and accompanied signed contract FHO-2024-00002784.

Contract No. FHO-2024-00002784 was authorized by AA 24-6055 on August 15, 2024, authorizing the consent to reassign contract from W. Frank Newton, Inc. to BluLynx Solutions.

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

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

"Contract" section of AA should read: FHO-2024-00002784

And

Header for contract should also read: FHO-2024-00002784.

Department: MGT- Office of Equity and Inclusion


Director (or designee.): Lindsey Wilson, PhD 9/24/2024
Signature Date
Dr. Lindsey Wilson
Print Name


Attachment for reference: AA 24-6055, corresponding contract header, and if applicable, previous correction memo(s)

ATT: ☒ Approved ☐ Denied


Assistant City Attorney: Bo Flanery 09/24/24
Signature Date
Brady Flanery
Print Name

9/25/24


 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; margin: 5px 0;">246055</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">August 15, 2024</div>																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
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Supplier Name: W. Frank Newton, Inc. ; BluLynx Solutions						Supplier No. VS98694 ; VC33073																																									
Subject: Consent To Assignment																																															
Lead Dept: MGT – Office of Equity and Inclusion (Fair Housing Division)																																															
Action Requested: Authorize consent to assignment of professional consultant services contract from W. Frank Newton Inc. to BluLynx Solutions, LLC.																																															
Contract Number:		FHO-2024-00024784		Contract Term:		4/1/2024 to 8/31/2024																																									
Background: City entered into the contract with W. Frank Newton, Inc., authorized on May 15, 2024, by Administrative Action No. 24-5742. Effective August 1, 2024, W. Frank Newton, Inc. assigned its rights in the contract to BluLynx Solutions, LLC. The contract requires City's written consent for any assignment of the contract.																																															
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/ <div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <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. </div> </div>																																															
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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																																								
							\$48,375.00																																								
<div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%;"> <p style="margin: 0;">APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.</p> <p style="margin: 0;">Lindsay Wilson, PhD 8/15/2024</p> <p style="margin: 0;">By Department Director Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="margin: 0;">Bo JF 8/15/24</p> <p style="margin: 0;">Approved as to Form by City Attorney Date</p> <p style="margin: 0;">By City Manager Date</p> </div> </div>																																															

 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 246056 EFFECTIVE DATE Aug 7, 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="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED AUG 15 PM 5:08 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 <i>N/A</i>									
Supplier Name:		ATILANO TORRES dba TORRES CONSTRUCTION – Contractor JULIET EVERETT – Homeowner				Supplier No.		337798	
Subject:		ARPA – 10 th Street							
Lead Dept:		Housing & Neighborhood Revitalization							
Action Requested:		Execute agreement for payment for ARPA Neighborhood Revitalization Program at property address 315 Leads St., Dallas, TX, 75203 in the amount of \$57,988.00 from the ARPA grant.							
		Contract Number:		HOU-2024-00025546		Contract Term:		Effective Date of the AA above to Two years from 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.							
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
		0A72	HOU	AR47		3099	ARPA	DO	\$57,988.00
		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	%

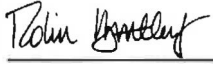
APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


 Darwin Wade (Aug 7, 2024 12:16 CDT)
 By Department Director

Aug 7, 2024
 Date


 Hannah Peacock (Aug 7, 2024 12:27 CDT)
 Approved as to Form by City Attorney

Aug 7, 2024
 Date


 Colin Bradley
 By City Manager

Aug 7, 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

246057

EFFECTIVE DATE

06/17/2024

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%)
- ☐ 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:** Package Express LLC dba Guaranteed Express**Supplier No.** VC27704**Subject:** Courier Services**Lead Dept:** Dallas Water Utilities**Action Requested:**

Authorize 3-year courier service contract to pick up Dallas Water Utilities invoices from a third-party vendor and deliver to City Hall, 1500 Marilla Street, Room 3AN, Dallas, TX 75201 for further processing.

Contract Number: DWU-2024-00024384 **Contract Term:** 07/01/2024 to 06/30/2027

Background:

The Water Utilities Department utilizes a courier service to pick up out sorted invoices from the bill print supplier and deliver these invoices to City Hall so department personnel can review and/or include additional correspondences with the invoices.

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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0100	DWU	7230	DW21	3072		MASC DWU-2024-00024384	\$21,450.00
							\$0.00
							\$0.00

Financing:**TOTAL:** \$21,450.00**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

Date

Victoria Giesbrecht
Victoria Giesbrecht (Aug 15, 2024 16:05 CDT)

Approved as to form by City Attorney

Date

06/17/2024

By City Manager

Date

RECEIVED

2024 AUG 16 AM 8:39

CITY SECRETARY
DALLAS, TEXAS

Memorandum



CITY OF
DALLAS

DATE September 25, 2024

TO City Secretary
SUBJECT Correction to AA 24-6058

This is the first correction to the subject Administrative Action.

The subject Administrative Action was approved on 8/16/24 authorizing:

Contract number: PKR-2023-00021675

Changes needed to Contract Number:

Encumbrance/Contract No. ~~PKR-2023-00021675~~
Encumbrance/Contract No. PKR-2023-00021675

Department: Real Estate

Director (or designee.): Ashley Eubanks Oct 1, 2024
Signature Date

Ashley Eubanks
Print Name

Attachment for reference: Administrative Action 24-6058, 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

8 10/4/24

TRANSMITTAL MEMORANDUM

DATE: October 3, 2024

FROM: Tonita Blackwell
Facilities and Real Estate Management
214-948-4107

RE: Correction Memo - Administrative Action 22-6058 (Dane Cofer)

LOG: 52255

COMMENTS:

ROUTE TO:

City Secretary

4FN

RETURN TO: Tonita Blackwell
Facilities and Real Estate Management
OCMC Room 203

<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;">246058</div> EFFECTIVE DATE 07/24/2024							
1. Place an "X" in the appropriate box for the approval of:									
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <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: 15%; text-align: right;"> 2024 AUG 16 AM 9:13 CITY SECRETARY DALLAS, TEXAS </div> </div>									
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							
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: Dane Cofer		Supplier No. VC31966							
Subject: Residential Claim for Moving and Related Expenses Payment									
Lead Dept: Department of Public Works									
Action Requested: Approval of a Residential Claim for Moving and Related Expenses on behalf of Dane Cofer who has been displaced as a direct result of this property acquisition. He is eligible to receive a residential moving and related expenses payment for \$13,037.50									
Contract Number: PRK-2023-00021675		Contract Term: 07/22/2024 to 07/22/2025							
Background: On May 10, 2023, the City Council of the City of Dallas adopted Resolution 230616 to acquire property located at 17103 Davenport Road, Dallas, Texas to be used in conjunction with the Cotton Belt Trail. Dane Cofer 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 payment for individuals displaced by governmental action.									
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblse/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 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	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0530	PRK		PKLA		PKLAND	PRK 2023-00021675	\$13,037.50
								-	\$0.00
								-	\$0.00
Financing:		TOTAL:						\$13,037.50	
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	
								%	

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

Ashley Eubanks
 By Department Director

Jul 22, 2024
 Date

[Signature]
 Approved as to Form by City Attorney

8/10/24
 Date

[Signature] 7-24-24
 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

246059

EFFECTIVE DATE

07/25/2024

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: The Royal Kingsquest, LLC

Supplier No. VC32297

Subject: Claim for Actual Reasonable Moving and Related Expenses-Nonresidential

Lead Dept: Department of Public Works

Action Requested:

Approval of a Claim for Actual Reasonable Moving and Related Expenses Nonresidential on behalf of The Royal Kingsquest, LLC who has been displaced as a direct result of property acquisition. The Royal Kingsquest, LLC is eligible to receive a payment in the amount of \$4,857.30

Contract Number:

PBW-2021-00016753

Contract Term:

7/10/2024

to

7/10/2025

Background:

On January 27, 2021, the City Council of the City of Dallas adopted resolution 210227, to acquire property located at 4801 & 4807 Dolphin Road, Dallas, Texas, to be used in conjunction with the Dolphin Road Project from Spring Avenue to Haskell Avenue. The Royal Kingsquest, LLC 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 businesses displaced by governmental action. All requirements for this payment have been met.

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-2021-00016753	\$971.46
0556	PBW	L194	THRG	4210	PB95L194	CX- PBW-2021-00016753	\$3,885.84
							\$0.00
Financing:							TOTAL: \$4,857.30

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 (Jul 22, 2024 10:57 CDT)

By Department Director

Jul 22, 2024


Date

Approved as to [Signature] Attorney

Date

[Signature]
By City Manager

7-25-24
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;">246060</div> EFFECTIVE DATE <div style="font-size: 1.2em;">Aug 19, 2024</div>																																																			
	1. Place an "X" in the appropriate box for the approval of:																																																								
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Supplier Name:		MGT of America Consulting, LLC				Supplier No.		VC17775																																																	
Subject:		P25 Subscriber Fees and ITS Cost Allocation Model Fees																																																							
Lead Dept:		Information and Technology Services																																																							
Action Requested:		Authorize SA No.1 for two additional studies to the ITS P25 Subscriber Fees and ITS Cost Allocation Model Fees to Validate Methodology and Make Fee & Indirect Cost. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Contract Number: BMS-2023-00022380 </div> <div> Contract Term: 10/25/2023 to 10/24/2027 </div> </div>																																																							
Background:		MGT of America Consulting, LLC. provides a study of the current cost of all services provided to outside users by specified General Fund departments. The annual review will determine the extent to which the full cost of associated services is being recovered by revenues. This amendment will perform analysis on the Information and Technology Services P25 subscriber fees and ITS cost allocation model fees that have an 80% or greater impact to the general fund via the ITS chargeback fees each budget year.																																																							
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.																																																							
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[Signature]
 Brian Gardner (Jun 13, 2024 17:49 PDT)
 By Department Director


Jun 13, 2024
 Date

[Signature]
 Dayzell Lipson
 By City Manager

[Signature]
 Diana Gutknecht
 Diana Gutknecht (Aug 19, 2024 12:54 CDT)
 Approved as to Form by City Attorney

Aug 19, 2024
 Date

Aug 19, 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.						246061																																		
							EFFECTIVE DATE																																		
							08/13/2024																																		
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Supplier Name: Brion Enterprises, Inc						Supplier No. 344977																																			
Subject: Cable Television Service for Dallas Love Field and Dallas Executive Airports																																									
Lead Dept: AVI																																									
Action Requested: Authorize Administrative Action to enter a 3-year service contract for the vendor to provide cable service at Dallas Love Field and Dallas Executive Airport. Amount not to exceed \$23,716.80 . Bid through OPS using Bid # IFS AVI B1800019																																									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Contract Number:</td> <td style="width:30%;">AVI-2024-00025586</td> <td style="width:20%;">Contract Term:</td> <td style="width:10%;">10/1/2024</td> <td style="width:10%;">to</td> <td style="width:10%;">9/30/2027</td> </tr> </table>										Contract Number:	AVI-2024-00025586	Contract Term:	10/1/2024	to	9/30/2027																										
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Background: The vendor will provide cable service and maintenance for all areas of the Department of Aviation. This includes all locations at Dallas Love Field and Dallas Executive Airport. The vendor will provide service consistent with the quote provided with 3-year price lock. Includes installation, cable boxes, cables, cords, and all equipment related to the service. Amount not to exceed \$23,716.80 . Bid through OPS using Bid# IFS AVI B1800019																																									
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																																									
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.




Patrick Carreno
 Patrick Carreno (Aug 9, 2024 10:47 CDT)
 By Department Director


8/9/24
 Date
Dev Rastogi
 Dev Rastogi (Aug 13, 2024 09:27 CDT)
 By City Manager

Suzanne Knuppel
 Suzanne Knuppel (Aug 13, 2024 10:45 CDT)
 Approved as to Form by City Attorney *SK*
8/13/2024
 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;">246062</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">8/12/2024</div>																																																		
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Supplier Name: Stafford Environmental Services, Inc.						Supplier No. VC31143																																																			
Subject: Installation of Bird Coils for bird exclusion																																																									
Lead Dept: AVI																																																									
Action Requested: Authorize contract for services – purchase and installation for the vendor to install bird coil around the perimeter of the gates of Dallas Love Field Airport to prevent bird nesting. Service bid through purchasing using IFS AVI B2600028 with an amount not to exceed \$18,408.00																																																									
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%;">Contract Number:</td> <td style="border: 1px solid black; width: 30%;">AVI-2024-00023898</td> <td style="border: 1px solid black; width: 20%;">Contract Term:</td> <td style="border: 1px solid black; width: 10%;">8/1/2024</td> <td style="border: 1px solid black; width: 10%; text-align: center;">to</td> <td style="border: 1px solid black; width: 10%;">7/31/2025</td> </tr> </table>										Contract Number:	AVI-2024-00023898	Contract Term:	8/1/2024	to	7/31/2025																																										
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Background: AVI is seeking to purchase and install coils to act as a permanent bird deterrent. The vendor will provide the maximum amount of bird control for Dallas Love Field Airport while limiting the aesthetic changes required to resolve the bird conflicts. While it is not high risk, there are human diseases linked to bird droppings. Service bid through purchasing using IFS AVI B2600028 with an amount not to exceed \$18,408.00																																																									
<div style="display: flex;"> <div style="width: 15%; font-size: 0.8em;"> HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/ </div> <div style="width: 85%;"> <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. </div> </div>																																																									
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

 <small>Patricia Carrero (Aug 9, 2024 13:54 CDT)</small> By Department Director	<div style="font-size: 1.2em; font-weight: bold;">08/08/24</div> <div style="font-size: 0.8em;">Date</div>	 <small>Ashley Stockton (Aug 20, 2024 09:24 CDT)</small> Approved as to Form by City Attorney
 <small>Dev Rastogi (Aug 12, 2024 06:01 CDT)</small> By City Manager	<div style="font-size: 1.2em; font-weight: bold;">08/12/24</div> <div style="font-size: 0.8em;">Date</div>	<div style="font-size: 1.2em; font-weight: bold;">8/20/24</div> <div style="font-size: 0.8em;">Date</div>

 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;">246063</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">8/12/2024</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 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): <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: right; font-size: 0.8em;"> RECEIVED CITY SECRETARY DALLAS, TEXAS 2024 AUG 0 PM 2:51 </div> </div>							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. </div> <div style="width: 15%; text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> </div>							
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. </div> <div style="width: 15%; text-align: right;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>								
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? </div> <div style="width: 15%; text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> </div>								
Supplier Name:	American Association of Airport Executives dba Transportation Security Clearinghouse					Supplier No.	VS0000079705	
Subject:	SA #2 to exercise 2 nd 1-year renewal option							
Lead Dept:	AVI							
Action Requested:	Authorize Supplemental Agreement #2 to the contract with TSC for a web-based designated aviation channeling system and software use agreement to exercise the second of two 1-year renewal options. Renewal for one year not to exceed \$63,521.50 . <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> Contract Number: AVI-2018-00006490 Contract Term: 10/12/2018 to 10/11/2025 </div>							
Background:	Transportation Security Clearinghouse is responsible for the Criminal History Record Checks, Security Threat Assessment and Rap Back for Airport Employees. Renewal of this service is critical for the safety and security of Dallas Love Field. The first of the two renewals was exercised by SA #1 to the contract, authorized effective November 13, 2023, by AA 23-6688. Renewal amount not to exceed \$63,521.50 .							
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
	0130	AVI					MASC AVI-2018-00006490	\$63,521.50
	Financing: FY2024 Operating Fund						TOTAL:	\$63,521.50
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	
	2	181514	10/24/2018	\$343,500.00	\$63,521.50	\$470,543.00	N/A	

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


 Patrick Carreno (Aug 9, 2024 13:55 CDT)
 By Department Director


8/8/24
 Date


 Ashley Stockton (Aug 20, 2024 09:26 CDT)
 Approved as to Form by City Attorney

8/20/24
 Date


 Dev Rastogi (Aug 12, 2024 05:59 CDT)
 By City Manager

8/12/2024
 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.						246064																																	
							EFFECTIVE DATE																																	
							08/20/2024																																	
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?							<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A																																	
Supplier Name: Freese and Nichols, Inc.						Supplier No. 347200																																		
Subject: Abrams Rd. Pump Station and Reservoir Rehabilitation Project																																								
Lead Dept: Dallas Water Utilities – Water Facilities Project Management																																								
Action Requested: Authorize Supplemental Agreement No.3 to the professional services contract with Freese and Nichols Inc. for construction phase services associated with the proposed rehabilitation of the Abrams 10 MG Ground Storage Tank Reservoir. Supplemental Agreement No.3 increases the contract amount by \$99,600.00 to a new total of \$1,973,984.00																																								
Contract Number: DWU-2016-00000936 Contract Term: 02/10/2024 to 02/10/2026																																								
Background: Please see attachment																																								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmbi/search/																																								
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																	
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	3	14-1698	10/08/2014	\$490,000.00	\$1,384,384.00	\$1,973,984.00	402.85%																																	

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

Sarah Standifer
 Sarah Standifer (Jul 30, 2024 09:51 CDT)
 By Department Director

Jul 30, 2024
 Date

Rory Mcanally
 Approved as to Form by City Attorney **RJM**


Aug 20, 2024
 Date

Dev Rastogi
 Dev Rastogi (Aug 20, 2024 08:36 CDT)
 By City Manager


Aug 20, 2024
 Date


RECEIVED

2024 AUG 20 PM 3: 06
 CITY SECRETARY
 DALLAS, TEXAS

 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.						246065																																										
							EFFECTIVE DATE																																										
							7/31/2024																																										
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<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): Annual Membership <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: right; font-size: 8pt;"> RECEIVED 2024 AUG 0 PM 3:13 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: Urban Libraries Council						Supplier No.		VS000003959																																									
Subject: Annual Membership																																																	
Lead Dept: Library																																																	
Action Requested: Authorize payment of annual membership to Urban Libraries Council.																																																	
<table border="1" style="width:100%; border-collapse: collapse; font-size: 8pt;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 30%;">LIB-2024-00025632</td> <td style="width: 20%;">Contract Term:</td> <td style="width: 10%;">09/01/2024</td> <td style="width: 10%;">to</td> <td style="width: 10%;">08/31/2025</td> </tr> </table>										Contract Number:	LIB-2024-00025632	Contract Term:	09/01/2024	to	08/31/2025																																		
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Background: Membership fee provides access to their professional membership organization for urban libraries in the United States. This includes professional development resources, cutting edge research, and collaborative opportunities for communities with libraries of similar size, interest, and concerns.																																																	
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																																																	
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

<u>Sean McGrew</u> <small>Sean McGrew (Jul 30, 2024 17:26 CDT)</small> By Department Director	Date	<u>Ashley Stockton</u> <small>Ashley Stockton (Aug 28, 2024 14:34 CDT)</small> Approved as to Form by City Attorney	Date
		Jul 31, 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;">246066</div> EFFECTIVE DATE <div style="font-size: 1.2em; margin: 5px 0;">Jul 26, 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 2024 AUG 20 PM 4:54 </div> </div>																
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Supplier Name:		Friends of Juanita J Craft Civil Rights House & Museum				Supplier No.		VC32762									
Subject:		Cultural Services – SDCC															
Lead Dept:		Office of Arts & Culture															
Action Requested:		The Friends of Juanita J Craft Civil Right House and Museum will provide the following service for the Office of Arts and Culture as part of the Creative Voices Series. Consultant shall develop the curriculum and framework for spoken word workshops introducing students to the art of poetry and enhancing their ability to express themselves through words. The goals of the workshops will be in alignment with CECAP 8 strategic priorities. The consultant will author the curriculum, provide benchmarks, set goals and outcome, and create a timeline for execution of program objectives. Services will be executed between Aug 16th and September 13th, 2024.															
		Contract Number:		OCA-2024-00025652		Contract Term:		8/16/2024 to 9/13/2024									
Background:		Friends of Juanita J Craft Civil Rights House and Museum was selected to perform services for the Office of Arts Cultural Center because of her cultural, historical, program development experience, and connection to the greater Dallas community. The fee for this service will not exceed \$25000.00. Consultant understands that the City of Dallas will pay for services as follows: The fee for services as required in the scope is \$25000 and will be paid in two (2) installments: (1) \$12,500 upon execution of agreement with submission of invoice (2) Final installment of \$12,500 upon completion of contract terms with submission of invoice within 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 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	
		0A72		OCA		AR20				3089				MASC OCA-2024-00025652		\$25,000.00	
		Financing:		ARPA Reallocation Fund										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.


Martine Phillips (Jul 26, 2024 13:32 CDT)
By Department Director


Jul 26, 2024
Date


Suzanne Knuppel (Jul 30, 2024 14:24 CDT)
Approved as to Form by City Attorney

Jul 30, 2024
Date


By City Manager

Jul 26, 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. 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;">246067</div> EFFECTIVE DATE <div style="margin: 5px 0;">Aug 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: Tritech Software Systems (a Subsidiary of CentralSquare Technologies)						Supplier No. 514648																																																									
Subject: Computer Aided Dispatch & Nice Recorder System Integration																																																															
Lead Dept: Information and Technology Services																																																															
Action Requested: Authorize SA No. 20 to procure vendor support to integrate the NICE Recording Screen Capture feature with CAD (Computer Aided Dispatch) for Dallas Police Department, Dallas Fire Rescue and 9-1-1.																																																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%;">Contract Number:</td> <td style="border: 1px solid black; width: 30%;">DSV-2016-00000723</td> <td style="border: 1px solid black; width: 20%;">Contract Term:</td> <td style="border: 1px solid black; width: 10%;">6/8/2005</td> <td style="border: 1px solid black; width: 10%; text-align: center;">to</td> <td style="border: 1px solid black; width: 10%;">1/31/2025</td> </tr> </table>								Contract Number:	DSV-2016-00000723	Contract Term:	6/8/2005	to	1/31/2025																																																		
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Background: Council authorized the acquisition of CAD (Computer Aided Dispatch) in 2005 from RFCSP BEZ0407 to dispatch to first responders for emergency services. The NICE Recording Screen Capture integration will allow Quality Assurance Officers to capture the information the agents are processing on the CAD screen for dispatch of emergency Police and Fire assistance.																																																															
<div style="display: flex;"> <div style="width: 15%; font-size: 0.8em;"> HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/ </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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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


 Brian Gardner (Jul 16, 2024 20:59 CDT)

By Department Director

Jul 16, 2024

Date



By City Manager


 Victoria Giesbrecht (Aug 20, 2024 08:34 CDT)

Approved as to Form by City Attorney

Aug 19, 2024

Date

Aug 20, 2024

Date


 VG

246068

Exhibit C
Memorandum

RECEIVED

2024 OCT -1 AM 11:55

CITY SECRETARY
DALLAS, TEXAS

CITY OF DALLAS

DATE 09/30/2024

TO City Secretary
SUBJECT Correction to AA 24-6068

This is the first ☒ / ☐ correction to the subject Council Resolution. If no, attach copies of any previous approved correction memos.

The subject Administrative Action was approved on 08/20/2024 authorizing Supplemental Agreement No. 2 for Storm Drainage Contract No. C

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

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

Administrative Action Sections Supplier No., Background & Funding should read as follows:

Supplier Name:	GEI Consultants, Inc.						Supplier No.	352614
	VC19497							
Action Requested:	Authorize Supplemental Agreement No. 2 to the professional services contract with Hayden Consultants, Inc. formally known as Hayden Consultants, Inc., for additional storm water design increasing the contract amount by \$16,500.00 to a new total of \$535,997.20							
	Contract Number:	SDM-2019-00009199			Contract Term:	10/24/2019	to	10/24/2024
Background:	On October 24, 2019 , City Council Authorized a professional services contract with Hayden Consultants, Inc. for Storm Drainage Improvements Contract C by Resolution No. 19-1604. This action is needed to design the water and wastewater line on Junius Street that was not covered in the original scope.							
	October 08, 2019							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	1V23	SDM	VD41	SD01	4111	TW17VD41	CX - SDM-2021-00016175	\$16,500
							- SDM-2019-00009199	

Department: Dallas Water Utilities

Director (or designee.): Sarah Standifer
Sarah Standifer (Oct 1, 2024 08:19 CDT)

Signature

Oct 1, 2024


Date

Sarah Standifer

Print Name

Attachment for reference: Administrative Action 24-6068, and if applicable, previous correction memo(s)

10/1/24
18

 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;">246068</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">08/20/2024</div>																																								
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Sarah Standifer

Sarah Standifer (Jul 31, 2024 10:18 CDT)

By Department Director

07/31/2024

Date

Dev Rastogi

Dev Rastogi (Aug 20, 2024 08:32 CDT)

By City Manager


Approved as to Form by City Attorney

Aug 20, 2024

Date

Aug 20, 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.	246069
		EFFECTIVE DATE
		03/18/2024

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:	IAMJ Enterprises, Inc	Supplier No.	VS0000032011
Subject:	Golf Course Management and Operation		
Lead Dept:	PKR		

Action Requested: Authorize Supplemental Agreement No. 5 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/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
							-		\$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
	4	08-1654	04/14/2010	0.00	0.00	0.00	0%

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

John Jenkins

By Department Director

Mar 18, 2024

Date

Christine Lanners
Christine Lanners (Mar 18, 2024 09:34 CDT)

Approved as to Form by City Attorney

Mar 19, 2024

Date

Mar 18, 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**246070****EFFECTIVE DATE****8/12/2024**

2024 AUG 21 PM 4:25

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%).
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- ☐ 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: Baker Tilly Supplier No. VC15383

Subject: Supplemental Agreement

Lead Dept: Human Resources

Action Requested: Authorize a Supplemental agreement to extend the contract date from July 2, 2024 to July 1, 2025 to allow Baker Tilly to complete the scope of work by performing performance evaluations for appointed officials.

Contract Number: PER-2021-00016395 Contract Term: 7/2/2024 to 7/1/2025

Background: The department of Human Resources utilizes a third party to facilitate the performance evaluation process of appointed staff that report to the City Council.

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.
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PER					-	\$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
	3	22-1760	5/1/2021	\$45,800.00	\$142,900.00	\$ 188,300.00	312.00%

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

Nina Arias

Nina Arias (Jun 12, 2024 17:01 CDT)

By Department Director

Jun 12, 2024

Date

Stephen T. Freeland

Stephen T. Freeland (Aug 13, 2024 08:41 CDT)

Approved as to Form by City Attorney

Aug 13, 2024

Date


Kimberly Bizzor-Tolbert

Kimberly Bizzor-Tolbert (Aug 12, 2024 15:56 CDT)

By City Manager

Aug 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;">246071</div> EFFECTIVE DATE Aug 21, 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;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> RECEIVED 2024 AUG 22 AM 8:29 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:		Paul Hornsby & Company dba Hornsby & Company				Supplier No.		VC0000011621	
Subject:		Professional Services Contract							
Lead Dept:		City Attorney's Office							
Action Requested:		Authorize a professional services contract with Paul Hornsby & Company dba Hornsby & Company to provide expert appraisal consulting services in the matter City of Dallas vs. Millwee-Jackson Joint Venture and Stephen M. Millwee, et al. This contract shall not exceed \$57,000.							
		Contract Number:		ATT-2024-00025798		Contract Term:		6/16/2024 to *Indefinite	
Background:		Paul Hornsby & Company dba Hornsby & Company ("Hornsby") will provide expert appraisal consulting services in the matter City of Dallas vs. Millwee-Jackson Joint Venture and Stephen M. Millwee, et al. Hornsby will be paid as provided by the proposal letter attached to the contract. This contract shall not exceed \$57,000.							
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
		0192	ORM	3888		3047		MASC ATT-2024-00025798	\$57,000.00
								-	
								-	
		Financing:						TOTAL:	\$57,000.00
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 (Aug 20, 2024 13:31 CDT)
 By Department Director


Aug 20, 2024
 Date

Stephen T. Freeland
 Stephen T. Freeland (Aug 21, 2024 16:03 CDT)
 Approved as to Form by City Attorney

Aug 21, 2024
 Date

Kimberly Sizor-Tolbert
 Kimberly Sizor-Tolbert (Aug 21, 2024 14:47 CDT)
 By City Manager

Aug 21, 2024
 Date

 City of Dallas	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <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;">246072</div> EFFECTIVE DATE Aug 21, 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): 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 024 AUG 22 AM 8:15 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 checked="" 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:						Spencer Fane LLP		Supplier No.		VC26448													
Subject:						Supplemental Agreement No. 1 to the Professional Services Contract																	
Lead Dept:						City Attorney's Office																	
Action Requested:						Authorize Supplemental Agreement No. 1 to the professional services contract with Spencer Fane LLP to continue to provide legal services to the City of Dallas in connection with miscellaneous State Tort litigation. Not to exceed \$50,000, increasing the contract amount from \$50,000 to \$100,000.																	
												Contract Number:		ATT-2023-00020745		Contract Term:		10/5/2022 to *Indefinite					
Background:						Spencer Fane LLP was retained to provide legal services to the City of Dallas in connection with miscellaneous State Tort litigation. SA-1 will authorize continued services. Not to exceed \$50,000, increasing the contract amount from \$50,000 to \$100,000. *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-2023-00020745		\$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					
						1		\$50,000.00		3/13/2023		\$50,000.00				\$100,000.00		%					

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

Ayeh Powers
Ayeh Powers (Aug 20, 2024 11:00 CDT)
By Department Director

Aug 20, 2024
Date


Kimberly Tolbert
Kimberly Tolbert (Aug 21, 2024 14:47 CDT)
By City Manager

Stephen T. Freeland
Stephen T. Freeland (Aug 21, 2024 16:00 CDT)
Approved as to Form by City Attorney

Aug 21, 2024
Date

Aug 21, 2024
Date

STF
STF

 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
		246073
		EFFECTIVE DATE
		Aug 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 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: Huitt-Zollars, Inc. Supplier No. 090025

Subject: SoPac Trail & Bridge Improvements Project Design

Lead Dept: Park and Recreation Department

Action Requested: Authorize Supplemental No. 1 to the Professional Service Contract with Huitt-Zollars, Inc. for additional land surveying services and preparation of Survey Field notes for acquisition of a portion of the Royal Oaks County Club in the amount of \$23,810.00

Contract Number: PKR-2023-00021378 Contract Term: NA to NA

Background: On October 25, 2023, a Professional Services Contract was authorized with Huitt-Zollars, Inc. for professional design development, environmental services, and construction administration services, for the SoPac Trail extension within the abandoned railroad right-of-way from Greenville Avenue to Meadow Road to the Northaven Trail.

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
F632	PKR	117C	HIBT	4111	SOPFAC632	-CX- PKR-2023-00021378	\$23,810.00
						-	
						-	
Financing: SOPAC Trail Grant Fund						TOTAL:	\$23,810.00

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	231466	10/25/2023	\$360,000.00	\$0.00	\$383,810.00	6.61%

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

John Jenkins
John Jenkins (Aug 21, 2024 16:05 CDT)
By Department Director

Aug 21, 2024
Date

Christine Lanners
Christine Lanners (Aug 21, 2024 18:11 CDT)
Approved as to Form by City Attorney

Aug 21, 2024
Date

7/25/2024
Aug 21, 2024
By City Manager Date

<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0; font-size: 0.8em;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin: 0; font-size: 0.8em;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		ADMINISTRATIVE ACTION 246074 EFFECTIVE DATE Aug 8, 2024																																								
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<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;"> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> </div> </div>																																										
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Supplier Name: DEL CARMEN CONSULTING, LLC		Supplier No. VC0000006507																																								
Subject: Consulting Services for Racial Profiling for City Marshal's Office																																										
Lead Dept: City Marshal's Office																																										
Action Requested: Authorize a 4 year term consulting services contract for annual performance of a compliance audit determination on racial profiling for the City Marshal's Office in accordance with state law,																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Contract Number:</td> <td style="width: 25%;">MSH-2024-00025105</td> <td style="width: 25%;">Contract Term:</td> <td style="width: 25%;">08/01/2024 to 07/31/2028</td> </tr> </table>			Contract Number:	MSH-2024-00025105	Contract Term:	08/01/2024 to 07/31/2028																																				
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Background: Compliance audit allows the firm to review department's current policy, data and practices related to the legal requirements regarding racial profiling. This consulting firm currently performs state required components by all police departments on racial profiling to ensure state compliance. They will perform the same for the department.																																										
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																																										
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

David Pughes

By Department Director

Aug 8, 2024

Date

Dominique Artis
Dominique Artis (Aug 8, 2024 17:14 CDT)

By City Manager

Willow Sanchez

Approved as to Form by City Attorney WS

Aug 8, 2024

Date

Aug 22, 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.						246075																										
							EFFECTIVE DATE																										
							Jul 3, 2024																										
1. Place an "X" in the appropriate box for the approval of:																																	
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Supplier Name: Laura Neal						Supplier No.		VC23432																									
Subject: Watershed Floodgates Public Art Project																																	
Lead Dept: Office of Arts & Culture																																	
Action Requested: Authorize contract OCA-2024-00025223 for Calcium Projects to design and paint a public, site-specific murals on the floodgates located on Bexar St and Budd St.																																	
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Contract Number:</td> <td style="width:20%;">OCA-2024-00025223</td> <td style="width:20%;">Contract Term:</td> <td style="width:10%;">7/19/2024</td> <td style="width:10%;">to</td> <td style="width:10%;">7/31/2025</td> </tr> </table>										Contract Number:	OCA-2024-00025223	Contract Term:	7/19/2024	to	7/31/2025																		
Contract Number:	OCA-2024-00025223	Contract Term:	7/19/2024	to	7/31/2025																												
Background: In Jan. 2022, the PAC/ACAC approved planning and initiation of Watershed Floodgates public art project. On Feb.13, 2024, the PAC approved Calcium Projects as the lead artists for the Watershed Floodgates project. The planned commission value is \$100,000, with two gate locations at \$50,000 each.																																	
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/																																	
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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 Phillips (Jul 2, 2024 12:59 CDT)
By Department Director

Jul 2, 2024
Date


Approved as to Form by City Attorney
Date

Jul 12, 2024


By City Manager

Date

Jul 3, 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

246076

EFFECTIVE DATE

Aug 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%).
- ☐ 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: Walk with a Doc Supplier No.:

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested:

The Walk with a Doc organization is committed to enhancing the beauty of Tipton Park by organizing volunteer litter and debris clean-up efforts. Additionally, they are eager to collaborate with the Parks and Recreation Department on approved planting projects to further beautify the area. Contact: Anahi Delgado, (214)-732-0307.

Contract Number: PKR-2024-00025726 Contract Term: 10/30/2024 to 10/29/2025

Background:

Walk with a Doc, initiated to encourage physical activity, has grown to offer extensive health benefits beyond just walking. The program's all-encompassing approach combines physical activity with mental health support, making it a holistic prescription for a healthier life. Led by licensed healthcare providers, these events start with a health discussion and continue with a group walk, providing participants with valuable health tips and the opportunity to ask questions.

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
	PKR					N/A PKR-2024-00025726	\$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 (Aug 8, 2024 12:34 CDT)
By Department Director

Aug 8, 2024
Date


Molly P. Ward
Approved as to Form by City Attorney

Aug 13, 2024
Date

OA

3582
By City Manager

Aug 13, 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.						246077		
							EFFECTIVE DATE		
								Jul 11, 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:	Gregory Hire	Supplier No.	VC26121
Subject:	Contract Fee Instructor		
Lead Dept:	Park and Recreation		
Action Requested:	Authorize contract fee instructor agreement with Gregory Hire. The vendor will be providing Pickleball classes program services to the citizens of Dallas Contact: Brendan Collins: (214) 671-1668		
	Contract Number:	PKR-2024-00025384	Contract Term: NTP to 9/30/2025

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
Funding:	N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00025384	70/30 Split
							-	\$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 (Jul 11, 2024 15:47 CDT)
 By Department Director

Jul 11, 2024
 Date


Paul
 Approved as to Form by City Attorney

Aug 21, 2024
 Date

OA AA

mg
 By City Manager

Jul 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.</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;">246078</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jul 11, 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 AUG 23 AM 9:05 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 checked="" 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:						Ramona English dba FitYes!		Supplier No.		VC29328													
Subject:						Contract Fee Instructor																	
Lead Dept:						Park and Recreation																	
Action Requested:						Authorize contract fee instructor agreement with Ramona English dba FitYes! The vendor will provide Aerobics class services to the citizens of Dallas. Contact: Brendan Collins 214-715-6886																	
						Contract Number:		PKR-2024-00025382		Contract Term:		NTP		to 9/30/2025									
Background:						Contract fee instructors provide leisure, sport and health & wellness activity instruction.																	
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 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-2024-00025382		70/30 Split	
						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 (Jul 11, 2024 15:46 CDT)
 By Department Director

Jul 11, 2024
 Date


[Signature]
 Approved as to Form by City Attorney

Aug 21, 2024
 Date

OA 0A

[Signature]
 By City Manager

Jul 11, 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.						246079																		
							EFFECTIVE DATE																		
							Aug 13, 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 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: Anthony Allen						Supplier No. VS0000014794																			
Subject: Contract Fee Instructor																									
Lead Dept: Park and Recreation																									
Action Requested: Authorize contract fee instructor agreement with Anthony Allen. The vendor will be providing Karate classes program services to the citizens of Dallas Contact: Brendan Collins: (214) 671-1668																									
						Contract Number: PKR-2024-00025610 Contract Term: NTP to 9/30/2025																			
Background: Contract fee instructors provide leisure, sports and health and wellness activity instruction																									
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/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					
								PKR												N/A		PKR-2024-00025610		70/30 Split	
																								\$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 (Aug 8, 2024 09:26 CDT)
 By Department Director

Aug 8, 2024
 Date


Molly P. Ward
 Approved as to Form by City Attorney

Aug 14, 2024
 Date

OA

[Signature]
 By City Manager

Aug 13, 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;">246080</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Aug 7, 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 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 024 AUG 23 AM 9:40 CITY SECRETARY'S DALLAS, TEXAS </div> </div> </div>									
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <input checked="" 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:		Basheer Odeh a representative of YumYum Concession					Supplier No.		N/A	
Subject:		Approval of Concession Permit								
Lead Dept:		Park and Recreation								
Action Requested:		Authorize the approval of a Temporary Food and Beverage Permit to be granted to Basheer Odeh, a representative of YumYum Concession, for the use of T.P. Hill Park. Contractor will adhere to the terms set in the Concessions Agreement outlined in Exhibit A. Contact: TaMario Butler (214) 671-1667								
		Contract Number:		PKR-2024-00024536		Contract Term:		upon the date of execution to 12/31/2024		
Background:		The Park and Recreation Department has provided Temporary Food and Drink concessions through independent concessionaires for over 40 years. These permits are approved by agreements for a term of no more than twelve (12) months.								
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-2024-00024536	\$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	%		

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

John Jenkins
 John Jenkins (Aug 1, 2024 09:04 CDT)
 By Department Director

Aug 1, 2024
 Date


Matthew Green
 Matthew Green (Aug 15, 2024 17:06 CDT)
 Approved as to Form by City Attorney

Aug 15, 2024
 Date

OA OK

7582
 By City Manager

Aug 7, 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.	246081
		EFFECTIVE DATE
		Aug 7, 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:	REKJ Builders, LLC. – Contractor PEARLIE MAE DAVIS – Homeowner	Supplier No.	VC20926
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Subject: Dallas Tomorrow Fund (DTF)

Lead Dept: Department of Housing & Neighborhood Revitalization

Action Requested:	Execute a tri-party agreement for the Dallas Tomorrow Fund (DTF) project at 931 Sumac Dr., Dallas, Texas 75217, in an amount not to exceed \$20,000.00 of DTF funds, in accordance with Chapter 27 of the Dallas City Code.					
	Contract Number:	HOU-2022-00020191	Contract Term:	Effective Date of the AA above	to	120 days from Effective Date



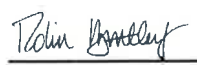
Background: On September 28, 2016 the Dallas City Council approved Ordinance No. 30236, which amended Chapter 27 Sec 16.13-16.23 of the Dallas City Code ("Code"), changing the process of referring persons determined financially unable to repair or rehabilitate their property or premises in compliance with the Code. DTF must be used for the sole purpose of rehabilitating and/or repairing properties and premises in the city for persons who are found unable to financially comply with notice of violation issued by the director under Section 27-16 of the Code. Funding for the repairs/rehabilitation is derived from the Contract for Services executed between the City and Contractor, as authorized by City Council Resolution No. 20-1555, approved on October 13, 2020. Homeowner meets the requirements of Chapter 27 Sec 16.13-16.23 of the Dallas City Code ("Code").

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 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
	0476	HOU	1042	HO99	3100	DTF	DO	\$20,000.00
	Financing:						TOTAL:	\$20,000.00

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 Wade (Aug 7, 2024 12:09 CDT) By Department Director	Aug 7, 2024 Date	 Hannah Peacock (Aug 7, 2024 12:26 CDT) Approved as to Form by City Attorney HP
 By City Manager	Aug 7, 2024 Date	



City of Dallas

ADMINISTRATIVE ACTION

See Administrative Directive 4-06 for additional guidelines and routing.
File the approved form and all necessary documentation with the
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION**246082****EFFECTIVE DATE**

July 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 regulation.

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: A TO Z ELECTRIC, INC. – Contractor
VERONICA SALINAS AND HILARIO MARTINEZ – Homeowner

Supplier No. VC30489**Subject:** ARPA Residential Septic Tank Program**Lead Dept:** Housing & Neighborhood Revitalization**Action Requested:**

Execute an agreement for payment for ARPA Residential Septic Tank Program at property address 2022 S. WOODY RD., Dallas, TX, 75253 in the amount of \$18,500.00 from the ARPA grant.

Contract Number: HOU-2024-00025285 **Contract Term:** Effective Date of the AA above to Two years 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/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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0A72	HOU	AR53		3099	ARPA	DO	\$18,500.00
Financing:							TOTAL: \$18,500.00

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.

Thor Erickson

By Department Director

Jul 25, 2024

Date

Marissa Hines

Approved as to Form by City Attorney

MH

Jul 26, 2024


Date

Tolin Brantley

By City Manager

Jul 25, 2024

Date

 CITY OF DALLAS	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0; font-size: 0.9em;">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;">246083</div> EFFECTIVE DATE Aug 21, 2024																								
	1. Place an "X" in the appropriate box for the approval of:																														
	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <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> <div style="width: 50%;"> <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%). </div> <div style="width: 50%;"> <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34. </div> <div style="width: 50%;"> <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code. </div> <div style="width: 50%;"> <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>																														
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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 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: Overland Partners, Inc						Supplier No. 519397																									
Subject: Cotton Bowl Renovation, Rehabilitation and Addition																															
Lead Dept: Park and Recreation Department																															
Action Requested: Authorize Supplemental Agreement No. 3 to the Professional Services Contract with Overland Partners, Inc. for architectural and engineering services, in the amount of \$96,250.00; thereby increasing the contract from \$7,692,123.80 to 7,788,373.80.																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 30%;">PKR-2024-00023980</td> <td style="width: 20%;">Contract Term:</td> <td style="width: 10%;">n/a</td> <td style="width: 10%;">to</td> <td style="width: 10%;">n/a</td> </tr> </table>								Contract Number:	PKR-2024-00023980	Contract Term:	n/a	to	n/a																		
Contract Number:	PKR-2024-00023980	Contract Term:	n/a	to	n/a																										
Background: Overland Partners, Inc. will provide additional design and documentation to account for Green Energy & International Energy Conservation Code (IECC) Plan Review & Inspection services for the 2024 & 2025 stadium work scope, as well as Commissioning services for the HVAC systems, hot water systems, lighting, and control systems for the 2024 work scope. For additional detail, refer to the proposal, dated June 14, 2024, attached.																															
<div style="display: flex;"> <div style="width: 15%;"> HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmbi/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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	3	24-0371	2/28/2024	\$7,620,008.80	\$72,115.00	\$7,788,373.80	2.21%																								

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

John Jenkins
John Jenkins (Aug 21, 2024 16:06 CDT)
 By Department Director

Aug 21, 2024
 Date

Christine Lanners
Christine Lanners (Aug 26, 2024 14:30 CDT)
 Approved as to Form by City Attorney

Aug 26, 2024
 Date

[Signature]
 Aug 21, 2024
 By City Manager

Memorandum

RECEIVED

2024 NOV 12 AM 11:11

CITY SECRETARY
DALLAS, TEXAS

246084



CITY OF DALLAS

DATE October 31, 2024
TO City Secretary
SUBJECT Correction to Contract No. SBC-2023-00022454 authorized by AA 24-6084

This is the first correction to Contract No. SBC-2023-00022454.

Contract No. SBC-2023-00022454 was authorized by AA 24-6084 on August 15, 2024, extending the existing contract which authorizes the disbursement of a grant in the amount of \$30,000 to Family Care Connection to be paid monthly upon receipt of the grantee's invoices and pursuant to the contract.

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

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

Vendor number should be VS0000024139

Department: Office of Economic Development

Director (or designee.):

Signature: *Heather Lepaske*

Name: Heather Lepaske

Title: Assistant Director

Date: 11/05/2024

Attachment for reference: AA 24-6084, and if applicable, previous correction memo(s)

ATT: Approved ☒ Denied ☐

Assistant City Attorney: Brady Flanery

Signature: *Brady Flanery*

Date: 11/06/2024

11/13/24
[Signature]

<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 246084 EFFECTIVE DATE 8/15/24						
<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 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%).</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 type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):</p> <p><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.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED 2024-AUG-27 AM 11:35 CITY SECRETARY DALLAS, TEXAS </div>						
<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><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</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 N/A</p>								
<p>Supplier Name: Family Care Connection Supplier No. VC24139</p>								
<p>Subject: Contract Amendment</p>								
<p>Lead Dept: ECO</p>								
<p>Action Requested: Authorize a no-cost, three month extension through November 15 to existing contract authorized by AA 23-6410</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Contract Number:</td> <td style="border-bottom: 1px solid black;">SBC-2023-00022454</td> <td style="border-bottom: 1px solid black;">Contract Term:</td> <td style="border-bottom: 1px solid black;">August 15, 2023</td> <td style="border-bottom: 1px solid black;">to</td> <td style="border-bottom: 1px solid black;">November 15, 2024</td> </tr> </table>			Contract Number:	SBC-2023-00022454	Contract Term:	August 15, 2023	to	November 15, 2024
Contract Number:	SBC-2023-00022454	Contract Term:	August 15, 2023	to	November 15, 2024			
<p>Background: Family Care Connection requested a three-month extension due to original contract not being executed until October 25, 2023.</p>								
<p>HUB Check appropriate Box https://mycpa.cpa.state.tx.us/toasscmbise/arch/</p> <p><input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.</p> <p><input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.</p> <p><input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.</p> <p><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.</p>								
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
							-	\$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	
	1	236410	August 15, 2023	30000.00	NA	0.00	0%	

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

By Department Director

8/15/24
Date

By City Manager

Approved as to Form by City Attorney

8/15/24
Date

Aug 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

246085

EFFECTIVE DATE

August 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%).
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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: Hardwick Law Firm, LLC

Supplier No. VC 29078

Subject: Professional Services Contract Corporation Counsel Services

Lead Dept: Department of Housing & Neighborhood Revitalization / DHADC

Action Requested:

Authorize to execute: Contract between the Dallas Housing Acquisition and Development Corporation (DHADC) and the law firm of Hardwick Law Firm, LLC, a Texas foreign limited liability company with a local office at 700 N. Pearl Street, Suite N520, Dallas, Texas 75201. Scope of Work is specified in Section 3.1 and Exhibit A of the attached contract, for a term of 6 months not to exceed \$100,000 to be renewed after expiration of the 6 months or expending of the \$100,000, whichever comes first.

Contract Number: HOU-2024-00025397 Contract Term: 8/15/2024 to 2/15/25

Background:

A Request for Proposal (RFP) was posted in February 2023 for an outside law firm to provide legal services related to the operations of Dallas Housing and Development Corporation (DHADC). The selected proposal from Hardwick law firm, LLC was presented to the DHADC board and approved April 27, 2023. Staff negotiated a contract and now request authority to execute so that we may have the services performed for the next 6 months.

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
0762	HOU	5818		3099		CX- HOU-2024-00025397	\$100,000
						-	\$0.00
						-	\$0.00
Financing:							TOTAL: \$100,000

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
			0.00		0.00	%

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

08/15/2024

By Department Director

Date

Lawrence C. Collister

08/15/2024


Approved as to Form by City Attorney

Date

8/15/24

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 246086										
							EFFECTIVE DATE 8-26-2024										
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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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: HeneKom Group LLC				Supplier No. VC33190													
Subject: Human Rights Due Diligence and Engagement Strategy																	
Lead Dept: Office of Equity and Inclusion – Human Rights Division																	
Action Requested: Authorize a contract with HeneKom Group LLC for consulting services to develop and launch a human rights due diligence and engagement strategy in alignment with City Council priorities and to advance human rights efforts before the World Cup in 2026 for a contract term of 9/16/24 to 1/13/25 at a cost of \$30,000 to the City.																	
		Contract Number: FHO-2024-00025917		Contract Term: 9/16/2024		to 1/13/2025											
Background: The City of Dallas seeks to engage HeneKom Group LLC to develop and launch a 3-phase human rights engagement strategy from September 2024 to January 2025. The 3 phases of this work plan include: 1) Engaging in a substantive landscape assessment at the local-level engaging both City of Dallas and external stakeholders; 2) Structuring an in-person human rights workshop with proposed activities to identify risks across multiple overarching human rights areas with intersecting people groups; and 3) Synthesizing stakeholder engagement information collected to develop actionable short- and long-term human rights strategies to mitigate risks and create a lasting human rights legacy. The proposed strategy aligns with City Council priorities and is a step toward fulfilling the requirements of host cities to plan for human rights commitments in advance of the 2026 FIFA Men's World Cup for Dallas as a host city.																	
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		MGT		4245				3099						\$30,000.00	
																\$0.00	
																\$0.00	
		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			
																%	

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

Lindsay Wilson, PhD

Aug 26, 2024

[Signature]

Aug 26, 2024

By Department Director

Date


Approved as to Form by City Attorney

Date

Aug 26, 2024

By City Manager

Date

 CITY OF DALLAS	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		246087
		EFFECTIVE DATE
		Nov 16, 2023

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: Banks Fine Art, LLC Supplier No. VS89432

Subject: FY24 – FY27 General Appraisal for Public Art Collection

Lead Dept: Office of Arts and Culture

Action Requested: Authorization is requested to contract with Banks Fine Arts for a multi-year general appraisal contract of the City-owned Public Art collection, on an as needed, when needed basis. The Appraiser has prepared a preliminary quote and confirmed the appropriate procedures.

Contract Number: OCA-2024-00023536 Contract Term: 12/1/2023 to 9/30/2027

Background: The City has over 400 objects in the Public Art collection. These objects need appraisals to appropriately insure them. Three informal proposals were requested. Banks was the most advantageous to 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.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4804	CA04	3070		MASC OCA-2024-00023536	\$ 47,500.00
Financing: General Fund						TOTAL:	\$ 47,500.00

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
					0	\$ 0.00	0%

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


Martine Philippon (Nov 16, 2023 14:14 CST)
By Department Director

Nov 16, 2023
Date


Diana Gutknecht (Aug 20, 2024 15:05 CDT)
Approved as to Form by City Attorney


Aug 20, 2024
Date




By City Manager

Date


Nov 16, 2023

 City of Dallas	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION																																									
	246088																																															
	EFFECTIVE DATE																																															
	Jul 23, 2024																																															
<p>See Administrative Directive 4-05 for additional guidelines and routing.</p> <p>File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</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>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</p>																																																
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<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																																								
<p>Supplier Name: Circuit Trail Conservancy / Friends of SoPac Trail</p>						<p>Supplier No. N/A</p>																																										
<p>Subject: Beautification Agreement</p>																																																
<p>Lead Dept: Park and Recreation</p>																																																
<p>Action Requested: Authorize a beautification Agreement with the Circuit Trail Conservancy and Friends of SoPac Trail to support, maintain, and beautify the trail. They would like to perform service enhancements such as picking up litter and debris, plant and maintain ornamental beds along the trail all in coordination with the City of Dallas Park and Recreation Department at no cost to the city. Contact: Tamara Aquino 972-795-5040</p>																																																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Contract Number:</td> <td style="width:25%;">PKR-2024-00025425</td> <td style="width:15%;">Contract Term:</td> <td style="width:15%;">9/10/2024</td> <td style="width:10%;">to</td> <td style="width:20%;">9/9/2025</td> </tr> </table>									Contract Number:	PKR-2024-00025425	Contract Term:	9/10/2024	to	9/9/2025																																		
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<p>Background: The Circuit Trail Conservancy and The Friends of SoPac Trail are committed groups formed to support, maintain, and beautify the trail. These organizations have made great strides with the city on enhancements to the trail and wish to continue to do so.</p>																																																
<p>HUB</p> <p>Check appropriate Box</p> <p>https://mycpa.cpa.state.tx.us/tpasscmblsearch/</p> <p><input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.</p> <p><input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.</p> <p><input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.</p> <p><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.</p>																																																
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


 John Jenkins (Jul 22, 2024 08:33 CDT)
 By Department Director

Jul 22, 2024
 Date



 Approved as to Form by City Attorney

Aug 21, 2024
 Date


 OA

By City Manager

Jul 23, 2024
 Date

 CITY OF DALLAS	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	246089	
	EFFECTIVE DATE	
	August 22, 2024	

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

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

- ☐ a. Contracts of \$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
 CITY SECRETARY
 DALLAS, TEXAS
 AUG 28 AM 9:55

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:	Zina Ashford-Obasuyi	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 CDBG funds). Funding was approved pursuant to Council Resolution 22-1024 approved June 22, 2022 and Council Resolution 23-0765 approved June 14, 2023.

Contract Number:	HOU-2024-00025778	Contract Term:		to	
-------------------------	-------------------	-----------------------	--	-----------	--

Background: Zina Ashford-Obasuyi was approved for purchase of property at 6125 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 approved February 22, 2023 and Council Resolution 24-0257 approved February 14, 2024 to provide assistance to homebuyers up to 80% AMI.

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
	HM22	HOU	621G		3101	DHAP	-	\$25,000.00
	CD23	HOU	704J		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%

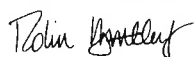
APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


 Darwin Wade (Aug 22, 2024 16:40 CDT)

By Department Director

Aug 22, 2024

Date



By City Manager


 Hannah Peacock (Aug 26, 2024 09:19 CDT)

Approved as to Form by City Attorney


HP

Aug 22, 2024

Date

Aug 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;">246090</div> EFFECTIVE DATE <div style="margin-top: 5px;">Jun 25, 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;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: right top;"> RECEIVED 2024 AUG 28 PM 12:14 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:		University of Texas at Arlington				Supplier No.		520524		
Subject:		Extension of the term of the contract with no monetary considerations								
Lead Dept:		Public Works								
Action Requested:		Current term of the contact with the University of Texas at Arlington expires on December 31, 2024. The term needs to be extended for 12 months from January, 1, 2025 to December 31, 2025, to complete the studies. mki.								
		Contract Number:		PBW-2021-00016426		Contract Term:		June 11, 2021 to December 31, 2025		
Background:		On June 14, 2021 the City of Dallas authorized UTA to study and analysis to predict the remaining life of the streets for an amount not to exceed \$49,000. On November 10, 2021 City Council authorized SA#1 in the amount, not to exceed \$900,000 to perform in-field testing and data collection on Synthetic fiber reinforced concrete pavement. On August 9, 2023 City Council authorized SA #2 in the amount not to exceed \$540,000 to conduct 3D inspection of pavement and to conduct studies on concrete for water impermeability. It is now necessary to increase the term of the contract to complete the studies with no monetary considerations.								
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	
									-	\$0.00
									-	
									-	
		Financing:		N/A				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		
		3	215767	6/14/2021	\$49,000.00	\$1,440,000.00	\$1,489,000.00	28.38%		

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

By Department Director


Date

Approved as to Form by City Attorney

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.	246091
		EFFECTIVE DATE
		8-28-2024

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.

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: Services of Hope Entities, Inc. Supplier No. VC00000004593

Subject: ARPA Making Food Accessible - Delivery

Lead Dept: Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 2 to the contract between the City of Dallas and Services of Hope Entities, Inc., as amended, to reduce the not to exceed amount by \$50,000.00 from \$1,400,000.00 to \$13,50,000.00 to allow Services of Hope to meet the agreement goals and objectives.

Contract Number: OCC-2022-00018462 Contract Term: 05-24-23 to 05-23-25

Background: On May 24, 2023, City Council approved Resolution 23-711 to execute a contract with Services of Hope, Inc., to provide mobile touch free home food delivery services. The healthy home delivery supports clients' needing healthy nutritious food items living in a food desert and impacted by COVID19. On November 14, 2023, this contract was amended to make corrections to Services of Hope's services, the attachments, and the exhibits by Administrative Action No. 236556.

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

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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
FC18	MGT	AD21		3070		- 1059757	(\$45,000.00)
FC18	MGT	AD21		3071		- 1059757	(\$5,000.00)
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
	2	23-0711	06-27-23	\$1,400,000.00	\$0.00	\$1,350,000.00	3.5%

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


Jessica Galleshaw (Aug 26, 2024 18:09 CDT)

By Department Director

Aug 26, 2024

Date

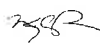

Marissa Hines

Approved as to Form by City Attorney

Aug 28, 2024

MH


Date



By City Manager

Aug 28, 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;">246092</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Aug 21, 2024</div>																																
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Supplier Name: ALEX CELY						Supplier No. VC25661																																	
Subject: Professional Service																																							
Lead Dept: Office of Arts and Culture																																							
Action Requested: Consultant shall present workshops as directed by the Office of Arts and Culture. Workshops will be presented for photography and visual arts. Participants will learn how to create excellent quality audiovisual material, and painting techniques such as: gradients, silhouettes, symmetry, nature, perspective, and portraits. Services shall be presented for audiences aged six and above. 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-2024-00025592 (CR-00027022) Contract Term: 10/1/2024 to 10/31/2025																																							
Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of \$6,000.00 . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmb/search/																																							
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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 Phillippe (Aug 20, 2024 09:52 CDT)

By Department Director

Aug 20, 2024

Date


 Lucy Huang (Aug 28, 2024 09:33 CDT)

Approved as to Form by City Attorney

Aug 28, 2024


Date



Aug 21, 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;">246093</div>	
							EFFECTIVE DATE	
							August 23, 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 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:	The Voice Society, LLC	Supplier No.	VC22116
Subject:	Ratification for payment to The Voice Society, LLC, Vendor No. VC22116		
Lead Dept:	Department of Housing & Neighborhood Revitalization		

Action Requested:	Authorize ratification payment of outstanding invoices totaling the amount of \$16,725.00 for creative design/graphics campaign services. Services were provided on 02/01/2024.		
	Contract Number:	HOU-2024-00025606	Contract Term: _____ to _____

Background:	The payment was authorized without necessary authorization and approval and updates to the Master Agreement to include services for the Housing Department to ensure proper procurement rules were followed.		
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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. N/A: CM-KM		
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Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	HOU	5510		3320	General Fund	CX - HOU-2024-00025606	\$16,725.00
							-	\$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.

Cedric...

Aug 20, 2024

By Department Director

Date

Diana Gutknecht

Diana Gutknecht (Aug 23, 2024 17:42 CDT)

Approved as to Form by City Attorney

Aug 23, 2024

Date

Edwin...

Aug 23, 2024


By City Manager

Date

DMG
DMG

Signature: Diana Gutknecht
Diana Gutknecht (Aug 20, 2024 14:04 CDT)
Email: diana.gutknecht@dallas.gov

24 6 0 9 3

 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;">246094</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Aug 21, 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;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: right top;"> RECEIVED 2024 AUG 28 PM 12:57 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 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:		ALFREDO VILLANUEVA		Supplier No.	VS90328				
Subject:		Professional Service							
Lead Dept:		Office of Arts and Culture							
Action Requested:		Consultant shall present workshops as directed by the Office of Arts and Culture. Workshops will feature content in the visual arts. Participants will learn basic drawing and painting technique, an introduction to general art history, artistic collaboration, 3D freeform technique, and cultural traditions of paint and clay. Workshops are suitable for individuals of all ages, with programming focused on serving senior communities. 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-2024-00025592 (CR-00027025) Contract Term: 10/1/2024 to 10/31/2025							
Background:		Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of \$12,000.00 . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.							
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	4878	CA01	3089		MASC - OCA-2024-00025592	\$12,000.00
									\$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.


 Martine Phillippe (Aug 20, 2024 09:48 CDT)

Aug 20, 2024


 Lucy Huang (Aug 28, 2024 09:45 CDT)

Aug 28, 2024

By Department Director

Date


Approved as to Form by City Attorney

Date

Aug 21, 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;">246095</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Aug 23, 2024</div>																																
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Supplier Name: CARA MIA THEATRE CO.						Supplier No. 357327																																	
Subject: Professional Service																																							
Lead Dept: Office of Arts and Culture																																							
Action Requested: Consultant shall present multi-cultural (primarily Latinx-centered) performances and workshops as directed by the Office of Arts and Culture to teach cultural pride and the arts to adults, children, and families. The 60-minute family-friendly shows are bilingual, educational, support TEKS metrics, and celebrate culture. Consultant shall also provide workshops in Playwriting, Visual Art, Drama, Mask Making for Theatre, Big Puppets, Sculpture, Acting with Mexican Folk Masks, and Mexican Arts and Crafts teaching creativity and life skills through a cultural lens, and Ballet Folklorico. Workshops, and performances are for audiences ages 6 and up. 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.																																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 30%;">OCA-2024-00025592 (CR-00027032)</td> <td style="width: 20%;">Contract Term:</td> <td style="width: 10%;">10/1/2024</td> <td style="width: 10%;">to</td> <td style="width: 10%;">10/31/2025</td> </tr> </table>								Contract Number:	OCA-2024-00025592 (CR-00027032)	Contract Term:	10/1/2024	to	10/31/2025																										
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<div style="display: flex;"> <div style="width: 15%;"> HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblsearch/ </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 <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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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


Martine Phillippe (Aug 21, 2024 11:00 CDT)

By Department Director

Aug 21, 2024

Date


Lucy Huang (Aug 28, 2024 10:26 CDT)

Approved as to Form by City Attorney

Aug 28, 2024

Date



By City Manager

Aug 23, 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

246096

EFFECTIVE DATE

Aug 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.

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: CDW Government LLC Supplier No. 500105

Subject: Master Agreement for Apple Products

Lead Dept: Information & Technology Services

Action Requested: Authorize a two-year master agreement for Apple products through cooperative purchasing agreement with Texas DIR, DIR-CPO_5126

Contract Number: DSV-2024-00025459 Contract Term: 10/1/2024 to 9/30/2026

Background: This agreement will enable access to apple products, apple care warranties and accessories needed to support business operations for City officials in various departments.

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

☐ 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
0198	DSV	1622		2731		DSV-2024-00025459	\$99,882.00
Financing: Data Services (Subject to Annual Appropriations)							TOTAL: \$99,882.00

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.

Jul 9, 2024

Suzanne Knuppel

Aug 28, 2024

By Department Director

Date

Approved as to Form by City Attorney


SK Date

Danyel Salazar

Aug 28, 2024

By City Manager

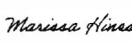
Date

 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 246097 EFFECTIVE DATE August 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 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); border: 1px solid black; padding: 2px;"> RECEIVED 2024 AUG 28 PM 1:41 CITY SECRETARY'S DALLAS, TEXAS </div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> </div>								
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Supplier Name:		Margaret Feemster		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 in HOME funds, \$25,000 in CDBG funds). Funding approved by City Council Resolution No. 22-1024, approved June 22, 2022, and City Council Resolution No. 23-0765, approved on June 14, 2023.							
		Contract Number:	HOU-2024-00025839	Contract Term: _____ to _____					
Background:		Ms. Feemster was approved for purchase of property at 4837 Baldwin 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.							
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
		CD23	HOU	704J		3101	DHAP	-	\$25,000.00
								-	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.


 Darwin Wade (Aug 27, 2024 10:21 CDT)

Aug 27, 2024


 Marissa Hines

Aug 27, 2024

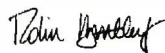
By Department Director

Date

Approved as to Form by City Attorney

MH

Date


 Tadin Braddock

Aug 27, 2024

By City Manager

Date

<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;">246098</div> EFFECTIVE DATE <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Aug 20, 2024</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 N/A </div>																																										
Supplier Name:	Arena Communication, Inc.																																									
Supplier No.	VC30067																																									
Subject:	Supplemental Agreement #2 to Consultant Services Agreement for External Communications Strategy																																									
Lead Dept:	MGT-COMS																																									
Action Requested:	Authorize Supplemental Agreement #2 to extend the term and add funding for continued assistance with communications strategy, planning and support for ongoing communication efforts regarding the City's pension matters. <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%;">Contract Number:</td> <td style="border: 1px solid black; width: 30%;">MGT-2024-00023640</td> <td style="border: 1px solid black; width: 20%;">Contract Term:</td> <td style="border: 1px solid black; width: 10%;">January 8, 2024</td> <td style="border: 1px solid black; width: 10%;">to</td> <td style="border: 1px solid black; width: 10%;">December 31, 2024</td> </tr> </table>		Contract Number:	MGT-2024-00023640	Contract Term:	January 8, 2024	to	December 31, 2024																																		
Contract Number:	MGT-2024-00023640	Contract Term:	January 8, 2024	to	December 31, 2024																																					
Background:	In 2016, the Dallas Police and Fire Pension System was determined to be in financial crisis. The 2017 Texas Legislature established a short-term resolution with a long-term plan required by 2025. The purpose of this contract was to aid in messaging with key stakeholders. SA #1 was executed in March 2024 to correct the consultant's name.																																									
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmbise/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 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; text-align: center;"> <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>MGT</td> <td>1128</td> <td></td> <td>3070</td> <td></td> <td>MGT-2024-00023640</td> <td>\$50,000.00</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="2">Financing:</td> <td colspan="4">General Fund</td> <td>TOTAL:</td> <td>\$50,000.00</td> </tr> </tbody> </table>		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	MGT	1128		3070		MGT-2024-00023640	\$50,000.00								\$0.00								\$0.00	Financing:		General Fund				TOTAL:	\$50,000.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																			
0001	MGT	1128		3070		MGT-2024-00023640	\$50,000.00																																			
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Financing:		General Fund				TOTAL:	\$50,000.00																																			
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#2	24-5088	1/08/2024	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.


By Department Director

07/15/2024

Date


Willow Sanchez

Approved as to Form by City Attorney

Aug 22, 2024


Date


Elizabeth Saab (Aug 20, 2024 12:03 CDT)

Aug 20, 2024

Date

By City Manager

 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;">246099</div> EFFECTIVE DATE <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">8/7/2024</div>				
	<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 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>									
	<p>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</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</p>									
Supplier Name:		UT Southwestern Medical Center				Supplier No. VS91363				
Subject:		Mobile Mammogram								
Lead Dept:		Human Resources								
Action Requested:		Authorize UT Southwestern to provide a mobile mammography unit that must be accredited, and operated by a certified facility.								
		Contract Number:		PER-2024-00025657		Contract Term: 8/1/2024 to 6/30/2029				
Background:		The City of Dallas is working within Wellness Initiative and an important matter is the prevention of breast cancer. Mammograms continue to be the best primary tool for breast cancer screening. The mobile mammogram unit is an accommodation to serve the City of Dallas employees in a comfortable workplace.								
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmblsearch/		<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
				PER					-	\$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.


Nina Arias
 Nina Arias (Aug 7, 2024 07:42 CDT)
 By Department Director

Aug 7, 2024
 Date

Stephen T. Freeland
 Stephen T. Freeland (Aug 22, 2024 10:13 CDT)
 Approved as to Form by City Attorney

Anthony Tolbert
 Anthony Tolbert (Aug 7, 2024 12:07 CDT)
 By City Manager

Aug 7, 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;">246100</div> EFFECTIVE DATE <div style="font-weight: bold; margin: 5px 0;">Jul 24, 2024</div>								
	<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 checked="" 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>													
	<p>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</p> <p style="text-align: right;"><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.</p> <p style="text-align: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>														
<p>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A</p>														
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 & Culture												
Action Requested:		<p>Authorization is requested for Supplemental Agreement No. 2 to extend the contract with Van Enter Studio, LLC from an end date of Aug. 31, 2024 to August 31, 2025 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. No additional costs.</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td style="width:20%;">Contract Number:</td> <td style="width:20%;">OCA-2023-00021178</td> <td style="width:20%;">Contract Term:</td> <td style="width:10%;">2/15/2023</td> <td style="width:10%;">to</td> <td style="width:10%;">8/31/2025</td> </tr> </table>							Contract Number:	OCA-2023-00021178	Contract Term:	2/15/2023	to	8/31/2025
Contract Number:	OCA-2023-00021178	Contract Term:	2/15/2023	to	8/31/2025									
Background:		<p>Conservation and repair is needed for 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. MVE's proposals were the most advantageous. Administrative Action 23-5431 dated 2/9/2023 authorized the original contract for \$22,800.00 from 2/15/2023 to 12/31/2023. Supplemental Agreement 1, authorized by Administrative Action 24-5503 dated 2/28/2024 extended the contract date through August 31, 2024.</p>												
<p>HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcmblsearch/</p>		<p><input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.</p> <p><input checked="" type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.</p> <p><input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.</p> <p><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.</p>												
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT					
		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	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 Phillips (Jul 24, 2024 14:48 CDT)
 By Department Director

Jul 24, 2024
 Date


 Hannah Peacock (Jul 30, 2024 15:20 CDT)
 Approved as to Form by City Attorney

Jul 30, 2024
 Date


 By City Manager

Jul 24, 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;">246101</div>			
							EFFECTIVE DATE Jul 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: 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: right;"> 2024 AUG 29 PM 2:53 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 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:		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 & Culture								
Action Requested:		Authorization is requested for Supplemental Agreement No. 2 to extend the contract with Van Enter Studio, LLC from an end date of Aug. 31, 2024 to August 31, 2025 for the conservation of the Austin Bronze doors with Texas native plant iconography on the old Museum of Fine Art building in Fair Park. No additional costs.								
		Contract Number:		OCA-2023-00021177		Contract Term:		2/15/2023 to 8/31/2025		
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. Administrative Action 23-5433 dated 2/9/2023 authorized the original contract for \$41,400.00 from 2/15/2023 to 12/31/2023. Supplemental Agreement 1, authorized by Administrative Action 24-5504 dated 12/13/2023 extended the contract date through August 31, 2024.								
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 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.								
Funding:		FUND		DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		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
		2		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.



Martine Philpott (Jul 24, 2024 14:48 CDT)
By Department Director

Jul 24, 2024
Date

Hannah Peacock (Jul 30, 2024 15:27 CDT)
Approved as to Form by City Attorney

Jul 30, 2024
Date



Jul 24, 2024
Date
By City Manager

 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.						246102																		
							EFFECTIVE DATE																		
							Jul 26, 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 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.																									
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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: VAN ENTER STUDIO LTD						Supplier No. VS0000022723																			
Subject: Conservation 1936 Peacock and Fowl and Poultry Building, Fair Park																									
Lead Dept: Office of Arts & Culture																									
Action Requested: Authorization is requested for Supplemental Agreement No. 2 to extend the contract with Van Enter Studio, LLC from an end date of Aug. 31, 2024 to August 31, 2025 for the uncovering and conservation of the Peacock and Fowl mural in the Food and Fiber Complex at Fair Park. No additional costs.																									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Contract Number:</td> <td style="width:30%;">OCA-2023-00021174</td> <td style="width:20%;">Contract Term:</td> <td style="width:10%;">12/31/2023</td> <td style="width:10%;">to</td> <td style="width:10%;">8/31/2025</td> </tr> </table>										Contract Number:	OCA-2023-00021174	Contract Term:	12/31/2023	to	8/31/2025										
Contract Number:	OCA-2023-00021174	Contract Term:	12/31/2023	to	8/31/2025																				
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. Administrative Action 23-5430 dated 2/9/2023 authorized the original contract for \$33k from 2/15/2023 to 12/31/2023. Supplemental Agreement 1, authorized by Administrative Action 24-5506 dated 2/28/2024 extended the contract date through August 31, 2024.																									
HUB Check appropriate Box https://mycoa.cpa.state.tx.us/tpasscmblsearch/																									
<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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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																		
Financing:						TOTAL:	\$0.00																		
<table border="1" style="width:100%; border-collapse: collapse;"> <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:15%;">Total Supp'l Agreement Percentage</th> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td style="text-align: center;">23-5430</td> <td style="text-align: center;">2/9/2023</td> <td style="text-align: right;">\$33,000.00</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$33,000.00</td> <td style="text-align: center;">0%</td> </tr> </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		2	23-5430	2/9/2023	\$33,000.00	0	\$33,000.00	0%
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage																		
	2	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 (Jul 25, 2024 09:54 CDT)
By Department Director

Jul 25, 2024
Date


Hannah Peacock (Aug 26, 2024 13:55 CDT)
Approved as to Form by City Attorney

Aug 26, 2024
Date


Jul 26, 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

246103

EFFECTIVE DATE

08/27/2024

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: Harwood Swexan II (PACE Project Name)

Supplier No. N/A

Subject: Authorize execution of Lender Contract, Owner Contract, and Notice of Contractual Assessment Lien for Harwood Hotel II PACE Project

Lead Dept: Office of Economic Development

Action Requested: Execute Lender Contract, Owner Contract, and Notice of Contractual Assessment Lien for the Harwood Swexan II Project pursuant to the City's Property Assessed Clean Energy (PACE) Program (as authorized by Resolution No. 16-0721 and amended by Resolution No.24-0148).

Contract Number: ECO-2024-00025832 Contract Term: 08/26/2024 to 11/30/2049

Background:

The Dallas PACE Program allows owners of commercial properties to obtain low-cost, long-term loans for energy-efficiency improvements. Property owners choose 3rd party lending to finance qualified improvements using contractual assessments voluntarily imposed on the property by the owner. In exchange for funds provided by the lender for the improvements, the property owner requests that the City place an assessment secured with a senior lien on the property until the assessment is paid in full.

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
						-	\$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	%

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

By Department Director

8/27/24

Date

Approved as to Form by City Attorney

8/27/24

Date

By City Manager

Date

RECEIVED

2024 AUG 29 PM 2:54

CITY SECRETARY
DALLAS, TEXAS



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

246104

EFFECTIVE DATE

Jul 30, 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: Dallas County

Supplier No. N/A

Subject: Sexual Assault kit Initiative-VCCT

Lead Dept: Dallas Police Department

Action Requested:

To authorize a Memorandum of Understanding (MOU) with Dallas County to address the Dallas Police Department's Sexual Assault Kit Initiative to test previously untested rape kits and then investigate and ultimately prosecute the cases resulting from the testing of those rape kits. This project once again seeks to be funded via a grant.

Contract Number: DPD-2024-00025519 Contract Term: 7/31/2024 to 7/30/2027

Background:

The Sexual Assault Kit Initiative Task Force was created in 2015 and was designed to ensure the collaboration between multiple service providers with the goal of establishing an effective system to address the over 4000 untested rape kits collected by the DPD. This Task Force is a subset of the already existing Dallas County Sexual Assault Response Team (SART) which has been meeting regularly since 2009.

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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						No Cost Consideration	\$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
						%

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

By Department Director

Date 7/29/24

Diana Gutknecht

Diana Gutknecht (Jul 30, 2024 14:45 CDT)

Approved as to Form by City Attorney

Jul 30, 2024

Date

By City Manager

Jul 30, 2024

Date

Initialed: DMG – July 29, 2024

RECEIVED

246105

Memorandum

2024 SEP -5 PM 4:49

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE September 4, 2024
TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025976 authorized by Administrative Action 24-6105

This is the first correction to Contract No. ECO-2024-00025976.

Contract No. ECO-2024-00025976 was authorized by AA 24-6105 on August 13, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to Counseling Connection Dallas PLLC to be paid at the start and pursuant to contract.

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

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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by November 2, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.):  Sep 4, 2024
Signature Date

Heather Lepaske

Print Name

Attachment for reference: AA 24-6105, and if applicable, previous correction memo(s)

ATT: ☒ Approved ☐ Denied

Assistant City Attorney:  Sep 5, 2024
Signature Date

Brady Flanery

Printed Name

 9/6/24



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

246105

EFFECTIVE DATE

Aug 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 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: COUNSELING CONNECTION DALLAS PLLC Supplier No. VC32118

Subject: Small Business Microgrants Program

Lead Dept: Office of Economic Development

Action Requested: AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO COUNSELING CONNECTION DALLAS PLLC TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT.

Contract Number: ECO-2024-00025976 Contract Term: SEPTEMBER 3, 2024 to DECEMBER 2, 2024

Background: Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).

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
0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025976	5000
						-	\$0.00
						-	\$0.00
Financing:							TOTAL: \$5,000.00

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

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

Aug 29, 2024

Aug 29, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

Aug 29, 2024

By City Manager

Date

RECEIVED

2024 AUG 29 PM 4:20

RECEIVED

246106

Memorandum

2024 SEP -5 PM 4: 44

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE September 4, 2024
TO City Secretary
SUBJECT Correction to Contract No. ECO-2024-00025975 authorized by AA 24-6106

This is the first correction to Contract No. ECO-2024-00025975.

Contract No. ECO-2024-00025975 was authorized by AA 24-6106 on August 29, 2024, authorizing the disbursement of a grant in the amount of \$5,000 to Perpetual Motion Studios, LLC to be paid at the start and pursuant to contract.

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

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

Contract Section 5. C should read as follows:

Reporting Requirements. Documentation of expenditure shall include documentation showing what the expense was for, to whom it was paid, and when it was paid, (e.g. copies of cancelled checks, bank statements, credit card statements, copies of payroll, rent/inventory receipts, and/or vendor receipts) number of jobs created or retained, living wage data, and employee demographics. Documentation must be provided by November 2, 2024. Grantee may be subject to operational review and audit of the Grant Funds by the City and required to agree to submit requested documentation to the City as requested by the U.S. Department of Treasury as the federal awarding agency.

Department: Office of Economic Development

Director (or designee.):

Signature

Sep 4, 2024

Date

Heather Lepeska

Print Name

Attachment for reference: AA 24-6106, and if applicable, previous correction memo(s)

ATT:

☒ Approved

☐ Denied

Assistant City Attorney:

Signature

Sep 5, 2024

Date

Brady Flanery

Printed Name

8/9/24



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
ACTION246106
EFFECTIVE DATE

Aug 29, 2024

CITY SECRETARY
DALLAS TEXAS

2024 AUG 29 PM 4:29

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%).
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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:	PERPETUAL MOTION STUDIOS , LLC						Supplier No.	VC32993
Subject:	Small Business Microgrants Program							
Lead Dept:	Office of Economic Development							
Action Requested:	AUTHORIZE DISBURSEMENT OF A GRANT IN THE AMOUNT OF \$ 5000 TO PERPETUAL MOTION STUDIOS , LLC , TO BE PAID AT TERM-START AND PURSUANT TO CONTRACT. Contract Number: ECO-2024-00025975 Contract Term: SEPTEMBER 3, 2024 to DECEMBER 2, 2024							
Background:	Authorized by the City Council under Resolution No. 24-0379, approved on February 28, 2024, with the use of funds approved by Resolution 24-0315 (Ordinance No. 32663).							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/passcm/bisearch/	<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
	0A72	ECO	AR18	EC04	3016		CX - ECO-2024-00025975	5000
							-	\$0.00
							-	\$0.00
	Financing:						TOTAL:	\$5,000.00
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	%

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

 By Department Director

Aug 29, 2024

Date

 By City Manager


 Approved as to Form by City Attorney

Aug 29, 2024

Date

Aug 29, 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.						246107		
							EFFECTIVE DATE		
						August 29, 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 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):									
<small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small>									
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:		CitySquare				Supplier No.		VS0000000497	
Subject:		Supplemental Agreement #1 to the contract with CitySquare for the Landlord Subsidized Leasing Program							
Lead Dept:		Office of Homeless Solutions							
Action Requested:		Authorize Supplemental Agreement No. 1 to the contract with CitySquare for the Landlord Subsidized Leasing Program to extend the term date from October 1, 2024 to December 31, 2024 (for time extension only with no additional cost to the city).							
		Contract Number:		OHS-2023-00021522		Contract Term:		10/01/2023 to 12/31/2024	
Background:		On 9/27/23, City Council authorized one-year service contracts, with two one-year renewal options, with a term beginning on 10/1/23 and terminating on 9/30/24 with CitySquare to provide financial and supportive services for the A Way Home (AWH) program, a Landlord Subsidized Leasing program that provides Rapid Rehousing to help individuals exit homelessness and return to permanent housing, by Resolution No. 23-1340. Since the contract expires on September 30, 2024, CitySquare has requested a term extension.							
HUB Check appropriate Box https://mycpa.cpa.state.tx.us/tpasscmblse/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 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	MGT	4311		3070		OHS-2023-00021522	\$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	
		SA 1	23-1340	10/01/2023	\$650,000.00	\$0.00	\$650,000.00	0%	

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

Christine Crossley
Christine Crossley (Aug 23, 2024 08:54 CDT)
 By Department Director

Aug 23, 2024
 Date

Lucy Huang
Lucy Huang (Aug 29, 2024 10:15 CDT)
 Approved as to Form by City Attorney LH


Aug 29, 2024
 Date

Alina Ciocan
Alina Ciocan (Aug 29, 2024 10:10 CDT)
 By City Manager

Aug 29, 2024
 Date

RECEIVED

2024 AUG 30 AM 9:15
 CITY SECRETARY
 DALLAS, TEX.

 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 246108 EFFECTIVE DATE Aug 30, 2024																								
	1. Place an "X" in the appropriate box for the approval of:																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 85%;"> <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: 10%; text-align: center; font-size: 0.8em;"> 2024 AUG 30 AM 11:22 CITY SECRETARY ALIAS, 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: Presidio Networked Solutions Group LLC						Supplier No. VS0000012547																									
Subject: Cisco XaaS Email Security																															
Lead Dept: Information & Technology Services																															
Action Requested: Authorize a six-month service agreement for the subscription of Cisco Security Email XaaS Software and Network Equipment pursuant to Texas Department of Information Resources Cooperative Agreement DIR-TSO-4167.																															
Contract Number: DSV-2024-00025627 Contract Term: 8/21/2024 to 2/20/2025																															
Background: Cisco XaaS email security is a cloud-based email security solution that is used to protect City of Dallas from various email based threats such as spam, phishing attacks, malware, and other forms of malicious content that can compromise the security of email communications.																															
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; 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>0198</td> <td>DSV</td> <td>1641</td> <td></td> <td>3110</td> <td></td> <td>CX DSV-2024-00025627</td> <td>\$69,989.04</td> </tr> <tr> <td colspan="7">Financing: Data Services Fund</td> <td>TOTAL: \$69,989.04</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0198	DSV	1641		3110		CX DSV-2024-00025627	\$69,989.04	Financing: Data Services Fund							TOTAL: \$69,989.04
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.



 Brian Gardner (Jul 26, 2024 10:03 CDT)
 By Department Director

Jul 26, 2024
 Date


 Rory J. McAnelly (Aug 30, 2024 10:16 CDT)
 Approved as to Form by City Attorney RJM

Aug 30, 2024
 Date


 Aug 30, 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
		246109
		EFFECTIVE DATE
		Aug 23, 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: FRIDA N. LOZANO	Supplier No. VS0000032876
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Subject: Professional Service

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present theatre and visual arts performances and workshops as directed by the Office of Arts and Culture. Through the various workshops, participants will develop confidence, communication skills, creativity, awareness and appreciation of one's own culture and appreciation of the rich diversity of the cultures of others. In theatre workshops, participants will work on their reading & comprehension skills, and integrate Latinx, Mexican or Mexican American literature. Visual arts workshops include visual art from Mexican and Pre-Hispanic cultures. Consultant's theatre performances will bring stories about historical characters, historical events, and cultural richness from Latinx cultures. Workshops and performances are for audiences of all ages. 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-2024-00025592 (CR-00027040)	Contract Term: 10/1/2024 to 10/31/2025
---------------------------------------------------------	------------------------------------------------------

Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$7,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

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	OCA	4878	CA01	3089		MASC - OCA-2024-00025592	\$7,000.00
							\$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
							%

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


Martine Phillippe (Aug 22, 2024 10:09 CDT)

Aug 22, 2024


Hannah Peacock (Aug 30, 2024 10:42 CDT)

Aug 30, 2024

By Department Director

Date


Approved as to Form by City Attorney

Date

Aug 23, 2024

By City Manager

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
		246110
		EFFECTIVE DATE
		Aug 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 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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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: The Black Academy of Arts and Letters, Inc. Supplier No. 219248

Subject: Riverfront Jazz Festival Table Reservations for OAC

Lead Dept: Office of Arts & Culture

Action Requested: Authorization is requested to remit payment to The Black Academy of Arts and Letters for arena floor table reservations to the 2024 Riverfront Jazz Festival 8/30/2024 – 9/1/2024. Attached are the related invoices.

Contract Number: OCA-2024-00025930 Contract Term: 8/28/2024 to 9/5/2024

Background: The Riverfront Jazz Festival began in 2004 to take place each Labor Day Weekend. Its goal is the promotion of local jazz musicians, nationally renowned acts, tourism and a family-friendly atmosphere. As a sponsor of the Riverfront Jazz Festival, and partner of The Black Academy of Arts and Letters, the Office of Arts & Culture traditionally purchases table reservations to the event.

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	OCA	4888		3099		CX OCA-2024-00025930	\$6,900.00
Financing: General Fund						TOTAL:	\$6,900.00

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.


Martine Philippe (Aug 22, 2024 13:31 CDT)
By Department Director

Aug 22, 2024
Date


Hannah Peacock (Aug 30, 2024 13:20 CDT)
Approved as to Form by City Attorney

Aug 30, 2024
Date


By City Manager

Aug 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

246111

EFFECTIVE DATE

Jul 30, 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.
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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: Dallas County

Supplier No. N/A

Subject: Sexual Assault kit Initiative-SAKI

Lead Dept: Dallas Police Department

Action Requested:

To authorize a Memorandum of Understanding (MOU) with Dallas County to address the Dallas Police Department's Sexual Assault Kit Initiative to test previously untested rape kits and then investigate and ultimately prosecute the cases resulting from the testing of those rape kits. This project once again seeks to be funded via a grant.

Contract Number:

DPD-2024-00025520

Contract Term:

7/31/2024

to

7/30/2027

Background:

The Sexual Assault Kit Initiative Task Force was created in 2015 and was designed to ensure the collaboration between multiple service providers with the goal of establishing an effective system to address the over 4000 untested rape kits collected by the DPD. This Task Force is a subset of the already existing Dallas County Sexual Assault Response Team (SART) which has been meeting regularly since 2009.

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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						No Cost Consideration	\$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

Date

7/29/24

Diana Gutknecht

Diana Gutknecht (Aug 30, 2024 13:38 CDT)

Approved as to Form by City Attorney

Aug 30, 2024

Date

By City Manager

Date

Jul 30, 2024

Initialed: DMG – July 29, 2024