



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

130075

EFFECTIVE DATE

12/21/12 *Not*

CITY OF DALLAS

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

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

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

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

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

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

Vendor Name: BAR Constructors, Inc. Vendor No. 125824 DWU 12-02

Subject: Contract 07-117 Change Order No. 3 Department: Dallas Water Utilities

Action Requested: Request approval of Change Order No. 3 related to the construction of a new Transfer Pump Station at the East Side Water Treatment Plant. This Change Order includes modification of ductwork and ventilation louvers to reduce pressure on the ventilation exhaust system that experienced a failure during operation, and includes a 46 calendar day time extension for Final Completion. This action has a cost consideration of \$4,363.00.

Contract Term: November 2007 To October 2011

Background: This action consists of Change Order No. 3 to the contract with BAR Constructors, Inc. for the construction of a new Transfer Pump Station No. 3 at the East Side Water Treatment Plant. Change Order No. 1 in the amount of \$377,125.00 was approved on May 26, 2010. Change Order No. 2 in the amount of \$30,963.00 was approved on September 14, 2011. The work in Change Order No. 3 has a net cost of \$4,363.00 to the City.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
2115	DWU	PW32	WTPF	4320	707117	CTDWU707117CP	125824	\$4,363.00

Project No.: Contract No. 07-117 Commodity Code: 91200 Rep W2VO Financing Water Utilities Capital Improvement Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
3	07-2404	08/22/2007	\$38,520,700.00	\$408,088.00	\$412,451.00	+1.07

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

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

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

[Signature]
By Department Director

12/7/12
DATE

[Signature]
Approved as to form by City Attorney DATE

[Signature]
By Assistant City Manager

12/21/12
DATE



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

130076

EFFECTIVE DATE

JAN 2 2013

CITY OF DALLAS

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

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

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

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

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

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

Vendor Name: **Multivista Construction Documentation TECHNOLOGIES LLC**

Subject: **Renovation of 106 S. Harwood** Department: **Public Works**

Action Requested: **Authorize a professional services contract with Multivista to provide photographic documentation of the entire exterior and specific original/historic interior areas prior to construction. Attached for reference is Multivista's proposal.**

Contract Term: **November 2012 To November 2013**

Background: The Municipal Building located at 106 S. Harwood functioned as Dallas City Hall from 1914 to 1978 and received national attention in November 1963 when Lee Harvey Oswald was jailed and subsequently shot in this building. According to the Texas Historical Commission, the Municipal Building is the best example of beaux arts-style architecture located west of the Mississippi River and must be appropriately and accurately preserved, restored and renovated to two periods of significance, 1914 and 1963. Photographic documentation of the exterior and interior will confirm the facility's existing conditions and create a historical record prior to construction.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
Funding:	0P60	PBW	N924	MMCF	3070	07DC162	PBW98N924B1	VS0000074643	\$11,901.13

Project No.: **07DC162** Commodity Code: **91572** Financing: **1998 Bond Funds**

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

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

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

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

By Department Director: DATE: **12/28/12**

Approved as to form by City Attorney: DATE: **1-4-13**

By Assistant City Manager: DATE: **1/2/13**



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

130077

EFFECTIVE DATE

12-1-12 *SMR*

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

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

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

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

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

Vendor Name: TRANE U.S. INC.

Subject: Cotton Bowl domestic water pump upgrades Department: Park and Recreation

Action Requested: Authorize a change order with TRANE U.S. INC. in the amount of \$2,827.00, thereby increasing the contract from \$161,519.00 to \$164,346.00.

Contract Term: JUNE 2012 To AUGUST 2012

Background: The Dallas Park and Recreation Department utilized the Cooperative Purchasing Network contract number R5045 per local Government Code 252.262 / Texas Education Code 44.013 / Inter-local cooperative Purchasing Act as lowest bid option for this scope of work with Trane U.S. Inc. The City Attorney's Office deemed that this project required the addition of Performance and Payment Bonds to perform this work thus necessitating the added cost.

All changes are owner requested.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0329	PKR	6220		4310	PKCotton	PKR12019337	192154	\$ 2,827.00

Project No.: See Program Commodity Code: 91200 Financing Fair Park Special Maintenance Fund

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	12-1586	6/13/2012	\$161,519.00	\$0.00	\$2,827.00	1.75%

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

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

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

[Signature]
By Department Director DATE 12-14-12

[Signature]
Approved as to form by City Attorney DATE 1-7-13

[Signature]
By Assistant City Manager DATE 12/21/12



ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

130078

EFFECTIVE DATE

12-21-12 *ome*

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

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

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

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

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

Vendor Name: Primestar Construction

Subject: Cummings Recreation Center Department: Park and Recreation

Action Requested: Authorize a change order with Primestar Construction in the amount of \$30,616.63, thereby increasing the contract from \$1,407,085 to \$1,437,701.63.

Contract Term: 230 calendar days to 270 calendar days

Background: This change order consists of:

- Replace sidewalk adjacent to parking lot and baseball field - \$15,760.16
- Re-route electrical lines to address transformer location - \$8,613
- Surveying and layout of sidewalk - \$2,250
- Overhead and profit - \$3,993.47
- Total - \$30,616.63

All changes are owner requested.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
BT00	PKR	T059		4599	PK06T058	PKR11019260	VS000058024	\$ 30,616.63

Project No.: See Program Commodity Code: 91200 Financing: 2006 Bond

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	11-1684	6/22/2011	\$1,383,740.00	\$23,345.00	\$53,961.63	3.90%

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian Female	Other Minority	M/WBE Certification Number
\$	\$	\$	\$	\$	

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

W/W
Paula Kindig 12-18-12 DATE
 By Department Director
Christine Loman 1-7-13 DATE
 Approved as to form by City Attorney

Dugan 12/21/12 DATE
 By Assistant City Manager



ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

130079

EFFECTIVE DATE

12-21-12 *one*

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

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

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

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

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

Vendor Name: AS CON, Inc.

Subject: PIKE PARK PLAZA Department: Park and Recreation

Action Requested: Authorize a change order with AS CON, Inc. in the amount of \$23,647.45, thereby increasing the contract from \$438,426.18 to \$462,073.63.

Contract Term: 206 to 284 Working Days

Background: After renovation work started at the site of Pike Park Plaza on the existing pavilion, water damage and leaks were discovered that were not previously anticipated. Numerous wood beams AND joists were rotted and damaged beyond repair. The dome roof was leaking at nearly every joint. All of these items need to be repaired before proceeding with the pavilion restoration and upgrade under the work of this Contract. This Change Order No. 3 covers those unanticipated repairs. Previous AA's to this Contractor are for Change Orders 1 and 2 under this Contract.

All changes are Owner requested.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
3R00	PKR	T253		4599	PK06T253	PKR12019324	261853	\$ 23,647.45

Project No.: See Program Commodity Code: 91200 Financing: 2006 Bond

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
Three (3)	CR-12-1530	6/13/2012	\$404,665.00	\$33,761.18	\$57,408.63	14.19%

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian Female	Other Minority	M/WBE Certification Number
\$	\$	\$	\$	\$	

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

Richard Kindig
By Department Director

12-18-12
DATE

Christine Lonnars 1-7-13
Approved as to form by City Attorney DATE

[Signature]
By Assistant City Manager

12/21/12
DATE



ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

130080

EFFECTIVE DATE

12-21-12 *DMR*

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

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

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

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

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

Vendor Name: CD Henderson Construction

Subject: Willie B Johnson Recreation Center **Department:** Park and Recreation

Action Requested: Authorize a change order with CH Henderson Construction in the amount of (\$13,270.67), thereby decreasing the contract from \$1,116,088.96 to \$1,102,818.29.

Contract Term: 168 Calendar Days to 182 Calendar Days

Background: This change order consists of the following items:

Willie B Johnson Recreation Center:	Hamilton: Pavilion
Add network controller for HVAC - \$7,475	Add for construction fence at pavilion - \$137.48
Changes to building entries - \$2,760	Add for shoring of pavilion - \$408
Replace door hinges at various locations - \$2,983.70	Add for demo at pavilion - \$416
Credit for FFE - (\$7,776.14)	Credit for anti-graffiti coat at pavilion - (\$500)
Add for electrical work for parking lot light - \$865.95	Credit for terrazo flooring at pavilion - (\$15,004)
Add outlet for activity room - \$711.85	Overhead and profit for pavilion items - (\$2,181.38)
Credit for painting carport - (\$862.50)	
Credit for changes to monument sign - (\$2,819.64)	
Credit for microwave - (\$126.49)	
Add wall bracket for sink - \$241.50	

All changes are owner requested.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
9T00	PKR	T336		4710	PK06T336	PKR11019268	VS*47845	\$ (2,283.16)
BT00	PKR	T336		4710	PK06T336	PKR11019268	VS*47845	\$ (5,619.47)
BT00	PKR	T336		4310	PK06T336	PKR11019268	VS*47845	\$ 11,355.86
9T00	PKR	T161		4310	PK06T161	PKR11019268	VS*47845	\$ (16,723.90)

Project No.: See Program **Commodity Code:** 91200 **Financing:** 2006 Bond

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	11-2184	12/8/2011	\$1,095,100.00	\$20,988.96	\$7,718.29	0.70%

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

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

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

WW
By Department Director Paula K. Indig DATE 12-18-12

Christine
Approved as to form by City Attorney Christine L. Lerner DATE 12-7-12

DMR
By Assistant City Manager DMR DATE 12/21/12



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

130081

EFFECTIVE DATE

1-9-2013

CITY SECRETARY
DALLAS, TEXAS

2013 JAN 10 PM 3:01

RECEIVED

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

VENDOR NAME

Texas Standard Construction, Ltd.

CONTRACT

Herbert Street from Canada Drive to Toronto Street - PBCD0003

DEPARTMENT

Public Works

ACTION REQUESTED

Authorize Change Order No. 2 to the contract with Texas Standard Construction, Ltd. for the traffic improvements of Herbert Street from Canada Drive to Toronto Street in the amount of \$0.00. This change order will add an additional 35 calendar days to the contract time.

Contract Term: August 2012 to February 2013

BACKGROUND

During construction, it was discovered that the new barrier free ramps at the intersection of Herbert Street and Toronto Street need to be modified to better fit existing site condition. Also, an additional 6-foot stormwater inlet was installed at the intersection of Herbert Street and Canada Drive to alleviate a water ponding condition at this location. As a result of these extra works, an additional 35 calendar days are needed to add to the contract time.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
								<u>\$ 0.00</u>

PROGRAM NO.: PBCD0003 COMMODITY CODE: _____ FINANCING: _____

M/WBE INFORMATION

Place an (X) in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. 2 Original CR/AA No. 12-1268
 Original CR/AA Date 5/9/2012 Original CR/AA Amount \$159,210.50
 Total of Previous Change Orders \$0.00
 Change Amount Including this Order \$0.00
 Total Change Order Percentage 0%

COORDINATION

BUDGET & MGMT SRVCS

CITY CONTROLLER

REVIEWED BY

REVIEWED BY

AN 110

APPROVAL *10*

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

DATE

DATE

BY DEPARTMENT DIRECTOR *[Signature]*

DATE 1/9/13

Memorandum

RECEIVED

2013 MAR 27 PM 2: 37

CITY SECRETARY
DALLAS, TEXAS



Date March 27, 2013

To Rosa A. Rios
City Secretary

Subject Correction to Administrative Action 13-0082
Homeless Assistance Center

The purpose of this memo is to correct the Department Name for Administrative Action 13-0082, dated January 2, 2013 as follows:

FROM:

<u>Fund</u>	<u>Dept</u>	<u>Unit</u>	<u>Encumbrance</u>	<u>Amount</u>
6S43	EHS	P446	PBW05P446C1	\$50,000

TO:

<u>Fund</u>	<u>Dept</u>	<u>Unit</u>	<u>Encumbrance</u>	<u>Amount</u>
6S43	HOU	P446	PBW05P446C1	\$50,000

Please contact Brenda Sparks at 670-4406, if you need additional information.

FOR *Charles Bridle*, ASST. DIRECTOR
Jerry Killingsworth, Director
Housing/Community Services Department

attachment

c: Gladys Facen

RAR 4/8/13
RJ 4/5/13



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

130082

EFFECTIVE DATE

JAN 2 2013

RECEIVED
CITY SECRETARY
DALLAS, TEXAS
2013 JAN 14 PM 2:27

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

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

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

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

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

Vendor Name:	Camargo-Copeland Architects, LLP		
Subject:	Homeless Assistance Center	Department:	Public Works
Action Requested:	Authorize a contract for architectural services in the amount of \$50,000 for Capital Improvements at the City of Dallas Homeless Assistance Center, AKA the Bridge.		
	Contract Term:	December 21, 2012 To Jan 31, 2014	

Background: Authorize a contract for architectural services in the amount of \$50,000 for Capital Improvements at the city of Dallas Homeless Assistance Center, AKA the Bridge. The Administrative Action will cover initial costs of the design for improvements to the facility. A future Supplemental Agreement may be required for complete design services.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
6S43	EHS	P446	HOAF	4112	PB05P446	PBW05P446C1	264259	\$50,000

Project No.:	PB05P446		Commodity Code:			Financing	2005 Bond Funds		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage			
NA	NA	NA	NA	NA	NA	NA			

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
		\$33,965 \$7,155	\$	\$33,480	HFDB49411Y0813 HMDB49517Y0612

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

By Department Director: [Signature] DATE: 12/28/12

Approved as to form by City Attorney: [Signature] DATE: 1-4-13

By Assistant City Manager: [Signature] DATE: 1/2/13



CITY OF DALLAS

ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Section 6 Through 11]
For Additional Guidelines and Routing

ADMINISTRATIVE ACTION

130083

EFFECTIVE DATE

~~OCT 01 2012~~
OCT 18 2012

CITY SECRETARY
DALLAS TEXAS

JAN 18 AM 9:56

RECEIVED

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional/Personal/Planning/Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79 (c) of the City Code.
- f. Other (explain on attachment) **Additional payment to City of Richardson for Spring Valley/Coit pedestrian amenities project cost for material testing, easement and real property negotiations per interlocal agreement**

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

3. Is this expenditure related to a construction project? YES NO

Vendor Name: **City of Richardson**

Subject: **Spring Valley/Coit pedestrian amenities** Department: **Public Works**

Action Requested: Authorize additional payment to the City of Richardson for material testing, and direct costs associated with easement and real property negotiations for the construction of the Spring Valley Road/Coit Road pedestrian amenities in the amount not to exceed \$16,194.50.

NO ADMINISTRATIVE ACTIONS TO THIS VENDOR *Ask* Contract Term: N/A TO N/A

Background: In addition to contract administration and construction inspection, the interlocal agreement between the City of Dallas and the City of Richardson, required the City of Richardson to conduct all material testing using laboratories selected by Richardson with the costs of such testing to be reimbursed by the City of Dallas. The City of Richardson was also tasked to acquire right-of-way and real property within Richardson and that all associated costs to be fully reimbursed by the City of Dallas.

The Spring Valley Road/Coit Road pedestrian amenities project is to provide a safe and convenient pedestrian/bicycle connection between the Preston Ridge Trail and the Cottonwood Trail by constructing an 8-foot wide sidewalk, 4200 feet in length, along the east side of Coit Road and along the north side of Spring Valley Road. The City of Dallas is responsible for the design and construction. Construction is completed, and the City of Richardson has requested reimbursement for the material testing costs and also costs associated with easement and real property negotiations.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
6R22	PBW	R495	INGV	4113	PB03R495	PBW03R495J1	243393	\$5,417.25
0556	PBW	R495	INGV	4113	PB03R495	PBW03R495J1	243393	\$5,417.25
6R22	PBW	R495	INGV	4114	PB03R495	PBW03R495J1	243393	\$2,680.00
0556	PBW	R495	INGV	4114	PB03R495	PBW03R495J1	243393	\$2,680.00
								\$16,194.50

Project No. **PB03R495** Commodity Code: **2003 Bond Funs** Financing: **Capital Projects Reimbursement Funds**

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
N/A	10-0879	04/14/10	\$21,451.86	\$0	\$16,194.50	

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

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

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

Rich O'fer
By Department Director 9/29/12 DATE

[Signature]
Approved as to form by City Attorney 10-12-12 DATE

Bill Janda
By Assistant City Manager 10/11/12 DATE



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

130084

EFFECTIVE DATE

~~1-18-2013~~ 1-7-13
RWS

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
2013 JAN 18 PM 3:04
CITY SECRETARY
DALLAS, TEXAS

VENDOR NAME Texas Standard Construction, Ltd.,

CONTRACT Street Reconstruction Group 06-622

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize Change Order No. 2 to the construction contract with Texas Standard Construction Ltd., for additional work on the Street Reconstruction Group 06-622 project. This action will increase the contract amount by \$49,858.00, from \$3,955,514.35 to \$4,005,372.35

Contract Term: Oct. 2011 to April, 2013

BACKGROUND

On June 8, 2011, the City Council awarded a construction contract, by Resolution No. 11-1531, to Texas Standard Construction, Ltd., in an amount not to exceed \$3,527,405.35 for the construction of Street Reconstruction Group 06-622, and then on September 26, 2012, the City Council awarded Change Order No. 1, by Resolution No. 12-2375, in an amount not exceed \$428,109.00 to extend the of reinforced concrete pavement reconstruction on Fordham Road from Bonnie View Road to Honey Spring Branch Creek and also to extend the replacement of the 16-inch water main and 8-inch wastewater main under the reinforced concrete pavement. This Change Order, No. 2 provides the additional miscellaneous items to the complete the construction of Fordham Road paving and drainage improvements and to construct a left turn lane and median opening on Dowdy Ferry Road to the Southern Gateway, Horse Park Trail.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
1P14	TWM	N966	SREC	4510	PB06U328	PBW06U328H1	VS0000027243	\$49,858.00

PROGRAM NO.: PB06U328

COMMODITY CODE:

FINANCING: 2006 Bond Funds

M/WBE INFORMATION

Place an •X• in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: **DMDB48944Y0412**

CHANGE ORDER DATA

Change Order No. 2 Original CR/AA No. 11-1531
 Original CR/AA Date 6/8/2011 Original CR/AA Amount \$3,527,405.35
 Total of Previous Change Orders \$428,109.00
 Change Amount Including this Order \$477,967.00
 Total Change Order Percentage 13.55%

COORDINATION

BUDGET & MGMT SRVCS	CITY CONTROLLER
REVIEWED BY	REVIEWED BY
DATE	DATE

APPROVAL *[Signature]*
 Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.
 BY DEPARTMENT DIRECTOR *[Signature]* DATE 1/7/13



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

130085

EFFECTIVE DATE

JAN 2 2013

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

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

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

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

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

Vendor Name: Conley Group

Subject: Renovation of 2014 Main Street Department: Public Works

Action Requested: Authorize Supplemental Agreement #3 to increase the professional services contract with the Conley Group for the Renovation of 2014 Main Street from \$1,362,500 to \$1,395,720 for a total not to exceed \$33,220.

Contract Term: October 2008 To October 2014

Background: This Supplemental Agreement will provide for additional design services to modify the plans of the 1st and 2nd floors currently under construction in Phase II. Courts and Judiciary have recently made changes to their processes and procedures in order to become more efficient which require plan changes to previously designed areas. Refer to the Conley Group proposal dated September 27, 2012 (Revised 11/12/12) for a detailed scope of work.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
8T60	PBW	T830	MMCF	4112	08DC102	EBS09N924CT27	259339	\$33,220

Project No.: 08DC102 Commodity Code: Financing 2006 Bond Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
N/A	08-2761	10/08/08	\$1,142,700	\$219,800	\$253,020	N/A

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

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

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

By Department Director  DATE 12/28/12

Approved as to form by City Attorney  DATE 1-3-13

By Assistant City Manager  DATE 1/2/13

RECEIVED
2013 JAN 18 PM 3:00
CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

130086

EFFECTIVE DATE

1-23-13 mm

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
 2013 JAN 25 PM 2:35
 CITY SECRETARY
 DALLAS, TEXAS

VENDOR NAME J.C. Commercial

CONTRACT White Rock Hills Branch Library

DEPARTMENT Public Works

ACTION REQUESTED

Authorize Change Order #9 to the contract for construction to approve funding for modifications to the project increasing the contract \$10,891.39 from \$4,407,841.38 to \$4,418,732.77.

Contract Term: 12/8/2010 to 6/2/2013

BACKGROUND

This action will Authorize Change Order #9 to the contract for construction to approve funding for modifications to the project increasing the contract \$10,891.39 from \$4,407,841.38 to \$4,418,732.77. All items are Library requested additions. Components include:

Owner requested design and construction changes to the pylon sign - \$7,900, addition of building master keyed cores to panic hardware device -\$357, - Add Owner requested interior signs - \$1,120, contractor markups and bond - \$1514.39.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
8T42	PBW	T646	LIBF	4310	PB06T646	PBW06T646C1	VS0000012563	\$10,891.39

PROGRAM NO.: _____ COMMODITY CODE: _____ FINANCING: 2006 Bond Funds

M/WBE INFORMATION

Place an X in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. 9 Original CR/AA No. 10-3065
 Original CR/AA Date 12/8/2010 Original CR/AA Amount \$4,255,000
 Total of Previous Change Orders \$152,841.38
 Change Amount Including this Order \$163,732.77
 Total Change Order Percentage 3.85%

COORDINATION

BUDGET & MGMT SRVCS

CITY CONTROLLER

REVIEWED BY

REVIEWED BY

APPROVAL

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

DATE

DATE

BY DEPARTMENT DIRECTOR

DATE



ADMINISTRATIVE CHANGE ORDER

ADMINISTRATIVE ACTION NUMBER

130087

EFFECTIVE DATE

1-24-13 mm

CITY OF DALLAS

(See Administrative Directive 4-5)

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
 2013 JAN 25 PM 2:36
 CITY SECRETARY
 DALLAS, TEXAS

VENDOR NAME Admiral Construction Company, Inc.

CONTRACT Safe Routes to School - Martin Weiss Elementary/D.A. Hulcy Middle School

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize Change Order No. 1 to the contract with Admiral Construction Company, Inc. to add quantities to the contract in the amount of \$9,025.50, increasing the contract amount from \$115,904.45 to \$124,929.95

Contract Term: 02-2011 to 02-2013

BACKGROUND

During construction a culvert under the sidewalk was needed to improve the drainage and also noted that sod would be needed to improve erosion control along the sidewalk. A slope down-color contrast & truncated dome was needed to meet ADA standards.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
08GU	PBW	88GU	THRG	4820	TP08GU08	PBW1008GUL010	VC0000001382	\$9,025.50

PROGRAM NO.: TP08GU08

COMMODITY CODE:

FINANCING: Texas Department of Transportation Grant Funds

M/WBE INFORMATION

Place an in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No.	<u>1</u>	Original CR/AA No.	<u>10-2593</u>
Original CR/AA Date	<u>10/13/10</u>	Original CR/AA Amount	<u>\$115,904.45</u>
Total of Previous Change Orders	<u>\$0.00</u>		
Change Amount Including this Order	<u>\$9,025.50</u>		
Total Change Order Percentage	<u>7.79%</u>		

COORDINATION

BUDGET & MGMT SRVCS	CITY CONTROLLER
REVIEWED BY	REVIEWED BY
DATE	DATE

APPROVAL *[Signature]* MS

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

BY DEPARTMENT DIRECTOR *[Signature]* DATE *[Signature]*



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

130088

EFFECTIVE DATE

1-24-13 mm

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
 2013 JAN 25 PM 2:35
 CITY SECRETARY
 DALLAS, TEXAS

VENDOR NAME Lee Lewis Construction, Inc.

CONTRACT Dallas Convention Center Lobby A & A/B Prefunction

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize an increase in the contract with Lee Lewis Construction, Inc. for the Lobby A & A/B Prefunction Interior Improvements project, increasing the amount by \$21,052, from \$1,525,487 to \$1,546,539.

Contract Term: 02-08-10 to 10-27-12

BACKGROUND

This action will authorize Change Order No. 5 to the contract with Lee Lewis Construction, Inc., increasing the contractor's scope of work to include additional Dallas Convention Center requested items which include the replacement of damaged doors and the addition of pipe clamps for the existing banner rails.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
0568	CCT	P264	CCIM	4599	PBC00039	PBWC00039D1	518932	\$21,052.00
PROGRAM NO.: PBC00039			COMMODITY CODE: 91200		FINANCING: 2009 DCC Revenue Bonds			

M/WBE INFORMATION

Place an in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. 5 Original CR/AA No. 12-0464
 Original CR/AA Date 02-08-12 Original CR/AA Amount \$1,263,000.00
 Total of Previous Change Orders \$262,487.00
 Change Amount Including this Order \$283,539.00
 Total Change Order Percentage 22.45%

COORDINATION

BUDGET & MGMT SRVCS

CITY CONTROLLER

REVIEWED BY

REVIEWED BY

APPROVAL

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

DATE

DATE

BY DEPARTMENT DIRECTOR

DATE



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

130089

EFFECTIVE DATE

1-28-13 (T.A)

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
 2013 JAN 28 PM 2:27
 CITY SECRETARY
 DALLAS, TEXAS

VENDOR NAME SYB Construction Company, Inc.

CONTRACT Street Reconstruction Group 06-617, PB06U341 & PB06U351

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize Change Order No. 2 to the Street Reconstruction Group 06-617 contract with SYB Construction Company, Inc. for paving, storm drainage and water and wastewater main improvements in the amount of \$0.00.

Contract Term: Sept 2011 to Feb 2013

BACKGROUND

During construction it was discovered that couple of the striping and pavement marking pay items were missing in the original contract.

The change order for Westchester will add three new striping and traffic marking items indentified necessary to complete the project. The items will include 4- inch reflect type I and type II - clear traffic buttons and single directional arrow line. Additionally, the change order will increase the quantities for the temporary pavement marking item in the contract. The pay quantity for line item 457 (6-inch thick reinforced concrete pavement) in the paving schedule will be under utilized, so it will be reduced to cover the cost for the items and zero out the funding required for the change order.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT \$0.00
------	-------	------	-------	------	---------	--------------------	---------------	---------------

PROGRAM NO:

COMMODITY CODE:

FINANCING:

M/WBE INFORMATION: See attached schedule of work

Place an in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. 2 Original CR/AA No. 11-1998
 Original CR/AA Date 08/10/2011 Original CR/AA Amount \$1,335,736.00
 Total of Previous Change Orders \$18,384.50
 Change Amount Including this Order \$18,384.50
 Total Change Order Percentage 1.38%

COORDINATION

BUDGET & MGMT SRVCS	CITY CONTROLLER
REVIEWED BY	REVIEWED BY
DATE	DATE

APPROVAL *[Signature]*
 Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.
 BY DEPARTMENT DIRECTOR *[Signature]* DATE 1/28/13



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

130090

EFFECTIVE DATE

1-28-13 (TM)

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
 2013 JAN 28 PM 2:27
 CITY SECRETARY
 DALLAS, TEXAS

VENDOR NAME McMahon Contracting L.P.

CONTRACT Irving Boulevard North Service Road

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize Change Order No. 2 to the construction contract with McMahon Contracting L.P., for the additional paving improvement items (see attachment "A"). This action will not increase the contract amount.

Contract Term: Nov. 2011 to March 2013

BACKGROUND

On September 28, 2011, the City Council awarded a construction contract, by Resolution No. 11-2547, to McMahon Contracting L.P., in an amount not to exceed \$1,390,725.65 for the paving, water and wastewater improvements of Irving Boulevard North Service Road and then on June 28, 2012, the City executed the Change Order No. 1 in an amount not to exceed \$16,000.00. This Change Order No. 2 provides the additional driveway approach and irrigation system repair items needed to complete the construction of Irving Boulevard North Service Road, paving, water and wastewater improvements.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT \$0.00
------	-------	------	-------	------	---------	--------------------	---------------	---------------

PROGRAM NO.: PB06U332 COMMODITY CODE: FINANCING:

M/WBE INFORMATION

Place an in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. <u>2</u>	Original CR/AA No. <u>11-2547</u>
Original CR/AA Date <u>9/28/2011</u>	Original CR/AA Amount <u>\$1,390,725.65</u>
Total of Previous Change Orders	<u>\$16,000.00</u>
Change Amount Including this Order	<u>\$16,000.00</u>
Total Change Order Percentage	<u>1.15%</u>

COORDINATION

BUDGET & MGMT SRVCS

CITY CONTROLLER

REVIEWED BY

REVIEWED BY

DATE

DATE

APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

130091

EFFECTIVE DATE

CITY OF DALLAS

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

1/24/13

RECEIVED
2013 JAN 28 PM 4:44
CITY SECRETARY
DALLAS, TEXAS

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

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

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

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

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

Vendor Name: Progressive Environmental Services, Inc dba SWS Environmental Services

Subject: Sludge removal and disposal service. Department: DWU Southside Wastewater Treatment Plant.

Action Requested: Authorize a \$66,245.00 payment to Progressive Environmental Services, Inc dba SWS Environmental Services to execute cleaning services of the Solids Screening and Thickening Facility's thicken well.

Contract Term: January 03, 2013 To March 1, 2013

Background: Sludge removal and disposal services are needed for cleaning and removal of all material from the Screening and Thickening Facility's well. This service is needed in order to allow testing personnel access to complete the evaluation of the structural integrity of the well.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0100	DWU	7453	752C	3210		CTDWU7453D1306	VS00000331599	\$66,245.00

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

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

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

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

[Signature]
By Department Director

1/14/13
DATE

[Signature] 1/25/13
Approved as to form by City Attorney
DATE

[Signature]
By Assistant City Manager

1/24/13
DATE



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER
130092

EFFECTIVE DATE
1-24-13 mm

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
2013 JAN 29 PM 2:09
CITY SECRETARY
DALLAS, TEXAS

VENDOR NAME Admiral Construction Company, Inc.

CONTRACT Safe Routes to School – Burnet Elementary

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize Change Order No. 1 to the contract with Admiral Construction Company, Inc. to add quantities to the contract in the amount of \$23,230.00, increasing the contract amount from \$121,966.00 to \$145,196.00.

Contract Term: 02-2011 to 02-2013

BACKGROUND

During construction, the contractor verified that some of the driveways are not ADA compliant and have to be reconstructed. Also, it was noted that sidewalk curb would be needed to improve the side slopes on the properties adjacent to the sidewalks.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
08GB	PBW	88GB	THRG	4820	TP08GB08	PBW1008GBL002	VC0000001382	\$23,230.00

PROGRAM NO.: TP08GB08 COMMODITY CODE: FINANCING: Texas Department of Transportation Grant Funds

M/WBE INFORMATION

Place an in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. 1 Original CR/AA No. 10-2593

Original CR/AA Date 10/13/10 Original CR/AA Amount \$121,966.00

Total of Previous Change Orders \$0.00

Change Amount Including this Order \$145,196.00

Total Change Order Percentage _____

COORDINATION

BUDGET & MGMT SRVCS

CITY CONTROLLER

REVIEWED BY

REVIEWED BY

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

DATE

DATE

BY DEPARTMENT DIRECTOR

DATE



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

130093

EFFECTIVE DATE

1-24-13 mm

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
 2013 JAN 29 PM 2:08
 CITY SECRETARY
 DALLAS, TEXAS

VENDOR NAME Admiral Construction Company, Inc.

CONTRACT Safe Routes to School – Reinhardt Elementary

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize Change Order No. 1 to the contract with Admiral Construction Company, Inc. to add quantities to the contract in the amount of \$3,570.00, increasing the contract amount from \$53,374.75 to \$56,944.75

Contract Term: 02-2011 to 02-2013

BACKGROUND

During construction, the contractor verified that some of the driveways are not in ADA compliance and have to be reconstructed. Also, it was noted that sidewalk curb would be needed to improve the side slopes on the properties adjacent to the sidewalks.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
08GL	PBW	88GL	THRG	4820	TP08GL08	PBW1008GLL006	VC0000001382	\$3,570.00

PROGRAM NO.: TP08GL08 COMMODITY CODE: FINANCING: Texas Department of Transportation Grant Funds

M/WBE INFORMATION

Place an (X) in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. 1 Original CR/AA No. 10-2593
 Original CR/AA Date 10/13/10 Original CR/AA Amount \$53,374.75
 Total of Previous Change Orders \$0.00
 Change Amount Including this Order \$3,570.00
 Total Change Order Percentage 6.69%

COORDINATION

BUDGET & MGMT SRVCS	CITY CONTROLLER
---------------------	-----------------

REVIEWED BY	REVIEWED BY
-------------	-------------

DATE	DATE	BY DEPARTMENT DIRECTOR	DATE
------	------	------------------------	------

APPROVAL *[Signature]*
 Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.
 BY DEPARTMENT DIRECTOR *[Signature]* DATE *[Signature]*



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

130094

EFFECTIVE DATE

1-24-13 mm

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

RECEIVED
 2013 JAN 29 PM 2:08
 CITY SECRETARY
 DALLAS, TEXAS

VENDOR NAME Admiral Construction Company, Inc.

CONTRACT Safe Routes to School – Albert Sidney Johnston Elementary

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize Change Order No. 1 to the contract with Admiral Construction Company, Inc. to add quantities to the contract in the amount of \$4,702.50, increasing the contract amount from \$45,319.00 to \$50,021.50.

Contract Term: 02-2011 to 02-2013

BACKGROUND

A sprinkler system that was installed after the plans were completed is in the way of the proposed sidewalk. The sprinkler system has to be relocated to install the proposed sidewalk.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
08GF	PBW	88GF	THRG	4820	TP08GF08	PBW1008GFL004	VC0000001382	\$4,702.00

PROGRAM NO.: TP08GF08

COMMODITY CODE:

FINANCING: Texas Department of Transportation Grant Funds

M/WBE INFORMATION

Place an in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No.	<u>1</u>	Original CR/AA No.	<u>10-2593</u>
Original CR/AA Date	<u>10/13/10</u>	Original CR/AA Amount	<u>\$45,319.00</u>
Total of Previous Change Orders	<u>\$0.00</u>		
Change Amount Including this Order	<u>\$50,021.50</u>		
Total Change Order Percentage	<u>10.38%</u>		

COORDINATION

BUDGET & MGMT SRVCS	CITY CONTROLLER
REVIEWED BY	REVIEWED BY
DATE	DATE

BY DEPARTMENT DIRECTOR

DATE

APPROVAL *KO MS*

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



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135060

EFFECTIVE DATE

NOV 20 2012

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional/Personal/Planning/Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79² of the City Code.
- f. Other (explain on attachment)

CITY OF DALLAS, TEXAS

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

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

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

Vendor Name: Freese and Nichols Inc.

Subject: Acceptance of South Lamar Schematic Plans Department: Trinity Watershed Management

Action Requested: Authorize contract for green roadway design schematic plans from Freese and Nichols Inc. for South Lamar.

Contract Term: 11/7/12 To 12/31/12

Background: The City approved voluntary use of NTCOG's iSWM Manual in Dec 2009. The resolution called for defining local provisions and incentives for iSWM and reporting to City Council on effectiveness. It has been challenging to report on effectiveness due to lack of projects utilizing these methods. A LID competition was held to increase awareness of these alternative stormwater techniques. 55 professional firms (architects, landscape architects and engineers) competed on several projects, including South Lamar to demonstrate best and most cost effective LID design. South Lamar is on the 2012 bond program.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0061	SDM	4908	SD01	3070		SDM4908BM17	347200	\$15,000

Project No.: Commodity Code: 90600 Financing: ^{1/14} Cur SDM Funds

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

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

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

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

[Signature] 11/16/12
By Department Director DATE

[Signature] 12/4/12
Approved as to form by City Attorney DATE

[Signature] 11/20/12
By Assistant City Manager DATE



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135061

EFFECTIVE DATE

2012

DEC 13 2012

CITY OF DALLAS

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

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

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

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

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

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

Vendor Name: Transsystems Corporation

Subject: Elm Street, SA # 5 Department: Public Works

Action Requested: Authorize Supplemental Agreement # 5 in the amount of \$49,830.00 to the Deep Ellum design project to add specific construction administrative services to the contract, increasing the contract from \$1,284,490.00 to \$1,334,320.00

Contract Term: Aug. 2008 To March 2014

Background: Transsystems provided design services for the Deep Ellum complete street projects. Elm Street, Indiana Street and Crowds Street are included in the Deep Ellum design project and are planned for construction phase in 2013.

This action is to add the following construction services to the professional services contract: 1. ADA compliance administration and field inspection, 2. Landscape and streetscape monitoring, consulting and limited inspection, 3. Review and approval of submittals.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
7T22	PBW	U735	SSUD	4111	PB06U735	PBW06U733K1	350370	\$49,830.00

Project No.: PB06U735 Commodity Code: Financing 2006 Bond funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
SA # 5	08-2271	Aug. 27, 2008	\$340,405.00	\$944,085.00	\$993,915.00	291.98%

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
\$	\$	\$24,830	\$	WFWB37076Y0404	

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

By Department Director [Signature] DATE 12/10/12 Approved as to form by City Attorney [Signature] DATE 12-14-12

By Assistant City Manager [Signature] DATE 12/13/12



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135062

EFFECTIVE DATE

01/03/2013 *DM*

CITY OF DALLAS

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

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

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

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

3. Is this expenditure related to a construction project?

Yes No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes, attach explanation)

Yes No *See attached mem.*

Vendor Name: **Moore Disposal Corporation (012977)**

Subject: **Solid Waste Refuse Removal Service & Rental of Refuse Container** Department: **Sanitation Service**

Action Requested: **Authorize the extension of the term of the service contract with Moore Disposal Corporation through October 31, 2013 or until funds are depleted.**

Contract Term: 10/31/12 To 10/31/13

Background: On August 22, 2007, City Council authorized a sixty (60) month service contract for the removal and disposal of solid waste refuse services and the rental of refuse containers with Moore Disposal Corporation (012977), in the amount of \$2,178,989.00. This administrative action increases the time of the agreement without adding additional funds to the agreement, as funds still remain to be depleted.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	SAN	3551		3072				N/A
Funding:								

Project No.: **BC0824** Commodity Code: **96871** Financing: **No cost consideration**

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	07-2336	8/22/07	\$2,178,989.00	0.00/2,178,989.00	0.00/2,178,989.00	0.00%

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

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

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

By Department Director *[Signature]* DATE 12-21-12

By Assistant City Manager *[Signature]* DATE 01-03-2013

Approved as to form by City Attorney *[Signature]* DATE 01/03/2013



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135063

EFFECTIVE DATE

1-7-2013

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

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

DALLAS, TEXAS

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

3. Is this expenditure related to a construction project?

YES NO

Vendor Name: The Jenkins Agency, Inc.

Subject: Bond Services

Department: The Office of Risk Management (ORM)

Action Requested:

Authorize a service contract with The Jenkins Agency, Inc. to provide Notary, Polygraph Examiners and Public Official Bond Services.

Contract Term: 1/7/2013 To 1/7/2016

Background:

The City of Dallas will require the awarded vendor to process applications and secure the bonds for polygraph examiner and public officials as well as for Notary Public with the Secretary of State and purchase a Fidelity Bond with a licensed insurance company. *There have not been any Administrative Actions to this vendor in the last 12 months. HSR*

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0194	ORM	3840		3070		ORMBONDSVCFY13	500034	\$11,860.00
0194	ORM	3840		3070		ORMBONDSVCFY14	500034	\$11,860.00
0194	ORM	3840		3070		ORMBONDSVCFY15	500034	\$11,860.00

Project No.:

Commodity Code: 95352 and 96324

Financing: Subject to appropriations

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

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

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

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

[Signature]
By Department Director

12.12.12
DATE

[Signature]
Approved as to form by City Attorney

12-28-12
DATE

[Signature]
By Assistant City Manager

1/7/13
DATE



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135064

EFFECTIVE DATE

DEC 13 2012 ^{TK}

CITY OF DALLAS

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

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

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

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

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

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

Vendor Name: Hayden Consultants, Inc.

Subject: Riverfront Blvd. Project (PB06U215) Department: Public Works

Action Requested: Authorize Supplemental Agreement No. 7 to the engineering contract with Hayden Consultants, Inc. for additional design and survey of water lines west of Riverfront Blvd. at Commerce St. in the amount of ~~\$0.00~~ \$9,170.00 ^{out}

Contract Term: July 2008 To December 2012

Background: During the design phase, it was decided by DWU to improve the existing water lines located on Commerce St. west of Riverfront Blvd. These improvements include the replacement of 500 LF of 24" water line and the addition of 500 LF of 12" water line. It will also include the connection of three services running to the jail to both the 12" distribution and 24" transmission mains.

The design fee for this work is \$9,170.00. However, no additional cost will be added to the contract. Instead, the unused amount from DWU Special Services from Supplemental Agreement No. 3 will be used to pay for this additional work.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
Funding:									\$0.00
									<u>\$9,170.00</u> ^{TK}

Project No.:	Commodity Code:			Financing		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
S.A. #7	080324	January 23, 2008	\$143,344.00	\$2,338,091.13	\$2,338,091.13	1631.10%

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

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

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

^{TK} By Department Director Kirk Edger 12/13/12 DATE [Signature] Approved as to form by City Attorney 12-17-12 DATE

By Assistant City Manager [Signature] 12/13/12 DATE



ADMINISTRATIVE ACTION

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

CITY OF DALLAS

ADMINISTRATIVE ACTION

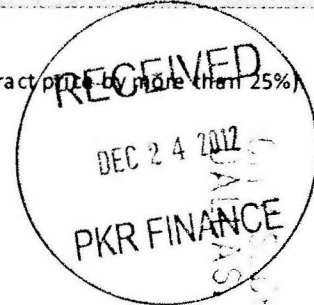
135065

EFFECTIVE DATE

12-28-12

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$7,000 or less (may not increase original contract price by more than 25%)
- c. Professional/Personal/Planning/Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79 (c) of the City Code.
- f. Other (explain on attachment)



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

3. Any Administrative Actions to this vendor for this service in the last 12 months?

YES NO

If YES, attach explanation. Additionally, if the total for the current fiscal year exceeds \$50,000, Council approval is required for Professional/Personal/Planning or other non-bid contracts. Refer to Administrative Directive 4-5, section 9. Approval by AA is required for all other bid contracts \$70,000 or less.

4. Is this expenditure related to a construction project?

YES NO

Vendor Name: Lake Highlands Soccer Association

Subject: Harry S Moss Park Concession Stand

Department: Park and Recreation

Action Requested: Lake Highlands Soccer Association to cover the cost of concession stand upgrades as well as installation of the upgrades at Harry S Moss Park.
Contact Louise Elam 214-670-5275
Ken Beam 214-671-0264

Contract Term: 1/11/13 To 1/10/14

Background: Dallas Park and Recreation enters into a 1 year agreement with Lake Highlands Soccer Association for the purpose of performing enhancements and upgrades to the concession stand at Harry S Moss Park.

Funding:	FUND	AGY.	UNIT	ACTV.	OBJ.	JOB	ENCUMBRANCE NO.	VENDOR NO.	AMOUNT
	001	PKR	5010	N/A	N/A	N/A	N/A	N/A	N/A

Project No.: Community Code: Financing:

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

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

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

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

Richard Kindig 12/24/12
*By Department Director DATE

Christine Lannen 1-7-12
Approved as to form by City Attorney DATE

[Signature] 12/28/12
By Assistant City Manager DATE

*Item to be signed by Director only. Original-City Secretary



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135068

EFFECTIVE DATE

12-21-12

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

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

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

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

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

Vendor Name: Jr. Players Guild

Subject: Discover Theater Workshops Department: Park and Recreation

Action Requested: Authorization to provide Theater workshops to teach improvisation techniques and develop a presentation for an enriching performance. 16 classes will be offered at 19 after school programs Monday thru Friday from 4:00-5:00pm.

Contract Term: 2/1/2013 To 9/30/2013

Background: Request for proposals were sent to 20 enrichment vendors, 14 proposals were received. Proposals were reviewed and selected, based on enrichment opportunities by the user groups at each program site. Jr. Players Guild was identified as the most responsive vendor for this program. The Junior Players Guild was founded in 1955 and is a non-profit children's theater organization in Dallas. This vendor has provided services for us in years past for our Send a Kid to Camp program. They currently are providing numerous programs at Department recreation centers. The agency is well respected among all Dallas youth services providers

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0341	PKR	5789		3070		PKRCT13B009	223195	\$ 22,800

Project No.: Commodity Code: 96207 Financing: DISD Inter local Agreement

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

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

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

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

Robert Indis
By Department Director

12-14-12
DATE

Christine Lannan
Approved as to form by City Attorney
DATE

[Signature]
By Assistant City Manager

12/21/12
DATE

Max W. Wells
Max W. Wells, President
Park and Recreation Board

Arrest...
Original City Secretary



CITY OF DALLAS

ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135067

EFFECTIVE DATE

12-21-12

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

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

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

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

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

4. Any Administrative Actions to this vendor in the last 12 months? (If yes, attach explanation) Expired 9/30/12 Yes No

Vendor Name: Texas Water Technologies

Subject: Water Treatment Department: Park and Recreation

Action Requested: Authorize the encumbrance of funds to provide monthly water treatment to the condenser and closed water loop for the A/C system at the Automobile Building at Fair Park. The contractor will monitor the water chemistry and add chemicals as needed.
Contact: Larry Araiza @ 214-670-8698

Contract Term: 10-1-12 To 9-30-13

Background: Texas Water Technologies has provided this service at the Automobile Building for five years. Poor water chemistry will deteriorate the piping system of the A/C system. The pipe system is a vital component of the heating and cooling operation. Maintaining the correct water chemistry prolongs the life of the chillers, boilers, air-handlers, and cooling tower. This will also insure the system will run at its maximum efficiency. Three (3) competitive bids were received: Texas Water Technologies \$3300.00; C.C.I. \$3840.00; Trane \$8702.00

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	PKR	5204		3099		PKRCT13A003	VS0000009019	\$3,300.00

Project No.: _____ Commodity Code: 96896 Financing: Current Funds

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

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

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

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

[Signature] By Department Director 12-14-12 DATE *[Signature]* Approved as to form by City Attorney 1-7-13 DATE

[Signature] By Assistant City Manager 12/21/12 DATE

[Signature]
Max W. Wells, President
Park and Recreation Board

Original - City Secretary
[Signature]



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

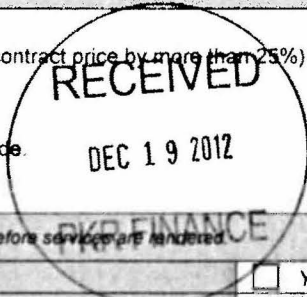
135068

EFFECTIVE DATE

12-21-12

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

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



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

3. Is this expenditure related to a construction project?

Yes No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes, attach explanation)

Yes No

Vendor Name: Jeff Ellis & Associates - E&A

Subject: Training and Certification-Bahama Beach Waterpark Department: Park and Recreation

Action Requested: Approval of agreement with Jeff Ellis & Associates (E&A) to provide Lifeguard Instructor, Lifeguard & Waterpark Attendant Certifications and International Lifeguard Training Program Annual Review for services at Bahama Beach Waterpark. E&A will provide (1) Annual Audit Review for \$700, (60) ILTP Textbook and Course Completion Certification for \$3,300, (2) ILTP Lifeguard Instructor Original Training for \$800, (1) ECSI FA/CPR/AED Teaching Package for \$239.75, (4 sets) ECSI FA/CPR/AED Waterpark Attendant Certification for \$340 and include Annual Authorized Provide Fee for \$300. All shipping, handling and other course code fees for a total cost not to exceed \$5,679.75. Contact: Richard Sharnsky 214-671-0821

Contract Term: 1/1/13 To 9/30/2013

Background: Bahama Beach Waterpark is operated by Dallas Park and Recreation Department. Instructors, Lifeguards, Waterpark Attendants and Reviews/Audits services are essential for ensuring the safe operation of the Waterpark. Jeff Ellis & Associates is a recognized leader in the provision of water safety training and services and it particularly specializes in servicing Waterparks.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
001	PKR	5164		3070		PKRGT 13B007	VS0000069266	5,679.75

Project No.: Commodity Code: 99058 Financing: Current Funds

Change Order No	Original CR/AA No	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage

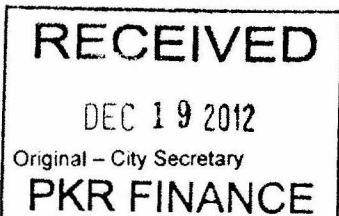
MWBE INFORMATION- Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

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

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

By Department Director: Richard Sindig 12/19/12 DATE

Approved as to form by City Attorney: Christine Lanna 1-7-13 DATE



By Assistant City Manager: [Signature] 12/21/12 DATE

Max W. Wells, President Park and Recreation Board

REV 09/2012



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

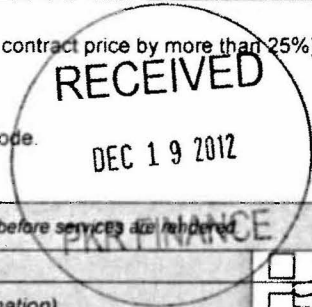
135069

EFFECTIVE DATE

12-21-12

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

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



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

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

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

Vendor Name: National Aquatic Safety Company, LLC

Subject: Slide Inspection, Training & Indexes at Bahama Beach Waterpark

Department: Park and Recreation Department

Action Requested: Approval of a Contract/Agreement with National Aquatic Safety Company (NASCO) to provide Water Slide Inspection, (2) Lifeguard Indexes and Kick-Off Training. Water Slide Inspection will be provided for \$900.00 that will meet the Texas Department of Insurance inspection requirements as set forth in TAC §§5.9001 – 5.9014 and in Chapter 2151, Texas Occupations Code, will conduct two (2) Lifeguard Indexes for \$1200.00 each and one (1) Lifeguard Kick-Off Training for \$600.00. Travel Expenses will not exceed \$3900.00 for all programs. Total cost for \$7800.00.

Contract Term: 3-1-2012 To 9-31-2013

Background: Bahama Beach Waterpark is operated by Dallas Park and Recreation Department. Lifeguard Indexes (audits), Equipment Inspection are essential for ensuring the safe operation of Bahama Beach Waterpark. NASCO is a leader in Aquatic Safety with its programs and assessments. Contact: Richard Sharnsky 214-671-0821

FUND	DEPT	UNIT	ACTV	OBJ	PROGRA M	ENCUMBRANCE	VENDOR	AMOUNT
001	PKR	5164		3070		PKRCT 13B008	VC0000004178	\$7,800.00

Project No.:	Commodity Code:	99058	Financing	Current Funds		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage

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

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

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

[Signature] 12-19-12 *[Signature]* 1-7-13

DATE DATE

By Department Director

RECEIVED

Original - DEC 19 2012

[Signature]

By Assistant City Manager

Approved as to form by City Attorney

DATE 12/21/12

[Signature]

Max W. Wells, President
Park and Recreation Board



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135070

EFFECTIVE DATE

12/28/2012

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

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

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

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

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

Vendor Name: Foundation Center

Subject: Annual membership for Cooperating Collection Department: Library

Action Requested: Authorize payment of annual membership to Foundation Center for 2013, 2014, and 2015. \$2985.00
Contract Term: 1/1/2013 To 12/31/2015

Background: The Dallas Public Library is a member of the Cooperating Collections Network for the Foundation Center. As a member, the Library receives access to online and print resources about grants and non-profits, plus training and other assistance from the Foundation Center.
Local non-profits utilize the collection and services to seek funding for their organizations.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0729	LIB	6342		3361		CT-LIB13-6342A013	190507	\$2985.00

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

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

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

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

By Department Director *[Signature]* 12/21/12 DATE

Approved as to form by City Attorney *[Signature]* 01/09/2015 DATE

By Assistant City Manager *[Signature]* 12/28/12 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135071

EFFECTIVE DATE

12/28/2012 ES

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

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

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

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

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

Vendor Name: Morningstar, Inc.

Subject: Online access to Morningstar Investment Center Database Department: Library

Action Requested: Authorize an agreement and payment for Morningstar Investment Center for 1 year - \$8,226
Contract Term: 10/25/2012 To 10/25/2013

Background: The Morningstar Investment Research Center is a financial investing reference and research database, providing access to data on companies, funds, ETFs, markets, and investment portfolio analysis. The service provides access to proprietary Morningstar screening tools and retirement and college savings calculators.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	LIB	5392		3341		CT-LIB13-5392A012	VS0000016413	\$8,226.00

Project No.:	Commodity Code:	Financing

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

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

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

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

By Department Director *[Signature]* 12/21/12 DATE

Approved as to form by City Attorney *[Signature]* 01/04/2013 DATE

By Assistant City Manager *[Signature]* 12/28/12 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135072

EFFECTIVE DATE

12/20/2012 ES

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

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

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

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

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

Vendor Name: Director of US Patent & Trademarks

Subject: Annual fee for Patent and Trademark Depository Program Department: Library

Action Requested: Authorize payment of annual fee for USPTO products and services provided by the Patent and Trademark Depository Library Program - \$50.00

Contract Term: 10/1/2012 To 9/30/2013

Background: The Dallas Public Library is a designated Patent and Trademark Depository. As a member, the Library receives access to products and services about patents and trademarks. This information is utilized by customers researching patents and trademarks.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
Funding:	0001	LIB	5392		3099		CT-LIB13-5392A017	157937	\$50.00

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

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

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

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

[Signature]
By Department Director

12/21/12
DATE

[Signature] 01/04/2013
Approved as to form by City Attorney DATE

[Signature]
By Assistant City Manager 12/28/12 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135073

EFFECTIVE DATE

12/20/2012 ES

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

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

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

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

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

Vendor Name: American Library Association

Subject: Annual Membership Department: Library

Action Requested: Authorize payment of annual membership to American Library Association - \$3130.00
Contract Term: 1/1/2013 To 12/31/2013

Background: The American Library Association is the professional membership organization for libraries in the United States. Membership provides access to professional journals as well as best practices and procedures related to the profession.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	LIB	5392		3341		CT-LIB13-5302C018	931029	\$3130.00

Project No.: _____ Commodity Code: _____ Financing: _____

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

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

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

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

[Signature]
By Department Director

12/21/12
DATE

[Signature]
Approved as to form by City Attorney DATE 01/04/2013

[Signature]
By Assistant City Manager

12/28/12
DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135074

EFFECTIVE DATE

12/28/2012 *ES*

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

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

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

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

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

Vendor Name: Amigos Library Services

Subject: Courier Service and Membership fee **Department:** Library

Action Requested: Authorize the payment of Courier Service (TExpress) - \$3,976 and Amigos Annual Membership Fee - \$3,500 – total \$7,476.00

Contract Term: 9/1/2012 To 8/31/2013

Background:

Courier Service: The Texas State Library and Archives Commission in conjunction with Amigos Library Services coordinate courier service for libraries in Texas. The goal of the TexShare ILL / Courier (TExpress) program is to promote resource sharing, improve ILL services among member libraries, and to provide faster, more cost effective delivery of interlibrary loan materials in Texas. TExpress service offers a five day-a-week pickup and delivery service for participating libraries.

Membership fee: Amigos Library Services is a not-for-profit, membership-based organization dedicated to serving libraries. Membership allows us access to training and discounts for library services.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
Funding:	0001	LIB	5391		3099		CT-LIB13-5391A011	206886	\$3,976.00
	0001	LIB	5391		3340		CT-LIB13-5391A014	206886	\$3,500.00

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

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

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

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

KSM
By Department Director

12/21/12
DATE

Sh S McDaniel 01/04/2013
Approved as to form by City Attorney DATE

J. [Signature]
By Assistant City Manager

12/28/12
DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135075

EFFECTIVE DATE

12/28/2012 ES

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

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

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

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

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

Vendor Name: Texas State Library and Archives Commission

Subject: TexShare databases participation fee Department: Library

Action Requested: Authorize the payment of the TexShare Participation Fee - \$24,279

Contract Term: 9/1/2012 To 8/31/2013

Background: The TexShare Database Program provides electronic database resources to 700 public, academic, and libraries of clinical medicine throughout the state at a significant cost savings. These databases are research tools available 24 hours a day in the homes or offices of registered patrons of participating Texas libraries. They provide full-text articles from journals, newspapers, magazines, and many other sources. Entire books can be read online. Database topics include homework help for students, health information, business information, biography and genealogy, as well as literature and archival information. In FY12, Dallas Public Library customers viewed over 341,000 articles.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	LIB	5392		3341		CT-LIB13-5392A010	265487	\$24,279.00

Project No.: Commodity Code: Financing

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

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

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

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

By Department Director

12/21/12 DATE

Approved as to form by City Attorney DATE 01/04/2013

By Assistant City Manager

12/28/12 DATE



CITY OF DALLAS

RECEIVED

2013 JAN 11 AM 11:38

CITY SECRETARY
DALLAS, TEXAS

Memorandum

DATE: January 11, 2013

TO: Rosa A. Rios, City Secretary

SUBJECT: Correction to Administrative Action No. 13-5076, Dated 12/21/2012

Please add the following correction as part of the permanent record:

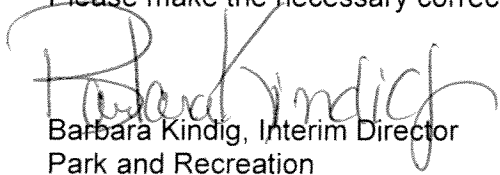
FROM: Dallas County Schools
Fund 0001, Department PKR, Unit 5071, Object 3060
CT-PKRCT12J001
Commodity 91200, Vendor 349114

Section - Action Requested: \$224,100

TO: Dallas County Schools
Fund 0001, Department PKR, Unit 5071, Object 3060
CT-PKRCT12J001
Commodity 91200, Vendor 349114

Section - Action Requested: \$224,110

Please make the necessary corrections to your records.


Barbara Kindig, Interim Director
Park and Recreation

RAR 1/15/13
[Signature] 1/14/13



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135076

EFFECTIVE DATE

12-21-12

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

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

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

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

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

Vendor Name: Dallas County Schools

Subject: Bus Transportation Services **Department:** Park and Recreation

Action Requested: Amendment to the non-bid interlocal agreement with Dallas County Schools to add \$29,000 to the existing contract of \$224,100 for transportation services.

RESOLUTION #: 121036

Contract Term: May 11, 2012 To May 11, 2013

Background: The City of Dallas entered into an interlocal agreement with Dallas County Schools on May 11, 2012 to provide transportation services on an as needed basis for Park and Recreation Department programs. After the contract award Dallas County lowered the bus seating capacity from 65 to 50 youth therefore increasing the need for additional bus usage. This amendment will address the program transportation needs for participants in various activities subject to the terms and conditions of the agreement.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	PKR	5071		3060		PKRCT12J001	349114	\$29,000

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	12-1036	04/11/12	\$224,100	\$0	\$29,000	12.94%

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

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

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

By Department Director: [Signature] 12-14-12 DATE

Approved as to form by City Attorney: [Signature] 1-7-13 DATE

By Assistant City Manager: [Signature] 12/21/12 DATE

Max W. Wells, President
Park and Recreation Board

Original - City Secretary: [Signature]



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135077

EFFECTIVE DATE

JAN 2 2013

CITY OF DALLAS

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

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

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

CITY SECRETARY
DALLAS, TEXAS

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

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

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

Vendor Name: Mountain View College / Dallas County Community College District

Subject: Welding and Fabrication Classes **Department:** Trinity Watershed Management

Action Requested: Authorize a contract with Mountain View College for job required training in welding and fabrication for Pump and Shop Mechanics of the Flood Control Division.
Contract Term: 01/10/13 to 06/30/12

Background: The Flood Control Division has lost experienced mechanics trained in all aspects of their duties. Welding and fabrication are necessary functions of their job duties. Management must ensure these employees receive proper training which is very important for operations.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0061	SDM	4792	SD01	3361		SDM4792BM18	VS0000024413	\$3500

Project No.: _____ **Commodity Code:** 92400 **Financing:** Current SDM Funds

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

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

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

[Signature] Approval: Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.

[Signature] 12/24/12
By Department Director DATE

[Signature] 1/8/13
Approved as to form by City Attorney DATE

[Signature] 1/2/13
By Assistant City Manager DATE

135078

Memorandum

RECEIVED

2015 JAN 12 AM 10:23

CITY OF DALLAS
DALLAS, TEXAS



CITY OF DALLAS

DATE January 12, 2015

TO Rosa Rios
City Secretary

SUBJECT Correction to Administrative Action #13-5078 dated November 26, 2012

Please add the following correction as part of the permanent record:

FROM:

FUND 10RP, DEPT. HOU, UNIT 807D, ACTV. HO93
OBJ 4111, Program #PBCD0004, ENCUMBRANCE# PBW06P647G1
VENDOR #VS0000007942, AMOUNT \$5,538.27

TO:

FUND 2U53, DEPT. HOU, UNIT S803, ACTV. HOIN
OBJ 4111, Program #PBCD0004, ENCUMBRANCE# PBW06P647G1
VENDOR #VS0000007942, AMOUNT \$5,538.27


Bernadette Mitchell, Interim Director
Housing/Community Services Department

Attachment

- c: Candi Chamber – Public Works Department
- Lap Trinh – Public Works Department
- Haytham Hassan – Public Works Department
- Cobbie Ransom – Planning and Neighborhood Vitality
- Brenda Washington-Sparks – Housing/Community Services

RAR 1/14/15
8/14/15



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135078

EFFECTIVE DATE

CITY OF DALLAS

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

11-26-12 DWS

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

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

RECEIVED
 2013 JAN -9 PM 12:11
 CITY SECRETARY
 DALLAS, TEXAS

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

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

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

Vendor Name: Neel-Schaffer, Inc.

Subject: Pedestrian Group 06-3013
 North Zang Boulevard at West Davis Street Median Enhancement - PBCD0004

Department: Public Works

Action Requested: Authorize Supplemental Agreement No. 2 to professional services contract with Neel-Schaffer, Inc. for the North Zang Boulevard at West Davis Street Median Enhancement in the amount of \$19,270.00. This action will increase the contract amount from \$232,054.60 to \$251,324.60.

Contract Term: May 2011 To February 2013

Background: A professional services contract with Neel-Schaffer, Inc. was approved by City Council on May 25, 2011 for Pedestrian Group 06-3013. On February 8, 2012, North Zang Boulevard at West Davis Street Median Enhancement was added to the original professional services contract. This action will revise the previously approved concept plan due to maintenance issues.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
10RP	HOU	807D	HO93	4111	PBCD0004	PBW06P647G1	VS0000007942	\$19,270.00

Project No.: PBCD0004 Commodity Code: Financing FY10-11 CDBG Reprogrammed

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
S.A. #2	11-1301	5-25-2011	\$150,944.60	\$81,110.00	\$100,380.00	66.50%

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

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

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

By Department Director: [Signature] 1/20/12 DATE Approved as to form by City Attorney: [Signature] 12-5-12 DATE

By Assistant City Manager: [Signature] 11/26/12 DATE



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135079

EFFECTIVE DATE

12-28-12 by *br*

CITY OF DALLAS

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

RECEIVED
2013 JAN -9 PM 4: 10
CITY SECRETARY
DALLAS TEXAS

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

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

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

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

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

Vendor Name: **DALLAS SUMMER MUSICALS, INC.**

Subject: **Professional Services** Department: **Office of Cultural Affairs**

Action Requested: Authorization is requested to procure the services of Dallas Summer Musicals, Inc to present the production of, "Catch Me If You Can" which will be presented at the Music Hall in Fair Park. This is a production that is being produced in their 2013 season. There will be sixteen performances at the Music Hall from February 12 - 24, 2013.

Contract Term: 12/30/12 To 2/25/13

Background: Dallas Summer Musicals premiered on June 12, 1941 at the Band Shell at Fair Park. Since then it has grown and moved into the Music Hall. Dallas Summer Musicals offers a year- round performances of live theatrical entertainment. It is now in its 73rd season and also serves the community through education and outreach programs. The fee for this service is **\$48,440** to be paid as follows: **one (1) payment of 75% or \$36,330** of the total awarded amount upon receipt of the consultant's first invoice, and **one (1) payment of 25 %, or \$12,110**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836S068	VS0000049924	\$48,440

Project No.:	Commodity Code: 96173			Financing	Current Funding	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage

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

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

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

Meric _____ *12-21-12* _____ *Christine Lammers* *1-9-13*
 By Department Director DATE Approved as to form by City Attorney DATE

_____ *12/28/12*
 By Assistant City Manager DATE



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135080

EFFECTIVE DATE

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

RECEIVED
 2012 JAN -9 PM 4:11
 CITY SECRETARY
 DALLAS, TEXAS

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

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

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

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

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

Vendor Name: **WOMEN'S CHORUS OF DALLAS**

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **Women's Chorus of Dallas** to present five (5) season subscription performances to be held in December, 2012 at the Wylie Theater, March, 2013 at various locations in Dallas in honor of Women's History Month, a May, 2013 at the Texas Discovery Gardens for a Mother's Day concert and a Summer Sing-Along in June. The Chorus will also perform at least 5 community outreach programs throughout the metro area.

Contract Term: 12/30/12 To 6/30/13

Background: Women's Chorus of Dallas was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$4,260.00** to be paid as follows: one (1) payment of 75% or **\$3,195** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$1,065**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836T017	239712	\$4,260.00

Project No.: Commodity Code: 96157 Financing Current Funding

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

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
\$	\$	\$4,260	\$		

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

By Department Director

 12-21-12
 DATE

 Approved as to form by City Attorney

 1-9-13
 DATE

By Assistant City Manager

12/28/12
 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135081

EFFECTIVE DATE

12-28-12

RECEIVED
CITY SECRETARY
DALLAS, TEXAS
JAN -9 PM 4:11

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

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

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

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

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

Vendor Name: **LA REUNION TEXAS** ✓

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **La Reunion Texas** to produce three programs called 'Found Object Art' that will be a collaboration with the Nasher Sculpture Center and DISD students, that will end in March 2013, "Site and Sound" involving site specific installations and "Easter Art" a program aimed toward family involvement. They will also continue their artist residency program that has become a valuable part of their programming.

Contract Term: 12/30/12 To 6/30/13

Background: La Reunion Texas was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$4,260.00** to be paid as follows: one (1) payment of 75% or **\$3,195** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$1,065**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836T028	VS0000026463	\$4,260.00

Project No.: _____ Commodity Code: 96157 Financing Current Funding

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

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

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

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

By Department Director  DATE 12/28/12

Approved as to form by City Attorney  DATE 1-9-13

By Assistant City Manager  DATE 12/28/12



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135082

EFFECTIVE DATE

12-28-12 RECEIVED
CITY SECRETARY
DALLAS TEXAS
JAN - 8 PM 4: 11

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

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

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

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

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

Vendor Name: **VIDEO ASSOCIATION OF DALLAS**

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **Video Association of Dallas** to produce three events in this fiscal year that showcase local film making talent in Dallas: "24hr Online Video Race," "Guts and Glory," and "VideoFest." The annual VideoFest will be held in September 2013. This celebration of the video art, storytelling, and media will be held at the Dallas Museum of Art.

Contract Term: 12/30/12 To 9/30/13

Background: Video Association of Dallas was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$3,000.00** to be paid as follows: one (1) payment of 75% or **\$2,250** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$750**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836T029	265705 ✓	\$3,000.00

Project No.: Commodity Code: 96157 Financing: Current Funding

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

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

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

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

By Department Director *[Signature]* DATE 12/28/12 Approved as to form by City Attorney *[Signature]* DATE 1-9-13

By Assistant City Manager *[Signature]* DATE 12/28/12



ADMINISTRATIVE ACTION

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

CITY OF DALLAS

ADMINISTRATIVE ACTION

135083

EFFECTIVE DATE

12-28-12 by (SV)

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$7,000 or less (may not increase original contract price by more than 25%)
- c. Professional/Personal/Planning/Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79 (c) of the City Code.
- f. Other (explain on attachment)

RECEIVED
2013 JAN -9 PM 4: 11
CITY SECRETARY
DALLAS, TEXAS

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

3. Any Administrative Actions to this vendor for this service in the last 12 months?

YES NO If YES, attach explanation. Additionally, if the total for the current fiscal year exceeds \$50,000, Council approval is required for Professional/Personal/Planning or other non-bid contracts. Refer to Administrative Directive 4-5, section 9. Approval by AA is required for all other bid contracts \$70,000 or less.

4. Is this expenditure related to a construction project? YES NO

Vendor Name: Nerwin & Martin & Glenn, LLC ✓

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Nerwin & Martin & Glenn, LLC to provide transportation services of the Witliff Collection art exhibition from Texas State University to the Latino Cultural Center in January 2013.

Contract Term: Dec 1, 2012 To Mar 1, 2013

Background: Nerwin & Martin & Glenn, LLC was selected to provide professional art transportation services for the Latino Cultural Center's art exhibition. The all-inclusive fee for this service will not exceed One Thousand and Fifty Dollars. Consultant understands that the City of Dallas will pay for services in one installment of \$1,050.00 within 45-60 days of contract execution and completion of services.

Funding:	FUND	AGY.	UNIT	ACTV.	OBJ.	JOB	ENCUMBRANCE NO.	VENDOR NO.	AMOUNT
	0001	OCA	4805		3089		OCA4805S065 ✓	VS0000075230 ✓	\$1,050.00

Project No.: Community Code: 96207 Financing: Current Funds

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

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

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

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

Merrill

*By Department Director

12-27-12

DATE

Christine Lammers 1-9-13

Approved as to form by City Attorney

DATE

J. P. ...

By Assistant City Manager

12/28/12

DATE

*Item to be signed by Director only.

Original City Secretary



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135084

EFFECTIVE DATE

12-28-12 by [signature]

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$7,000 or less (may not increase original contract price by more than 25%).
- c. Professional/Personal/Planning/Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79 (c) of the City Code.
- f. Other (explain on attachment)

RECEIVED
2013 JAN -9 PM 4: 11
CITY SECRETARY
DALLAS, TEXAS

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

3. Any Administrative Actions to this vendor for this service in the last 12 months?

YES NO If YES, attach explanation. Additionally, if the total for the current fiscal year exceeds \$50,000, Council approval is required for Professional/Personal/Planning or other non-bid contracts. Refer to Administrative Directive 4-5, section 9. Approval by AA is required for all other bid contracts \$70,000 or less.

4. Is this expenditure related to a construction project?

YES NO

Vendor Name: Lea Ybarra ✓

Subject: Professional Services

Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Lea Ybarra for a presentation on January 24, 2013 at 7 p.m. as part of the Latino Cultural Center Lecture Series.

Contract Term: Dec 1, 2012 To Mar 1, 2013

Background: Lea Ybarra is a professor and author selected to participate in the Latino Cultural Center Lecture Series. The all-inclusive fee for this service will not exceed Seven Hundred and Fifty Dollars. Consultant understands that the City of Dallas will pay for services in one installment of \$750.00 within 30 days of completion of services.

Funding:	FUND	AGY.	UNIT	ACTV.	OBJ.	JOB	ENCUMBRANCE NO.	VENDOR NO.	AMOUNT
	0001	OCA	4805		3089		OCA4805S067 ✓	VS0000075345 ✓	\$750.00

Project No.: Community Code: 96207 Financing: Current Funds

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

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

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

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

[Signature]
 *By Department Director

12-27-12
 DATE

[Signature]
 Approved as to form by City Attorney
 DATE

[Signature]
 By Assistant City Manager
 DATE 12/28/12

*Item to be signed by Director only.



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135085

EFFECTIVE DATE

12-28-12 by [Signature]

RECEIVED
CITY SECRETARY
DALLAS, TEXAS
JAN-9 PM 4:11

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

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

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

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

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

Vendor Name: Jason Davis ✓

Subject: Professional Services Community Artists Program Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Jason Davis to present a four part workshop series: Kwanzaa Community Choir Rehearsal. The workshop will include teaching community members songs for Kwanzaa. This also includes leading the community in song during the Kwanzaa Parade and Umoja Rally at the Pan African Connection Resource Center.

Contract Term: Jan 1, 2013 to March 15, 2013

Background: Jason Davis was selected through a panel process to participate in the Neighborhood Touring Program and continued on the 2012- 2013 Community Artists Program roster. The Community Artists Program provides an opportunity for Dallas cultural and ethnic artists/organizations to present their artistry to citizens of Dallas through performance, exhibits, and educational services. The services offered through this program are provided free to the public. The fee for this service will not exceed \$900.00. Consultant understands that the City of Dallas will pay Consultants in one (1) payments of \$900.00, within fifteen (15) working days from receipt of Consultant's invoice. An invoice will be submitted upon completion of each service. All service dates and times are subject to OCA approval.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4878		3089	CAP	OCA4878U014	VS0000073294	\$900.00

Project No.: Commodity Code: 96104 Financing: Current Funding

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

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
	\$900.00	\$	\$	\$	

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

By Department Director: [Signature] 12/27/12 DATE

Approved as to form by City Attorney: Christine Lamm [Signature] 1-9-13 DATE

By Assistant City Manager: [Signature] 12/28/12 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135086

EFFECTIVE DATE

12-28-12

RECEIVED
CITY SECRETARY
DALLAS, TEXAS
JAN 9 PM 4:11

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

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

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

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

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

Vendor Name: **DALLAS INSTITUTE OF HUMANITIES AND CULTURE**

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Dallas Institute of Humanities and Culture to present the 8th annual Martin Luther King Jr. Symposium, celebrating Dr. King's legacy for the future of America by focusing on a particular aspect of his Civil Rights leadership. The event will include key note speaker, Rev. Dr. Calvin Butts of Abyssinian Baptist Church in New York. There will also be a Teen Symposium earlier in the day. It will take place on January 21, 2013 at the Dallas City Performance Hall in the Arts District.

Contract Term: 12/30/12 To 1/28/13

Background: Dallas Institute of Humanities and Culture was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is \$3,350.00 to be paid as follows: one (1) payment of 75% or \$2,512 of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or \$838, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836T005	VS0000027223	\$3,350.00

Project No.: Commodity Code: 96157 Financing Current Funding

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

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

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

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

[Signature]
By Department Director

12/28/12
DATE

[Signature] M.S.
Approved as to form by City Attorney DATE 1-9-13

[Signature]
By Assistant City Manager

12/28/12
DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135087

EFFECTIVE DATE

12-28-12 #112 (2) (2)

RECEIVED
CITY SECRETARY
DALLAS, TEXAS
JAN - 9 PM 4: 11

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

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

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

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

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

Vendor Name: Jesus Evelio Flores

Subject: Professional Services Community Artists Program Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Evelio Flores and the 16 member group Mitotiliztli Yaotollohtli to present two (2) 50 minute performances in the cultural and artistic tradition of the Mexihua-Nahuatl (Aztec) dancing and singing.

Contract Term: Jan 1, 2013 to Sept. 15, 2013

Background: Evelio Flores was selected through a panel process to participate in the Neighborhood Touring Program and continued on the 2012- 2013 Community Artists Program roster. The Community Artists Program provides an opportunity for Dallas cultural and ethnic artists/organizations to present their artistry to citizens of Dallas through performance, exhibits, and educational services. The services offered through this program are provided free to the public. The fee for this service will not exceed \$900.00. Consultant understands that the City of Dallas will pay Consultants in two (2) payments of \$450.00, within fifteen (15) working days from receipt of Consultant's invoice. An invoice will be submitted upon completion of each service. All service dates and times are subject to OCA approval.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4878		3089	CAP	OCA4878U015	VS0000018327	\$900.00

Project No.: Commodity Code: 96104 Financing: Current Funding

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

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
	\$900.00	\$	\$	\$	

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

By Department Director: [Signature] DATE: 12/27/12 Approved as to form by City Attorney: [Signature] DATE: 1-9-13

By Assistant City Manager: [Signature] DATE: 12/28/12



CITY OF DALLAS

ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135088

EFFECTIVE DATE

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

1/3/13
CITY SECRETARY
DALLAS, TEXAS
2013 JAN -9 PM 4:24
RECEIVED

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 35%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment)

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

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

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

Vendor Name: System Innovators, Inc.

Subject: Automated Cashiering System Maintenance **Department:** Communication & Information Services

Action Requested: Authorize a project change order for interface development and peripheral hardware to change the way iNovah sends tender information to POSSE.

Contract Term: _____ to _____

Background: In 1996, the City entered into an agreement with System Innovators, Inc. to purchase, install and maintain an automated cashiering system (resolution #96-1621). In 2004, the contract was amended to allow the City to receive an upgrade to the software system and migrate to the software RevenueCollector (resolution #04-0426). Council resolution 11-3214 authorized the Sixth Amendment to the contract for an upgrade to iNovah and 60-months of maintenance and support. Additional funds are needed to further customize the system to ensure that customer payments are processed correctly.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0150	DEV	3141		2731		DSV13INOVAH	349363	\$6,240.00
							TOTAL:	\$6,240.00

Project No:	NA	Commodity Code:		Financing:	Current Funds-Subject to Annual Appropriations		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage	
2	11-3214	12/14/2011	\$298,236.00	\$14,878.00	\$21,118.00	7%	

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

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

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

William F. Mil 1/3/2013 [Signature] 12-20-12
 By Department Director DATE Approved as to form by City Attorney DATE

[Signature] 1/3/13 _____
 By Assistant City Manager DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135089

EFFECTIVE DATE

JAN 4 2013

CITY SECRETARY
DALLAS, TEXAS

2013 JAN -9 PM 4: 25

RECEIVED

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

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

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

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

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

Vendor Name: Orion Communications, Inc.

Subject: Change Order to Add Scope of Services **Department:** Communication & Information Services

Action Requested: Authorize Supplemental Agreement 2 to include: (1) a new scope of work for the setup of a Virtual Viewer Test Environment; (2) the software upgrade to Coldfusion Release 9.0; and (3) a change order to remove the date of birth display in the arrest reports for Virtual Viewer www.dallaspolice.net public site and in the arrest reports Public Release link.

Contract Term: _____ to _____

Background: Virtual Viewer is a critical reporting application used by multiple entities within the City of Dallas including the Dallas Police Department. This administrative action will address several outstanding issues with the Virtual Viewer production release and create a test version of the application which can be utilized for testing new software development and requirements. Last action was Supplemental Agreement 1 to add funds to the initial maintenance contract authorized by Council resolution 12-1715.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	DPD	2113		3070		DSV13ORIONVV	VS0000002140	\$7,200.00
TOTAL:								\$7,200.00

Project No:	NA	Commodity Code:		Financing:	Current Funds	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	11-0156	1/12/2011	\$223,870.00	\$172,765.00	\$179,965.00	80%

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

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

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

William Finch
By Department Director

1/3/2013
DATE

Dana
Approved as to form by City Attorney

12-28-12
DATE

Jill Jordan
By Assistant City Manager

1/4/13
DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION
135090

EFFECTIVE DATE
SEP 20 2012

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:
- a. Low bid contracts of at least \$25,000 but not more than \$50,000.
 - b. Change orders for low bid contracts: \$25,000 or less (may not increase original contract price by more than 25%).
 - c. Professional/Personal/Planning/Other Service contracts: \$25,000 or less.
 - d. Amendments to non-bid contracts: \$25,000 or less, per City Code Sec. 2-37. 1.1.
 - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79 (c) of the City Code.
 - f. Other (explain here or on attachment) SOUTH DALLAS FAIR PARK TRUST FUND GRANT DP
2. Attach all supporting documents including bid information as required.
3. Any Administrative Actions to this vendor for this service/commodity in the last 12 months? YES NO
- (If YES, attach explanation.) (Also, if the total for the current fiscal year exceeds \$25,000, Council approval is required.)

VENDOR NAME: **Baylor Health Care System/Diabetes Wellness Institute**

SUBJECT CBN Grant

DEPARTMENT Office of Economic Development
South Dallas/Fair Park Trust Fund

ACTION REQUESTED: Approval for a South Dallas/Fair Park Trust Community Based Non-Profit Grant not to exceed \$16,500 to authorize and make payable to the Baylor Health Care System/Diabetes Wellness Institute.

NOT RELATED TO A CONSTRUCTION PROJECT. DP

August 7, 2012 to August 7, 2013

BACKGROUND: On June 13, 2012, the South Dallas/Fair Park Trust Fund approved a CBN Grant in the amount of \$16,500 to authorize and make payments on behalf of the Baylor Health Care System/Diabetes Wellness Institute to partially underwrite the Grantee's Dilated Eye Exams Program. The SD/FPTF grant will be used in the target area, census tracts 25, 27.01, 27.02, 28, 29, 34, 35, 36, 37, 38, 39, 39.02 and 40.

17 SEP 20 12
ALLAS, TEX

FUNDING FUND	AGY.	ORG.	ACTV.	OBJ DP	JOB	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
0351	ECO DP	0448		3016		ECO120448D022	VS0000075659	\$16,500

PROJECT NO.: _____ COMMODITY CODE: _____ FINANCING: _____

M/WBE INFORMATION - Prime and Subcontractors

Indicate amount to each group:

African-American \$ _____ Hispanic \$ _____

Caucasian - Female \$ _____

Other Minority (Asian-Pacific, Asian-American, Native American) \$ _____

M/WBE Certification No. _____

CHANGE ORDER DATA

Change Order No. _____ Original CR/AA No. _____

Original CR/AA Date _____ Original CR/AA Amount _____

Total of Previous Change Orders _____

Change Amount Including this Order _____

Total Change Order Percentage _____

APPROVAL 8-7-12

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

BY DEPARTMENT DIRECTOR _____ DATE _____

BY ASSISTANT CITY MANAGER _____ DATE _____

Approved as to form _____ DATE _____

BY CITY ATTORNEY _____ DATE _____



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135091

EFFECTIVE DATE

DEC 13 2012

CITY OF DALLAS

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

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

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

RECEIVED
2013 JAN 10 PM 2:43
CITY SECRETARY
DALLAS, TEXAS

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

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

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

Vendor Name: Life After Advocacy Group, Inc.

Subject: Challenge Grant Department: *ECC DP*

Action Requested: Approval for a South Dallas/Fair Park Trust Fund Challenge Grant not to exceed \$5,000 to authorize and make payable to the Life After Advocacy Group, Inc.

Contract Term: July 27, 2012 To July 27, 2013

Background: On June 13, 2012, the South Dallas/Fair Park Trust Fund Advisory Board approved a Challenge Grant in the amount of \$5,000 to authorize and make payments on behalf of the Life After Advocacy Group, Inc. to partially underwrite the Grantee's Victim to Survivor Protection Project. The SD/FPTF grant will be used in the target area census tracts 25, 27.01, 27.02, 28, 29, 34, 35, 36, 37, 38, 39, 39.02 and 40.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0351	<i>ECC DP</i>	<i>0448 DP</i>		<i>3016 DP</i>		<i>ECC120448A010 DP</i>	VS0000071601	\$5,000

Project No.: Commodity Code: Financing

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

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

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

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

By Department Director *Raul [Signature]* DATE *1/10/13*

Approved as to Form by City Attorney *Robert J. Sims* DATE *12/09/12*

Ty [Signature] DATE *12-13-12*

By Assistant City Manager



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION
135092
EFFECTIVE DATE
SEP 20 2012

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

- a. Low bid contracts of at least \$25,000 but not more than \$50,000.
- b. Change orders for low bid contracts: \$25,000 or less (may not increase original contract price by more than 25%).
- c. Professional/Personal/Planning/Other Service contracts: \$25,000 or less.
- d. Amendments to non-bid contracts: \$25,000 or less, per City Code Sec. 2-37. 1.1.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79 (c) of the City Code.

X f. Other (explain here or on attachment) SOUTH DALLAS FAIR PARK TRUST FUND GRANT

2. Attach all supporting documents including bid information as required.

3. Any Administrative Actions to this vendor for this service/commodity in the last 12 months? YES NO (If YES, attach explanation.) (Also, if the total for the current fiscal year exceeds \$25,000, Council approval is required.)

VENDOR NAME: Dallas Youth Elite Organization

SUBJECT Challenge Grant LBH DEPARTMENT Office of Economic Development South Dallas/Fair Park Trust Fund

ACTION REQUESTED: Approval for a South Dallas/Fair Park Trust Challenge Grant not to exceed \$5,000 to authorize and make payable to the Dallas Youth Elite Organization.

NOT RELATED TO A CONSTRUCTION PROJECT.

July 18, 2012 to July 18, 2013

BACKGROUND: On June 13, 2012, the South Dallas/Fair Park Trust Fund approved a Challenge Grant in the amount of \$5,000 to authorize and make payments on behalf of the Dallas Youth Elite Organization to partially underwrite the Grantee's Nutrition and Wellness Program. The SD/FPTF grant will be used in the target area, census tracts 25, 27.01, 27.02, 28, 29, 34, 35, 36, 37, 38, 39, 39.02 and 40.

FUNDING FUND	AGY.	ORG.	ACTV.	OBJ.	JOB	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
0351	<i>DP</i> ECO	0448		<i>DP</i> 3016		<i>DP</i> ECO120448D023	<i>DP</i> Vcom001388	\$5,000

PROJECT NO.: _____ COMMODITY CODE: _____ FINANCING: _____

M/WBE INFORMATION – Prime and Subcontractors

Indicate amount to each group:

African-American \$ _____ Hispanic \$ _____

Caucasian – Female \$ _____

Other Minority (Asian-Pacific, Asian-American, Native American) \$ _____

M/WBE Certification No. _____

CHANGE ORDER DATA

Change Order No. _____ Original CR/AA No. _____

Original CR/AA Date _____ Original CR/AA Amount _____

Total of Previous Change Orders _____

Change Amount Including this Order _____

Total Change Order Percentage _____

J. B. [Signature] APPROVAL 7-18-12

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

BY DEPARTMENT DIRECTOR *[Signature]* DATE 9/14/12

BY ASSISTANT CITY MANAGER *[Signature]* DATE 9/20/12

Approved as to form *[Signature]* DATE 9/24/12

BY CITY ATTORNEY

Memorandum

RECEIVED

2013 JAN 28 PM 4: 14

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE January 28, 2013

TO Rosa Rios
City Secretary

SUBJECT Correction to Administrative Action 13-5093 dated January 4, 2013

A previous correction memo was made on January 18, 2013. Please add the following correction as part of the permanent record:

On the Administrative Action form:

Action Requested: Authorize a professional services contract with SCS Engineers for environmental services associated with the new Trinity Forest Golf Course (PBSWM007) in the amount of \$29,500.00.

To:

Action Requested: Authorize a professional services contract with SCS Engineers for environmental services associated with the Simpkins Remediation (PBSWM007) project in the amount of \$29,500.00.



Liz Fernandez, P.E., LEED AP
Director
Trinity Watershed Management



THE TRINITY
DALLAS

ROR 1/29/13
R 1/29/13

Memorandum

RECEIVED

2013 JAN 18 AM 9:49

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

DATE January 18, 2013

TO Deborah Watkins
City Secretary

SUBJECT Correction to Administrative Action 13-5093 dated January 4, 2013

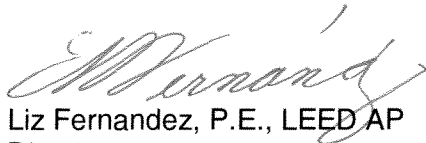
Please add the following correction as part of the permanent record:

On the Administrative Action form:

Subject: **Trinity Forest Golf Course** (PBSWM007)

To:

Subject: **Simpkins Remediation** (PBSWM007)



Liz Fernandez, P.E., LEED AP
Director
Trinity Watershed Management



THE TRINITY
DALLAS

rec 1/23/13
Rg 1/23/13



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135093

EFFECTIVE DATE

1/4/13 CC.

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

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

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

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

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

Vendor Name: Stearns Conrad and Schmidt, Consulting Engineers

Subject: Trinity Forest Golf Course (PBSWM007) Department: Trinity Watershed Management/Floodplain Management

Action Requested: Authorize a professional services contract with SCS Engineers for environmental services associated with the new Trinity Forest Golf Course (PBSWM007) in the amount of \$29,500.00.

Contract Term: January 2013 To July 2013

Background: This environmental services contract is needed to assist in the preparation of an application to be submitted and approved by the state regulatory agency, Texas Commission on Environmental Quality (TCEQ). SCS will conduct a limited field investigation and prepare an application to disturb the final cover of this former landfill.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0063	SDM	4796	SD01	3070	PBSWM007	CT - SDM4796BM01	VS0000010601	\$29,500.00

Project No.: PBSWM007 Commodity Code: 92500 Financing: Current SDM Fund

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

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

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

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

By Department Director: [Signature] 1/4/13 DATE

By Assistant City Manager: [Signature] 1/4/13 DATE

Approved as to form by City Attorney: [Signature] 1/10/13 DATE

RECEIVED
 2013 JAN 10 PM 3:55
 CITY SECRETARY
 DALLAS TEXAS



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135094

EFFECTIVE DATE

NOV 20 2012

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

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

RECEIVED
 2013 JAN 10 PM 1:01
 CITY SECRETARY
 DALLAS, TEXAS

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

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

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

Vendor Name: North Central Texas Council of Governments (NCTCOG)

Subject: Interlocal Agreement (ILA) for Regional Stormwater Management Program FY13 (RSWMP) Department: Trinity Watershed Management

Action Requested: Authorize a one year membership contract with NCTCOG for participation in the annual Interlocal Agreement Regional Stormwater Management Program.

Contract Term: 10-01-12 To 09-30-13

Background: Membership in the RSWMP allows for a shared cost cooperative approach to meeting the requirements of our Texas Municipal Separate Storm Sewer System Stormwater (MS4) discharge permit, and includes but is not limited to participation in regional water quality monitoring, outreach and education, and training programs that serve staff and residents of the City of Dallas. The Texas Commission on Environmental Quality (TCEQ) advocates local participation by cities in the Regional Stormwater management program, recognizing that pollutant transport by streams and rivers does not recognize local political boundaries.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
Funding:	0061	SDM	4908	SD01	3340		SDM4908BM16	066264	\$30,765

Project No.: Commodity Code: 92500 Financing: Current SDM Funds

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

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

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

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

[Signature]
By Department Director

11/10/12
DATE

[Signature] 1/10/13
Approved as to form by City Attorney DATE

[Signature]
By Assistant City Manager

11/20/12
DATE



ADMINISTRATIVE ACTION

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

CITY OF DALLAS

ADMINISTRATIVE ACTION

135095

EFFECTIVE DATE

12-28-12 BY SV

RECEIVED
2013 JAN 11 AM 8:38
CITY SECRETARY
DALLAS, TEXAS

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$7,000 or less (may not increase original contract price by more than 10%)
- c. Professional/Personal/Planning/Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79 (c) of the City Code.
- f. Other (explain on attachment)

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

3. Any Administrative Actions to this vendor for this service in the last 12 months?

YES NO If YES, attach explanation. Additionally, if the total for the current fiscal year exceeds \$50,000, Council approval is required for Professional/Personal/Planning or other non-bid contracts. Refer to Administrative Directive 4-5, section 9. Approval by AA is required for all other bid contracts \$70,000 or less.

4. Is this expenditure related to a construction project?

YES NO

Vendor Name: Kerry Doyle ✓

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Kerry Doyle to provide curatorial services for the Margarita Cabrera exhibition at the Latino Cultural Center in 2013.

Contract Term: Nov 15, 2012 To Mar 15, 2013

Background: Kerry Doyle was selected to provide professional curatorial services. The all-inclusive fee for this service will not exceed Two Thousand, Five Hundred Dollars (\$2,500). Consultant understands that the City of Dallas will pay for services in one installment of \$1,250 within 45 days of contract execution and one installment of \$1,250 within 30 days of completion of services.

Funding:	FUND	AGY.	UNIT	ACTV.	OBJ.	JOB	ENCUMBRANCE NO.	VENDOR NO.	AMOUNT
	0001	OCA	4805		3089		OCA4805S066	VS0000074900 ✓	\$2,500.00

Project No.: Community Code: 96207 Financing: Current Funds

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

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

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

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

[Signature]
*By Department Director

12-27-12
DATE

[Signature]
Approved as to form by City Attorney

MSL
1-10-13
DATE

[Signature]
By Assistant City Manager 12/28/12
DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135096

EFFECTIVE DATE

12/21/12 *JK*

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

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

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

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

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

Vendor Name: Elite News c/o Darryl Blair

Subject: Golf Cart Usage Agreement **Department:** Park and Recreation

Action Requested: Execute agreement allowing Elite News to use 18 4-passenger gasoline powered golf carts only in connection with the Martin Luther King Parades scheduled for Saturday, January 19, 2013 and Monday, January 21, 2013 to include event set-up, the event itself, and break-down in exchange for Elite News providing free advertisements for the City. The City may elect to run advertisements at no cost for the total value consistent with the value of the cost of the golf cart rental.

Contact Person: Barbara Kindig – (214) 670-4073

Contract Term: 1/18/2013 To 1/22/2013

Background: The agreement will allow Elite News, 2349 Cedar Crest Boulevard, Dallas, Texas, 75203, usage of golf carts only in connection with Martin Luther King Parades. The City will deliver golf carts on January 18, 2013 to the Tower Building located at Fair Park, 3809 Grand Avenue, Dallas, Texas, 75210 and Elite News must return to the same location no later than January 21, 2013. Elite News will be responsible for any damaged, stolen, or vandalized golf carts during the term of this agreement.

For over 25 years, Elite News has produced one of the largest Martin Luther King Day Parade celebrations in the nation. This annual parade allows the citizens of Dallas an opportunity to rally together to celebrate the life of this civic leader pioneer in observance of the national holiday.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0

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

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

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

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

Barbara Kindig 12-14-12 *Christine Lannen* 1-7-13
 By Department Director DATE Approved as to form by City Attorney DATE

Dupont 12/21/12
 By Assistant City Manager DATE

RECEIVED
 2013 JAN 18
 2:30
 CITY SECRETARY
 DALLAS TEXAS



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135097

EFFECTIVE DATE

JAN 11 2013

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

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

RECEIVED
 2013 JAN 11 PM 4:43
 CITY SECRETARY
 DALLAS, TEXAS

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

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

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

Vendor Name: Corona Solutions

Subject: Staff Resource Software Maintenance Department: Communication & Information Services

Action Requested: Authorize Supplemental Agreement 1 for continued maintenance and support of the OF Deploy (formerly Staff Wizard) software.

Contract Term: 3/1/2013 to 2/29/2016

Background: OF Deploy (formerly Staff Wizard) software is used by the Dallas Police Department's patrol division command staff as a personnel scheduling application to assign officers to patrol shifts and track manpower. Corona Solutions is the sole source provider of the maintenance and support for this product.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0198	DSV	1675		3438		DSV13CORONA	335538	\$6,000.00
0198	DSV	1675		3438		DSV14CORONA	335538	\$6,500.00
0198	DSV	1675		3438		DSV15CORONA	335538	\$7,000.00
TOTAL:								\$19,500.00

Project No:	NA	Commodity Code:	92045	Financing:	Current Funds-Subject to Annual Appropriations		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage	%

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

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

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

William Friel 1/9/2013 DATE
 By Department Director

Dawn J 12-26-12 DATE
 Approved as to form by City Attorney

Jill Juden 1/11/13 DATE
 By Assistant City Manager



ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION
135098
EFFECTIVE DATE
December 14, 2012

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

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

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

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

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

Vendor Name: Judith S. Nadler

Subject: 2013 Council Retreat Department: City Manager's Office

Action Requested: Authorize payment to Judith S. Nadler for services provided during the 2013 Dallas City Council Retreat.

Contract Term: _____

Background: The Dallas City Council Retreat is an annual event. During the retreat, the Mayor, City Council and key executive staff develop a strategic plan for the upcoming year.

RECEIVED
 2013 JAN 14 AM 9:11
 CITY SECRETARIAT
 DALLAS, TEXAS

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
Funding:	0001	BMS	1991	-	3099	-	2012DCCR	74490	\$30,000

Project No.: _____ Commodity Code: _____ Financing: _____

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

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

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

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

By Department Director 12/14/12 DATE

Approved as to form by City Attorney 12-17-12 DATE

By Assistant City Manager 12/14/12 DATE



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135099

EFFECTIVE DATE

CITY OF DALLAS

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

DEC 13 2012
CITY SECRETARY
DALLAS, TEXAS
2013 JAN 14 PM 2:27
RECEIVED

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

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

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

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

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

Vendor Name: Nelson Jones & NEGE, INC.

Subject: Maintenance Building C – Structural Assessment – DFRD - 5000 Dolphin Rd. Department: PBW

Action Requested: Authorize Consultant Agreement with Nelson Jones in the amount of \$23,500 for the structural assessment of Maintenance Building C – Dallas Fire Rescue Department – Dolphin Rd.
1. Structural assessment: \$16,500
2. Soils Investigation: \$7,000
3. Total Fee \$23,500

Contract Term: 10 - 2012 To 11-2012

Background: Maintenance C Building – DFRD has experienced water intrusion due to depreciated roofing and hail storm event on June 13, 2012. In addition it has been determined that identified columns have deteriorated appearance. In order to re-roof the building it is necessary to evaluate the building structure to ensure the building is stable before further work (re-roofing) can be accomplished.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
7T33	PBW	P756	MMCF	4114	PB06P756	PBW06P756A2	VS0000074339	\$23,500

Project No.: PB06P756 Commodity Code: Financing: 2006 Bond Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
NA	NA	NA	\$0	\$0	\$0	NA

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

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

Approval: [Signature] Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code. [Signature]

[Signature]
By Department Director DATE 12/13/12

[Signature]
Approved as to form by City Attorney DATE 1-9-13

[Signature]
By Assistant City Manager DATE 12/13/12



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135104

EFFECTIVE DATE

~~12/1/2012~~ 12/11/12

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

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

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

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

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

Vendor Name: VeriFYI, background screening division of Volunteer Center of North Texas, a 501(c)(3) nonprofit org.

Subject: Background Screening for Volunteers and Contract Fee Vendors
Department: Park and Recreation

Action Requested: Approve Administrative Action to perform criminal background screening on volunteers and contract fee vendors providing services in and around Park and Recreation facilities.

Contract Term: 12/1/12 To 9/11/15

Background: Please see attached

RECEIVED
2013 JAN 14 PM 2:42
CITY SECRETARY
DALLAS TEXAS

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	PKR	5071		3070		BMZ1237	52042	1,560

Project No.:	Commodity Code: 99052	Financing	Current Funds
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount
		Total Previous Change Orders	Change Amount Including this Order
		Total Change Order Percentage	

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

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

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

By Department Director: Paula Kindig 11-30-12 DATE
Approved as to form by City Attorney: Chuck Cannon 12-10-12 DATE

By Assistant City Manager: Max W. Wells 12/11/12 DATE
Park and Recreation Board

attest Dawn L. Ray
City Secretary



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135105

EFFECTIVE DATE

CITY OF DALLAS

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

January 15, 2013
WJW

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

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

RECEIVED
2013 JAN 15 10:53
CITY SECRETARY
DALLAS, TEXAS

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

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

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

Vendor Name: Wells Fargo Bank, National Association

Subject: Renew Paying Agent Contract Department: CCO

Action Requested: One-time two-year renewal of the paying agent/registrar services contract.

Contract Term: 05/01/2013 To 04/30/2015

Background: Council authorized the City Manager to execute a three year contract with one two-year renewal option with Wells Fargo, N.A. (VS0000047523) for paying agent/registrar services on March 10, 2010 File No. 10-0678. In addition to the \$1,000 paying agent fees the contract allows for a \$50.00 annual administration fee per bond issued under this contract.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
Funding:	0001	BMS	1125		3537			VS0000047523	750.00
	0100	DWU	7017		3803			VS0000047523	250.00

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
	10-0678	03/10/2010	\$1,000.00	0.00	0.00	0.00

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

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

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

By Department Director

1/8/13
DATE

Approved as to form by City Attorney

1/15/13
DATE

By Assistant City Manager

1-15-13
DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135106

EFFECTIVE DATE

1-11-13 by [Signature]

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

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

RECEIVED
2013 JAN 15 10:52 AM
CITY SECRETARY
DALLAS TEXAS

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

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

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

Vendor Name: **ASIAN FILM FESTIVAL OF DALLAS**

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **Asian Film Festival of Dallas** to present the 12th annual Asian Film Festival of Dallas to be held at the Magnolia Theatre July, 2013. The festival is designed to promote an understanding of diverse Asian and Asian American culture through the art form of cinema, and to support advancement of the work of Asian American filmmakers and artists.

Contract Term: 1/10/13 To 7/30/13

Background: Asian Film Festival of Dallas was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$2,000.00** to be paid as follows: one (1) payment of 75% or **\$1,500** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$500**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
S255	OCA	5547		3089		OCA4836T001	VS0000016157	\$2,000.00

(SV)

Project No.:	Commodity Code: 96157			Financing	Current Funding	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$2,000	

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 Assistant City Manager

DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135107

EFFECTIVE DATE

JAN 15 2013

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

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

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

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

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

Vendor Name: CBM Archives

Subject: CJIS Web v3.0 Software Maintenance Department: Communication & Information Services

Action Requested: Authorize the software license maintenance renewal for CJIS Web v3.0 software to provide access to the Texas Department of Public Safety fingerprint archives via the web.

Contract Term: 9/16/2012 to 9/15/2013

Background: The Texas Department of Public Safety archives criminal fingerprint cards. Electronic records of these cards are maintained by CBM Archives. Access by law enforcement agencies to these records is achieved over the internet through specific software sold by the vendor. The Crime Scene Response Section Latent Print Unit uses this access extensively for acquiring fingerprint cards of individuals for comparison to latent prints. The software is useful for one year at a time and must be re-purchased annually.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	DPD	2164		3438		DSV13CBMARC	VC0000010199	\$1,575.00
TOTAL:								\$1,575.00

Project No: NA Commodity Code: Financing: Current Funds

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

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

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

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

William Fencil 1/14/2013 By Department Director DATE

[Signature] 1-11-13 Approved as to form by City Attorney DATE

[Signature] 1/15/13 By Assistant City Manager DATE

RECEIVED
 2013 JAN 15 PM 1:13
 CITY SECRETARY
 DALLAS TEXAS



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135108

EFFECTIVE DATE

CITY OF DALLAS

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

JAN 15 2013

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

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

RECEIVED
 2013 JAN 17 AM 10:26
 CITY SECRETARY
 DALLAS, TEXAS

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

3. Is this expenditure related to a construction project?

Yes No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes, attach explanation)

Yes No

Vendor Name: Dwyer Law Firm

Subject: Professional Services Contract Department: City Attorney's Office

Action Requested: Authorize a professional services contract with the Dwyer Law Firm to represent the City in the lawsuit styled Millwee-Jackson Venture v. Dallas Area Rapid Transit and The City of Dallas, Texas., Cause No. 04-07287-E, in an amount not to exceed \$35,000.00.

Contract Term: _____ To _____

Background: The Dwyer Law Firm is being retained to represent the City in in the lawsuit styled Millwee-Jackson Venture v. Dallas Area Rapid Transit and The City of Dallas, Texas., Cause No. 04-07287-E. Dwyer Law Firm will be paid on an hourly rate basis as provided by the proposal letter dated November 6, 2012 (attached hereto). The amount of this contract shall not exceed \$35,000.00.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0192	ORM	3890	RM01	3070		ATT389011J264		\$35,000.00

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

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

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

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

By Department Director

1/11/13
DATE

Approved as to form by City Attorney DATE

By Assistant City Manager DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135109

EFFECTIVE DATE

1-11-13 by

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

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

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

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

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

Vendor Name: **NEW ARTS SIX** ✓

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **New Arts Six** to present a series of five (5) "Concerts in the Community," which are outreach concerts and lecture demonstrations for populations who do not have access to traditional music performances and venues. They will also collaborate with other local arts groups in productions.

Contract Term: 1/10/13 To 8/30/13

Background: New Arts Six was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$3,000.00** to be paid as follows: one (1) payment of 75% or **\$2,250** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$750**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
S255	OCA	5547		3089		OCA4836T024 ✓	254969 ✓	\$3,000.00

Project No.:	Commodity Code: 96157			Financing	Current Funding	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
	\$3,000	\$	\$	\$	

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

By Department Director 12-28-12 DATE

Approved as to form by City Attorney 1-16-13 DATE

By Assistant City Manager 1-11-13 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135110

EFFECTIVE DATE

1-11-13 by [signature]

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

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

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

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

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

Vendor Name: **OLLIMPAXQUI BALLET COMPANY** ✓

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **Ollimpaxqui ballet Company** to provide approximately 100 workshops of traditional, folkloric music and dances of Mexico, Central and South America to students in DISD. These include educational dance programs, performances and enrichment events.

Contract Term: 1/10/13 To 5/30/13

Background: Ollimpaxqui Ballet Company was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is \$2,000 to be paid as follows: one (1) payment of 75% or \$1,500 of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or \$500, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836T027 ✓	344347 ✓	\$2,000.00

Project No.: Commodity Code: 96157 Financing Current Funding

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

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
\$	\$2,000	\$	\$		

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

By Department Director [Signature] 12-28-12 DATE Approved as to form by City Attorney [Signature] MSU 1-11-13 DATE

By Assistant City Manager [Signature] 1-11-13 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135111

EFFECTIVE DATE

1-11-12 by

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

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

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

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

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

Vendor Name: **NEW TEXAS SYMPHONY ORCHESTRA** ✓

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **New Texas Symphony Orchestra** to present three concerts in the Dallas Arts District and other Dallas locations. The season concert theme is a *Season of Seasons*. Upcoming season concerts are as follows: *Winter*, presented January 26 at Sammons Center for the Arts, is the NTSO's Youth Concert, and will feature additional lecture, as well as an instrument petting zoo as part of the program. The *Spring* concert will be in Hamon Hall on April 27, and the *Summer* concert is currently booked for Hamon Hall on June 22, 2013. One additional community concert will take place on Sunday, April 28, with the location to be determined. This all-volunteer orchestra reflects the diversity of the Dallas Community and their concerts will incorporate a range of music reflecting a variety of cultures.

Contract Term: 1/10/13 To 7/30/13

Background: New Texas Symphony Orchestra was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$3,000.00** to be paid as follows: one (1) payment of 75% or **\$2,250** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$750**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836T022 ✓	VS0000069631 ✓	\$3,000.00

Project No.: Commodity Code: 96157 Financing Current Funding

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

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

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

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

By Department Director 12-28-12 DATE Approved as to form by City Attorney 1-16-13 DATE

By Assistant City Manager 1-11-13 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135112

EFFECTIVE DATE

1-11-13 by

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

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

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

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

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

Vendor Name: Candace Miller ✓
Subject: Professional Services Community Artists Program Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Candace Miller and her four piece band to provide one 50 minute music performance in the styles of various African American music forms including Texas jazz and blues music with a focus on the music history of Deep Ellum at City Hall.

Contract Term: Jan. 5, 2013 to March 1, 2013

Background: Candace Miller was selected through a panel process to participate in the Neighborhood Touring Program and continued on the Community Artists Program roster. The Community Artists Program provides an opportunity for Dallas cultural and ethnic artists/organizations to present their artistry to citizens of Dallas through performance, exhibits, and educational services. The services offered through this program are provided free to the public. The fee for this service will not exceed \$300.00. Consultant understands that the City of Dallas will pay Consultants in one (1) payment(s) of \$300.00, within fifteen (15) working days from receipt of Consultant's invoice. An invoice will be submitted upon completion of each service. All service dates and times are subject to OCA approval.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4878		3089	CAP	OCA4878U016	VC0000008591	\$300.00

Project No.: Commodity Code: 96104 Financing: Current Funding

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

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
	\$300.00	\$	\$	\$	

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

By Department Director DATE 12-28-12 Approved as to form by City Attorney DATE 1-11-13

By Assistant City Manager DATE 1-11-13



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135113

EFFECTIVE DATE

1-11-13 by

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

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

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

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

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

Vendor Name: **VOCES INTIMAE**

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **Voces Intimae** to provide three concerts as part of the 2012-13 season. The concerts included will be, "Love Story" performed on February 17, 2013 at the Dallas Museum of Art, "Love is Grand!" on May 19 at Zion Lutheran Church and "The Language of Love" on June 28, 2013. They will also be starting a new educational outreach program that offers free tickets to area students.

Contract Term: 1/10/13 To 6/30/13

Background: Voces Intimae was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$3,000** to be paid as follows: one (1) payment of 75% or **\$2,250** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$750**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836T035	VS0000037296	\$3,000.00

Project No.: Commodity Code: 96157 Financing Current Funding

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

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

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

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

1-7-13
By Department Director DATE

1-16-13
Approved as to form by City Attorney DATE

1-11-13
By Assistant City Manager DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135114

EFFECTIVE DATE

1-11-13 by

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

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

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

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

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

Vendor Name: **UPSTART PRODUCTIONS, INC.**

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **Upstart Productions, Inc.** to present the theater production for their 5th season. This theater piece will be the regional premiere of, **Frank's Wild Years** by Tom Waits and Kathleen Brennan. The production is slated for March 15, 2013 ~~April 7, 2013~~. They will also start the workshop process for the creation of a original collaborative theatrical performance.

Contract Term: 1/10/13 To 6/30/13

Background: Upstart Productions, Inc. was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$3,000.00** to be paid as follows: one (1) payment of 75% or **\$2,250** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$750**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4836		3089		OCA4836T019	VS0000060726	\$3,000.00

Project No.: Commodity Code: 96157 Financing Current Funding

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

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

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

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

By Department Director

DATE

1-10-13

Approved as to form by City Attorney

DATE

1-16-13

By Assistant City Manager

DATE

1-11-13



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135115

EFFECTIVE DATE

1-11-13.2

CITY OF DALLAS

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

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

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

RECEIVED
DEC 24 2012
PKR FINANCE

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

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

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

Vendor Name: Southern Greenery, Inc.
Subject: City Hall Plant Maintenance **Department:** Park and Recreation
Action Requested: Authorize a twenty-four month service contract for City Hall plant maintenance with the lowest responsible bidder - Southern Greenery, Inc. in an amount not to exceed \$25,302.00
Contract Term: 1/1/2013 To 12/31/2014

Background: This service contract will allow for the maintenance and replacement, when necessary, of specific plants located within City Hall. Specific City-owned plants within City Hall must be maintained regularly to ensure the health of the plants and vibrancy of their presence in areas such as City council offices and waiting areas, offices and waiting areas of the Mayor and City Manager, the Main Lobby and upper south-side floors. This service contract will provide weekly maintenance of those specific plants which includes fertilizing and inspecting for insects. Further, this service contract requires replacement of diseased or insect-laden plants at no additional cost to the City.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	PKR	5280	N/A	3210	N/A	PKR CT 3C 006	VS0000070145	\$25,302.00

Project No.: _____ **Commodity Code:** 91061 **Financing:** Current funds

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

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

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

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

Robert Kindig 1-8-13 DATE
By Department Director

Christine Lammers 1-14-13 DATE
Approved as to form by City Attorney

Max W. Wells 1-11-13 DATE
By Assistant City Manager

Original - City Secretary
Attest: [Signature]
 City Secretary



ADMINISTRATIVE ACTION

CITY OF DALLAS

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

ADMINISTRATIVE ACTION

135116

EFFECTIVE DATE

JAN 15 2013

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

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

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

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

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

Vendor Name: CompuCom Systems

Subject: Supplemental Agreement # 4 Department: Communication and Information Services

Action Requested: Authorize Supplemental Agreement # 4 to acquire dedicated desktop helpdesk and desk-side support at Aviation Love Field Airport.

Contract Term: 10/01/2012 To 9/30/2016

Background: On October 10, 2011, City Council approved a sixty-month service contract for citywide helpdesk support services, by Resolution No. 11-2714 with CompuCom.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0198	DSV	1613	IS21	3070		N/A	259774	\$0.00

Project No.: Commodity Code: 92029 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	11-2714	10/10/2011	\$8,769,727.80	\$0.00	\$0.00	0%

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

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

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

By Department Director: William Fitch DATE: 1-14-2013 Approved as to form by City Attorney: Dave DATE: 1-8-12

By Assistant City Manager: [Signature] DATE: 1/15/13



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135117

EFFECTIVE DATE

CITY OF DALLAS

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

1-17-13^{SQ}

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

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

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

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

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

Vendor Name: Jack P. Friedman & Associates

Subject: Professional Services Contract Department: City Attorney's Office

Action Requested: Authorize a professional services contract with Jack P. Friedman & Associates to provide consulting expert services in the matter Millwee-Jackson Joint Venture and Stephen M. Millwee, Appellants v. Dallas Area Rapid Transit and The City of Dallas, Appellees, Cause No. 05-08-01164-CV. This contract shall not exceed \$25,000.00.

Contract Term: _____ To _____

Background: Jack P. Friedman & Associates is being retained as a consulting expert in the matter Millwee-Jackson Joint Venture and Stephen M. Millwee, Appellants v. Dallas Area Rapid Transit and The City of Dallas, Appellees, Cause No. 05-08-01164-CV. Jack P. Friedman & Associates will be paid as provided by the proposal letter dated November 28, 2012 (attached hereto). The amount of this contract shall not exceed \$25,000.00.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0192	ORM	3890	RM01	3070		ATT389011J271	343971	\$25,000.00

Project No.: _____ Commodity Code: _____ Financing: _____

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

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

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

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

By Department Director

DATE

Approved as to form by City Attorney

DATE

By Assistant City Manager

DATE

CSG 1/23/13



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135118

EFFECTIVE DATE

1-17-13 FG

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

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

RECEIVED

JAN 11 2013

AVIATION ACCOUNTING

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

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

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

Vendor Name: Brainseed Global Aviation, LLC

Subject: Airport Management Series Department: Aviation

Action Requested: Authorize payment of \$29,925.25 to Brainseed Global Aviation for training relating to the Airport Management Series for the City of Dallas – Department of Aviation

Contract Term: 10/01/2012 To 10/31/2013

Background: Brainseed proposes a 2 1/2 day course providing comprehensive airport management introductory training. Starting with a basic overview of airport planning, the course takes a look at airport operations from macro and micro points of view while interactively engaging participants through both in class instruction and hands on practical experiences. A key feature of the airport management series is the mock airfield inspections and systems tour, in which the participants are taken outside of the classroom and are given a chance to put their recent learning to use.

RECEIVED
 2013 JAN 23 PM 2:08
 CITY SECRETARY
 DATES

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
130	AVI	7710	AV11	3099		AVIBGA1113	VS0000074000	\$29,925.25

Project No.: Commodity Code: Financing

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

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

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

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

[Signature]
By Department Director

[Signature] 1/17/13
DATE

[Signature]
Approved as to form by City Attorney

1/15/13
DATE

[Signature]
By Assistant City Manager

1/17/13
DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135119

EFFECTIVE DATE

01-14-13 *je*

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

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

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

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

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

Vendor Name: West Shore Services, Inc.

Subject: Siren System Maintenance Department: Office of Emergency Management

Action Requested: Hire West Shore Services, Inc. to service and perform necessary maintenance work on our existing Outdoor Warning System (OWS).

Contract Term: 11/1/2012 To 11/1/2013

- Background:
- The OWS must be adequately maintained in order to function properly.
 - The OWS is not under a current service warranty.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRA M	ENCUMBRANCE	VENDOR	AMOUNT
0001	MGT	2076		3099		OEM20121011	VS0000052434	\$49,999.99

Project No.: Commodity Code: 91400 Financing: General Fund

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

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

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

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

By Department Director *[Signature]* 12-20-12 DATE

Approved as to form by City Attorney *[Signature]* 1-22-13 DATE

[Signature]
By Assistant City Manager
DATE

1-14-13
DATE

RECEIVED
2013 JAN 23 PM 2:2
CITY SECRETAR
DALLAS, TEXAS



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135120

EFFECTIVE DATE

1/22/13 8.5

CITY OF DALLAS

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

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

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

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

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

4. Any Administrative Actions to this vendor in the last 12 months? (If yes, attach explanation): See Attached - No.113087, No. 120413 Yes No

Vendor Name: World Vision North Texas

Subject: Membership for Council District 's 1,2,4, 7, 8 & 9 Department: Mayor & City Council Office

Action Requested: Authorize the processing of membership to World Vision North Texas to include the period beginning January 1, 2013 through January 1, 2014. This Agreement between the City of Dallas and World Vision North Texas will grant Council District's 1,2,4, 7, 8 & 9 to purchase items for council related special events| community projects | etc. at a reduced rate below wholesale pricing during the Agreement period at a reduced membership cost of \$300.00 (totaling \$1,800.00) for the City of Dallas' Council District 1,2,4,7, 8 & 9. Orientation and training for the program is offered free to member agencies once membership fees are received by World Vision North Texas.

Contract Term: January 1, 2013 through January 1, 2014

Background: World Vision (WV) is an international humanitarian and relief agency working with the poor and oppressed to promote human transformation, seek justice, and alleviate the root causes of poverty, especially among children. Here in North Texas, they accomplish this through: • Sharing donated resources (GIK) with partner organizations to use in under-resourced communities; • Providing access to training and capacity development • Focusing on the youth and children of a community as valuable partners in community transformation; • Serving in domestic disaster response crises opportunities for those partner organizations • Focusing on the youth and children of a community as valuable partners in community transformation; • Serving in domestic disaster response crises. Their desire is to get GIK product into the hands of those most vulnerable in our communities. While they typically work through nonprofit partnerships, they recognize that the city and district offices often provide events to serve the members of their communities who don't have access to adequate resources. For the project with the City of Dallas and participating council districts, WV North Texas agrees to supply appropriate GIK for events in communities of vulnerable children and their families, up to one event per quarter and subject to the availability of donated product in their warehouse.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
N/A	MCC	1A01, 1A02, 1A04, 1A07, 1A08, 1A09	N/A	N/A		N/A	VS0000066422	\$1800.00

Project No.: Commodity Code: Financing Non-Financial

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

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

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

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

Stephanie Cooper 1/9/13 DATE
 By Department Director

Approved as to form by City Attorney 1/16/13 DATE

M. Sun 1/22/13 DATE
 By Assistant City Manager



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135121

EFFECTIVE DATE

1/22/13 8.8

CITY OF DALLAS

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

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

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

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

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

4. Any Administrative Actions to this vendor in the last 12 months? (If yes, attach explanation): See Attached - No. 120413 Yes No

Vendor Name: World Vision North Texas

Subject: Membership for Council District 's 6 & 10 **Department:** Mayor & City Council Office

Action Requested: Authorize the processing of membership to World Vision North Texas to include the period beginning April 30, 2013 through April 30, 2014. This Agreement between the City of Dallas and World Vision North Texas will grant Council District's 6 & 10 to purchase items for council related special events| community projects | etc. at a reduced rate below wholesale pricing during the Agreement period at a reduced membership cost of \$300.00 (totaling \$600.00) for the City of Dallas, Council District 6 & 10. Orientation and training for the program is offered free to member agencies once membership fees are received by World Vision North Texas.

Contract Term: April 30, 2013 through April 30, 2014

Background: World Vision (WV) is an international humanitarian and relief agency working with the poor and oppressed to promote human transformation, seek justice, and alleviate the root causes of poverty, especially among children. Here in North Texas, they accomplish this through: • Sharing donated resources (GIK) with partner organizations to use in under-resourced communities; • Providing access to training and capacity development • Focusing on the youth and children of a community as valuable partners in community transformation; • Serving in domestic disaster response crises opportunities for those partner organizations; • Focusing on the youth and children of a community as valuable partners in community transformation; • Serving in domestic disaster response crises. Their desire is to get GIK product into the hands of those most vulnerable in our communities. While they typically work through nonprofit partnerships, they recognize that the city and district offices often provide events to serve the members of their communities who don't have access to adequate resources. For the project with the City of Dallas and participating council districts, WV North Texas agrees to supply appropriate GIK for events in communities of vulnerable children and their families, up to one event per quarter and subject to the availability of donated product in their warehouse.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
N/A	MCC	1A06, 1A10	N/A	N/A		N/A	VS0000066422	\$600.00

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

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

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

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

Stephanie Cooper 1/9/13
By Department Director DATE

[Signature] 1/16/13
Approved as to form by City Attorney DATE

[Signature] 1/22/13
By Assistant City Manager DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135122

EFFECTIVE DATE

JAN 23 2013

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

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

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

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

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

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

Vendor Name: Motorola Solutions, Inc.

Subject: CRMS Project Change Order Department: Communication & Information Services

Action Requested: Authorize Supplemental Agreement 1 to the maintenance and support agreement to expand the original scope of effort for the Service Request Purge process to include a new requirement

Contract Term:

Background:

Council approved a maintenance and support services contract with Motorola Solutions, Inc. under resolution 12-1713 to support the City's Customer Request Management System (CRMS). This administrative action will allow new functionality to be added to the Purge process as previously defined in that agreement to incorporate the ability to read an Excel Spreadsheet containing addresses of properties where a Legal Hold has been established and parse those addresses into separate fields so that the addresses can be compared to the address in each service request. All service requests with matching addresses will be coded with a Legal Hold flag.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0198	DSV	1665		3070		DSV13CRMSUPG1	033581	\$49,500.00
							TOTAL:	\$49,500.00

Project No:	NA	Commodity Code:		Financing:	Current Funds	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	12-1713	6/27/2012	\$1,835,653.00	\$0.00	\$49,500.00	2.70%

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

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

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

William J. L. 1/22/2013 By Department Director DATE

Wlad 12-27-12 Approved as to form by City Attorney DATE

Jill Judd 1/23/13 By Assistant City Manager DATE



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

135123

EFFECTIVE DATE

131635
JANUARY 24, 2013

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

VENDOR NAME Munilla Construction Management, LLC

CONTRACT Love Field Runway Safety Enhancements Phase 2

DEPARTMENT Public Works Department

ACTION REQUESTED

Authorize an increase in the construction contract with, Munilla Construction Management, LLC to expedite the MALSR's submittals portion of the Love Field Runway Safety Area Phase 2 Project in the amount of \$22,961.88 increasing the contract from \$16,501,986.00 to \$16,524,947.88

Contract Term: Jan 2013

Aug 2013

RECEIVED
2013 JAN 14 PM 3:18
CITY SECRETARY
DALLAS, TEXAS

BACKGROUND

This Action will authorize Change Order No. 1 to the Munilla Construction Management, LLC to the construction contract which will allow the contractor the ability to order materials and expedite shop drawings to accommodate the revised schedule. The Runway Safety Enhancements Phase 2 Project consists of displacing the threshold of RW 13L by 400-ft to accommodate the Federal Aviation Administration directive in protecting the Runway Safety Area. In displacing the Runway Threshold, the contract will move the approach lighting system, Medium Intensity Approach Light System with Runway Alignment Indicator Lights (RAIL), better known as MALSR. In order to get this equipment back in service the Federal Aviation Administration will need to perform a flight check. The availability of the flight checks are limited and we have been scheduled a slot in April 2013. In order to have the equipment back in service by the April deadline, the phasing for the work on this project will need to be pushed up from August 2013 to March 2013.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
F147	AVI	P362	AAIP	4599	P362	CTAVIMCMP362	VS0000059564	\$22,961.88

PROGRAM NO.: P362

COMMODITY CODE: 92500

FINANCING: Aviation AIP Grant Fund

M/WBE INFORMATION

Place an in the appropriate boxes:
 African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. 1 Original CR/AA No. 12-2986
 Original CR/AA Date 12-12-12 Original CR/AA Amount 16,501,986.00
 Total of Previous Change Orders N/A
 Change Amount Including this Order 22,961.88
 Total Change Order Percentage 0.14%

COORDINATION

BUDGET & MGMT SRVCS

CITY CONTROLLER

REVIEWED BY

REVIEWED BY

APPROVAL

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

DATE

DATE

BY DEPARTMENT DIRECTOR

DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135124

EFFECTIVE DATE

12/11/12 LAH

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

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

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

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

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

Vendor Name: IDEXX Laboratories

Subject: Maintenance Agreement Department: Code Compliance

Action Requested: Authorize a professional services contract with IDEXX Laboratories to perform maintenance services on various components of the blood analyzer used in the spay-neuter surgery center of Dallas Animal Services at 1818 N. Westmoreland Rd.

Contract Term: November 2012 thru November 2013

Background: Dallas Animal Services purchased a blood analyzer machine in September 2009 to facilitate the spay-neuter surgery center in assessing treatment of redeemed, adoptive, sick and injured dogs and cats as well as the analysis of blood in cruelty investigations.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	CCS	3476	CC03	3070		CCS3476B101	333782	\$1242.48

Project No.: Commodity Code: 96208 Financing:

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

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

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

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

By Department Director: Jens Mint DATE: 11/29/12

Approved as to form by City Attorney: Meladd DATE: 12.17.12

By Assistant City Manager: Dupont DATE: 12/11/12

RECEIVED
 2013 JAN 21 AM 9:18
 CITY SECRETARY
 DALLAS TEXAS



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135125

EFFECTIVE DATE

JAN 24 2013

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

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

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

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

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

Vendor Name: Allen Systems Group, Inc. (ASG)

Subject: Maintenance and Support renewal **Department:** Communication and Information Services

Action Requested: Authorize maintenance and support renewal of license software product for 'Job/Scan' with ASG through period ending 12/31/2017. The renewal is a five year agreement for an annual fixed rate of \$5,750.73 for period ending December 2014, and a fixed rate of \$6,038.27 for beginning period thereafter.

Contract Term: 01/01/2013 To 12/31/2017

Background: The Master License Agreement grants the City of Dallas a permanent, non-exclusive license to use "Job/Scan" software product from Allen System Group to test JCL for corrections before migrating mainframe batch code to production during CIS Data Center daily operations. The software prevents downtime of City applications and allows the Data Center to detect potential abends in programs.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0198	DSV	1667		3438		DSV13JOBSCAN	262801	\$5,750.73
0198	DSV	1667		3438		DSV14JOBSCAN	262801	\$5,750.73
0198	DSV	1667		3438		DSV15JOBSCAN	262801	\$6,038.27
0198	DSV	1667		3438		DSV16JOBSCAN	262801	\$6,038.27
0198	DSV	1667		3438		DSV17JOBSCAN	262801	\$6,038.27
TOTAL:								\$29,616.27

Project No.: **Commodity Code:** 20870 **Financing:** Current Funds (subject to annual appropriation)

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

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	M/WBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: William F. L. DATE: 1/23/2013

By Assistant City Manager: Gill Spahr DATE: 1/24/13

Approved as to form by City Attorney: Meladd DATE: 1/23/13



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135126

EFFECTIVE DATE

CITY OF DALLAS

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

JAN 24 2013

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

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

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

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

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

Vendor Name: Cathy E. Bennett & Associates, Inc.

Subject: Professional Services Contract Department: City Attorney's Office

Action Requested: Authorize Supplemental Agreement No. 1 to the professional services contract with Cathy E. Bennett & Associates, Inc. for additional jury and trial consultant services in the lawsuit styled Estate of Yolanda Guzman, et al, v. City of Dallas, Cause No. DC-11338-E, in an amount not to exceed \$5,640.46, from \$25,000.00 to \$30,640.46.

Contract Term: _____ To: _____

Background: The jury and trial consultation services of Cathy E. Bennett & Associates, Inc. continue to be necessary for jury and mock trial preparation and facilitation in matters involving the lawsuit styled Estate of Yolanda Guzman, et al, v. City of Dallas, Cause No. DC-11338-E. The amount of this contract as supplemented shall not exceed \$30,640.46.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0192	ORM	3890	RM01	3070		ATT389011J255	399989	\$5,640.46

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

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

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

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

By Department Director 1/23/13 DATE

Approved as to form by City Attorney 1/23/13 DATE

By Assistant City Manager 1/24/13 DATE

nk



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135127

EFFECTIVE DATE

1-28-13

CITY OF DALLAS

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

RECEIVED
2013 JAN 28 PM 4:56
CITY SECRETARIAL
DALLAS, TEXAS

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

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

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

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

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

Vendor Name: Texas Forest Service

Subject: Wildland Training Courses Department: Dallas Fire-Rescue Department

Action Requested: Authorize the Dallas Fire-Rescue Department to attend two training courses (February 4-5, 2013 and February 6-8, 2013) offered by the Texas Forest Service (a State Agency).

Contract Term: February 4, 2013 To February 8, 2013

Background: Dallas Fire-Rescue Department's Wildland Urban Interface Team must remain in a state of readiness. The courses will provide Dallas Fire-Rescue Department members with the knowledge, skills, and abilities to successfully fight Wildland fires in an urban environment. The two courses are being conducted on-site by the Texas Forest Service, an agency operating under The Texas A&M University System. As a government agency, this service is exempt from competitive bidding rules.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
OS93	DFD	1373		3361		DFDOS930784	VC0000009292	\$13,284.60

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

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	M/WBE Certification Number
\$	\$	\$	\$	\$	

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

By Department Director

1/27/13 DATE

By Assistant City Manager

Approved as to form by City Attorney

1-24-13 DATE

1-28-13 DATE

135128

RECEIVED

Memorandum

2016 DEC -5 PM 4: 08

CITY SECRETARY
DALLAS, TEXAS



CITY OF DALLAS

Date December 5, 2016
To Rosa A. Rios, City Secretary
Subject Correction to Administrative Action #13-5128

Bair Software was acquired by Lexis Nexis and the contract was transferred to Lexis Nexis. Per the City Attorney's Office, the contract does not need be amended but information on the administrative action needs to be updated to reflect the change in vendor.

The encumbrance information changes as follows:

- CTs (1) DSV16BAIRMT and (2) DSV17BAIRMT will be replaced with MASC DSV17ATAC.

The vendor information changes as follows:

- Bair Software is now Lexis Nexis.
- The vendor number is now VS000016667.

If you have any questions, please contact Torie Horton via email or at 939-2526.

William Finch
William Finch (Dec 5, 2016)


SR

William Finch, CIO\Director
Communications and Information Services

*RR 12/16/16
w/16/16
S*



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135128

EFFECTIVE DATE

JAN 23 2013

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment)

RECEIVED
 2013 JAN 28 PM 1:35
 CITY SECRETARY
 DALLAS, TEXAS

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

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

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

Vendor Name: Bair Software

Subject: Software Maintenance **Department:** Communication & Information Services

Action Requested: Authorize Supplemental Agreement 2 to provide continued maintenance and support of the Automatic Tactical Analysis of Crime (ATAC) software used by the Dallas Police Department.

Contract Term: 3/25/2013 to 3/24/2018

Background: Automated Tactical Analysis of Crime (ATAC) is a comprehensive predictive pattern and trend identification software. Key features include next-event prediction forecast, a built-in mapping interface that allows the user to view spatial data in Google Earth and ArcGIS directly from the software, and CompStat, which is used to create automated reports, threshold alerts and historical comparisons. It is the primary crime analysis software used by the Crime Analysis Unit; other units using ATAC include Auto Theft Division, Gang Unit, and Family Violence.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0198	DSV	1675		3438		DSV13BAIRMT	515501	\$1,450.00
0198	DSV	1675		3438		DSV14BAIRMT	515501	\$1,450.00
0198	DSV	1675		3438		DSV15BAIRMT	515501	\$1,450.00
0198	DSV	1675		3438		DSV16BAIRMT	515501	\$1,450.00
0198	DSV	1675		3438		DSV17BAIRMT	515501	\$1,450.00
TOTAL:								\$7,250.00

Project No: NA **Commodity Code:** **Financing:** Current Funds-Subject to Annual Appropriations

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

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

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

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

William Fuc L 1/23/2013 *Dana* 12-20-12
 By Department Director DATE Approved as to form by City Attorney DATE

Jellie 1/23/13 _____
 By Assistant City Manager DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135129

EFFECTIVE DATE

1.24.13 by

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

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

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

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

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

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

Vendor Name: JOSE VARGAS ✓

Subject: Professional Services Department: OFFICE OF CULTURAL AFFAIRS

Action Requested: Authorization is requested to procure the services of JOSE VARGAS to serve as an exhibition installation assistant to the Oak Cliff Cultural Center (OCCC) and the Bath House Cultural Center (BHCC), providing up to 576 hours of assistance, January 25-December 5, 2013, in compliance with the schedule requirements set forth in Exhibit A of this proposal. Duties will include exhibition coordination, art installation, assistance with deliveries and retrieval of artwork, and other duties as assigned. In accordance with the City of Dallas Cultural Policy, Mr. Vargas will work under supervision of the Manager and the Gallery Coordinator of the OCCC, and BHCC, including adhering to exhibition policies and center guidelines and procedures.

Contract Term: 1/25/2013 To 12/5/2013

Background: Jose Vargas is an experienced exhibition curator with over twenty years of art administration experience. He has provided services to the Office of Cultural Affairs through the Oak Cliff Cultural Center, the Earmo Cultural Center, and the Bath House Cultural Center, curating art exhibitions and providing gallery assistance/coordination. The fee for this service will not exceed \$7,776.00. Consultant understands that the City of Dallas will pay for services as follows: Twelve (12) payments of \$648.00 within fifteen working days from receipt of Consultant's invoice. A Cultural Services Proposal and a resume are attached.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	OCA	4833		3089		OCA4833S069	349146 ✓	\$2808.00
0001	OCA	1299		3089		OCA4833S069	349146	\$4968.00

Project No.: Commodity Code: 96207 Financing Current Funds

Change Order No.	Original CRAA No.	Original CRAA Date	Original CRAA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage

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

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
\$	\$7776.00	\$	\$		

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

1.14.13

By Department Director

DATE

Approved as to form by City Attorney

1.24.13

DATE

1.24.13

By Assistant City Manager

DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135130

EFFECTIVE DATE

1-24-13 b/br

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

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

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

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

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

Vendor Name: **SOUTHWEST CELTIC MUSIC ASSOCIATION** ✓

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of **Southwest Celtic Music Association** to present the 31st Annual North Texas Irish Festival celebrating the cultural influence of Irish music, dance, storytelling, and art in the U.S. The festival will be held on March 1 - 3, 2013 in Historic Fair Park and will feature over 300 musicians, dancers and vendors from throughout the world including headline bands from Ireland, Scotland, Canada and local artists from Dallas and the surrounding counties.

Contract Term: 1/21/13 To 3/30/13

Background: Southwest Celtic Music Association was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The Cultural Projects Program is designed to procure cultural services on a project basis. The fee for this service is **\$5,350.00** to be paid as follows: one (1) payment of 75% or **\$4,012** of the total awarded amount upon receipt of the consultant's first invoice, and one (1) payment of 25%, or **\$1,338**, of the award will be paid upon receipt of the consultant's final invoice and approval of the final report.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
S255	OCA	5547		3089		OCA4836T016	343512	\$5,350.00

Project No.: Commodity Code: 96157 Financing Current Funding

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

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

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

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

By Department Director 1-10-13 DATE

Approved as to form by City Attorney 1-22-13 DATE

By Assistant City Manager 1-24-13 DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135131

EFFECTIVE DATE

1/28/13

mf

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

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

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

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

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

Vendor Name: Hewlett-Packard Company(as successor in interest to Exstream Software NA, LLC)

Subject: Supplemental Agreement No.2 Department: Dallas Water Utilities

Action Requested: Authorize Supplemental Agreement No. 2 to extend the software maintenance for one year for the composition software which formats over 3.6M SAP invoices annually. This extension will provide the new SAP managed service provider and the City the opportunity to evaluate the current bill print solution.

Contract Term: 2/28/2013 To 2/28/2014

Background: In February 2008, City Council approved the purchase of HP Exstream Dialogue composition software implementation services, 5 years of maintenance and a 5 year master agreement for ongoing development support from Hewlett-Packard/Exstream Software, LLC. It is necessary to extend the maintenance for one year.

Administrative Action has been done with this vendor in the last 12 months for \$0.00 value.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0100	DWU	7236						\$47,279.28

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	080625	2/28/2008	\$1,021,752	\$0	\$1,069,031.28	4.63%

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

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

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

JMP
By Department Director

1/24/13
DATE

Mlad
Approved as to form by City Attorney
12-28-12
DATE

Just

By Assistant City Manager

1/28/13
DATE



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135132

EFFECTIVE DATE

1-15-13 ^{KA}

CITY OF DALLAS

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

RECEIVED
 2013 JAN 30 AM 9:05
 CITY SECRETARY
 DALLAS, TEXAS

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

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

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

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

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

Vendor Name: HNTB Corporation

Subject: Levee/Sump Slide Repair Design **Department:** Trinity Watershed Management

Action Requested: Authorize a professional services contract with HNTB Corporation for design services related to the repair the Charlie Sump and associated levee area.
Contract Term: 1/1/13 To 5/1/13

Background: Trinity Watershed Management is responsible for the maintenance and repair of the levees, sumps, and channels in the City of Dallas. An active slide has occurred near the outfall channel at Charlie Pump Station. This slide is located next to the levee and is part of the levee template and it is necessary to design these repairs. Without the design, repair activities cannot be performed. HNTB has performed detailed investigations, inspections and design of remediation activities for the Dallas Levee System and associated infrastructure. Their specialized knowledge and previous work will allow for this design to proceed expeditiously at a minimal cost to the City.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
7T23	PBW	T509	FLDM	4111	PB06T509	PBW06T509D2	352433	\$8,376.00

Project No.: PB06T509 **Commodity Code:** 92500 **Financing:** 2006 Bonds

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

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

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

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

[Signature] 1/11/13
By Department Director DATE

[Signature] 1/29/13
Approved as to form by City Attorney DATE

[Signature] 1/15/13
By Assistant City Manager DATE



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER
135133
131636
EFFECTIVE DATE
1-29-13 <i>TM</i>

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

VENDOR NAME

SYB Construction Company Inc.

CONTRACT

1. Bainbridge Drive – Camp Wisdom Road to Cliffwood Drive- PB06U283 2.Fairway Avenue from Gill Street to James Street – PB06U286 3. Locust Avenue - Dalton Drive to Aztec Drive and Dalton Drive from Scotland Drive to Locust Avenue PB06U292

DEPARTMENT

Public Works

ACTION REQUESTED

Authorize Change Order Number 3 to the contract with SYB Construction Company Inc., in the amount of \$0.00 there is no change in the contract amount of \$2,505,431.58.

Contract Term: December 2011 to May 2013

BACKGROUND

Bainbridge, Fairway and Locust streets are part of petition project street group 06-455 and greater part of construction is complete. On Bainbridge project, some tree roots were damaged while installing a fire hydrant in the city right of way. The tree did not survive, so at the request of citizen we will remove existing tree and plant an 8' Nellie Stevens Holly tree. Inspection after the excavation of subgrade on Fairway Avenue revealed that about 25% of roots of a 50 inch caliber Oak tree were exposed and damaged. The house was facing a threat of tree-fall and subsequently causing a great deal of damage, if not removed. Therefore it was decided to remove the tree.

The former residential lot, 4225 Aztec Drive has been converted to street right of way, and part of the Locust street which connects to Aztec Drive, has been constructed in this right of way. The building footprints on the lots on both sides of this portion of the street are in close proximity to new street. There is a need to install a few pipe bollards, remove some trees and install sidewalk curbs in the parkway area to protect the residents and warn the motorists. New pay items including tree removal, tree planting and installing safety bollard are needed to complete the construction. These new miscellaneous items will be added with this action, and some quantities on existing items will be increased or reduced.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
PROGRAM NO.:	PB06U283, PB06U286, PB06U292					COMMODITY CODE:	FINANCING:	

M/WBE INFORMATION

CHANGE ORDER DATA

Place an in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: WFDB51843Y1212

Change Order No. 3 Original CR/AA No. 112065
 Original CR/AA Date 08/10/11 Original CR/AA Amount \$2,455,706.43
 Total of Previous Change Orders \$49,725.15
 Change Amount Including this Order \$49,725.15
 Total Change Order Percentage 2.02%

COORDINATION

BUDGET & MGMT SRVCS	CITY CONTROLLER
REVIEWED BY	REVIEWED BY
DATE	DATE

APPROVAL *KO 1/29*
 Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code
 BY DEPARTMENT DIRECTOR *[Signature]* DATE 1/29/13



CITY OF DALLAS

ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER	135134
EFFECTIVE DATE	1-29-13 mm

INSTRUCTIONS

1. Complete and submit this form for approval of changes to competitively bid contracts of \$50,000 or less.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section.

VENDOR NAME

McMahon Contracting, L.P.

CONTRACT

Street Reconstruction Group 06-616
 1) Crown Road from Goodnight Lane to Emerald Street (PB06U322)
 2) Petal Street - 11000 Block (PB06U337)

DEPARTMENT

Public Parks

RECEIVED
 2013 JAN 30 PM 2:37
 CITY SECRETARY
 DALLAS, TEXAS

ACTION REQUESTED

Authorize Change Order No. 5 to the construction contract with McMahon Contracting, L.P. for paving, drainage, water, and wastewater improvements of Crown Road - Goodnight Lane to Emerald Street (PB06U322) and Petal Street - 11000 Block (PB06U337) in the amount of **\$49,000.00**. This change order will increase the contract quantity for the following pay items: 432 - 8" Thick Reinforced Concrete Pavement and 455 - 10" Thick Reinforced Concrete Pavement. Therefore, this change order will increase the current contract amount from \$2,718,328.10 to \$2,767,328.10.

Contract Term: May 2011 to February 2013

BACKGROUND

During the excavation of Petal Street, the contractor discovered that the existing subgrade of some section of the street is hard weather limestone and will not require the soil stabilization recommended in the geotechnical report. Consequently, the reinforced concrete roadway pavement thickness will be increased from 10 inch to 12 inch in these sections. Also, field conditions on Crown Road made it necessary to extend the reinforced concrete pavement for the driveways to bring the slope transitions of the driveways into compliance.

FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NUMBER	VENDOR NUMBER	AMOUNT
<u>7T22</u>	<u>PBW</u>	<u>U322</u>	<u>SREC</u>	<u>4510</u>	<u>PB06U322</u>	<u>PBW06U322F1</u>	<u>505096</u>	<u>\$28,000.00</u>
<u>7T22</u>	<u>PBW</u>	<u>U337</u>	<u>SREC</u>	<u>4510</u>	<u>PB06U337</u>	<u>PBW06U322F1</u>	<u>505096</u>	<u>\$21,000.00</u>
								<u>\$49,000.00</u>

PROGRAM NO.: PB06U322 & PB06U337 COMMODITY CODE: _____ FINANCING: 2006 Bond Funds

M/WBE INFORMATION

Place an "X" in the appropriate boxes:

African-American Hispanic

Caucasian: Female Male

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

M/WBE Certification Number: _____

CHANGE ORDER DATA

Change Order No. 5 Original CR/AA No. 11-0644
 Original CR/AA Date 3/9/2011 Original CR/AA Amount \$2,666,405.30
 Total of Previous Change Orders \$51,922.80
 Change Amount Including this Order \$100,922.80
 Total Change Order Percentage 3.78%

COORDINATION

BUDGET & MGMT SRVCS		CITY CONTROLLER	
REVIEWED BY	REVIEWED BY	APPROVAL	
DATE	DATE	BY DEPARTMENT DIRECTOR	

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

[Handwritten signatures and dates]



ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135135

EFFECTIVE DATE

1/29/13

CITY SECRETARY
DALLAS, TEXAS

2013 JAN 31 AM 9:04

RECEIVED

CITY OF DALLAS

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

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

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

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

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

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

Vendor Name: Dallas Social Venture Partnership

Subject: Sponsor BigBANG conference panel Department: Economic Development

Action Requested: Authorize the City of Dallas, through the SourceLinkDallas program, to sponsor the Social Entrepreneurship track of the 3rd annual BigBang! Conference. \$7500 invoice attached.

Contract Term: _____ To _____

Background: In its 3rd year, bigBANG! is a one-day forum that brings together business leaders, educators, non-profits leaders, entrepreneurs, decision-makers and innovators to learn from each other and to join together to: tackle the social issues challenging the North Texas community; learn what is happening to improve our community; discover who is doing what & how it is working; and, engage in being part of the solution to social challenges. bigBANG! presents content along four tracks. The social issues addressed cover a broad range - education, poverty, literacy, homelessness, hunger - and represent concerns and opportunities for attendees to invest their time, money, social network or expertise.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0001	ECO	1166		3361		ECO1166D024	VS0000071849	\$7,500

Project No.:	Commodity Code:	Financing:

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

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

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

Approval/ Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code:

By Department Director

1/18/13
DATE

Approved as to form by City Attorney

01/22/13
DATE

By Assistant City Manager

1-29-13
DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135136

EFFECTIVE DATE

JAN 30 2013

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

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment) Change Order No. 1

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

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

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

Vendor Name: PetroSys Solutions, Inc. dba PSI Technology

Subject: Virtual Tape Library - Change Order to Contract Department: Communication & Information Services

Action Requested: Authorize Supplemental Agreement No. 1 to allow for a change order to meet the intended scope of work of the original contract for the implementation of a virtual tape library.

Contract Term:

Background: Council resolution #12-1717 authorized the acquisition and implementation of a virtual tape library system. The vendor's original proposed configurations for hardware and software have been modified to better meet the City of Dallas' IT requirements. All monies allocated previously will be redirected to support the changes and updated scope of services.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
								\$0.00
TOTAL:								\$ 0.00

Project No: NA Commodity Code: Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	12-1717	6/27/2012	\$1,580,303.60	\$0.00	\$0.00	0%

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

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

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

William Fucil 1/28/2013
By Department Director DATE

John A. McAniel 01/31/2013
Approved as to form by City Attorney DATE

[Signature] 1-30-13
By Assistant City Manager DATE

2013 JAN 31 AM 11:40
CITY SECRETARY
DALLAS TEXAS
RECEIVED



CITY OF DALLAS

ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

135137

EFFECTIVE DATE

JAN 30 2013

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

RECEIVED
CITY SECRETARY
DALLAS, TEXAS
2013 JAN 31 PM 3:07

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

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment)

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

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

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

Vendor Name: CTREC Hilton IT Academy

Subject: IT Training Block for Sharepoint Software **Department:** Communication & Information Services

Action Requested: Authorize a one (1) year service agreement with CTREC Hilton IT Academy to provide Sharepoint software training classes for Web Group staff.

Contract Term: 1/30/2013 to 1/30/2014

Background: As an Enterprise solution, SharePoint requires web developers to undergo intensive training for its support and implementation. Without this training, CIS will be hindered in its ability to understand and adopt the best practices in supporting the Web platform, potentially limiting the value and success of CIS service improvement initiatives.

Three quotes were obtained with CTREC Hilton being the most advantageous submission to meet the department's training needs.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
0198	DSV	1664		3361		DSV13CTREC	VS0000072562	\$49,500.00
TOTAL:								\$49,500.00

Project No: NA **Commodity Code:** 92091 **Financing:** Current Funds

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

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

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

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

William J. Mil 1/28/2013 *Wlad* 1-24-13
 By Department Director DATE Approved as to form by City Attorney DATE

[Signature] 1-30-13
 By Assistant City Manager DATE



CITY OF DALLAS

ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

135138

EFFECTIVE DATE

1/31/13

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

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

RECEIVED
 2013 JAN 31 PM 3:07
 CITY SECRETARY
 DALLAS, TEX

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

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

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

Vendor Name: CheckFree Services Corporation

Subject: Maintenance and Support for Bank Reconciliation System **Department:** Communication and Information Services

Action Requested: Authorization for a 6-month contract extension to existing contract.

Contract Term: 01/01/2013 To 06/30/2013

Background: City Council authorized a contract with Accurate Software on December 9, 2009, for maintenance and support of the existing software and services upgrade. This software is an invaluable tool for improving City of Dallas' bank reconciliation software use, our internal processes, procedures, and reporting related to effectively using the check reconciliation software.

In 2001, the City entered into a software license, maintenance and support agreement with Accurate Software for the implementation and on-going use of their Check Reconciliation software. The City has utilized this software continuously for bug fixes, enhanced functionality and capability, and reduce the number of deficiencies in the areas of process, control, and reporting.

FUND	DEPT	UNIT	ACTV	OBJ	PROGR AM	ENCUMBRANCE	VENDOR	AMOUNT
0198	DSV	1665	IS21	3438	N/A	DSV13FISERV	VC0000011410	\$25,000.00
TOTAL:								\$25,000.00

Project No.: N/A **Commodity Code:** 92045 **Financing:** Current Funds

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

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

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

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

William Fencil
By Department Director

1/31/2013
DATE

[Signature] 1-31-13
Approved as to form by City Attorney DATE

[Signature]
By Assistant City Manager

1/31/13
DATE