



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

RECEIVED 240708

2024 JUL -8 AM 9:07

CITY SECRETARY  
DALLAS, TEXAS

6/10/2024

A+ FOOD INDUSTRY INSPECTIONS, INC.

Carmen Garza

3245 Main Street Suite 235-166

Frisco, TX 75034

carmen@aplusfoodservices.com

972-743-5555

RE: BWZ1704 Fixed Food Establishment Inspections

Dear Carmen Garza

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 8/7/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 8/7/2025, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by 6/24/2024.

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

Carmen Garza  
Carmen Garza (Jun 10, 2024 15:50 CDT)

Jun 10, 2024

Authorized Signature	Date
Carmen Garza	CEO/President
Name	Title

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

Thank you,

Kiana Morris  
Senior Contract Compliance Administrator  
Office of Procurement  
kiana.morris@dallas.gov  
214-671-5370

Danusa Thompson  
Director, Office of Procurement Services

Alina Ciocan  
Alina Ciocan (Jul 5, 2024 08:27 CDT)

Director, Chris Christian  
Chris Christian (Jun 12, 2024 15:12 CDT)

Assistant City Manager/Chief

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



**City of Dallas**

# ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

**240709**

EFFECTIVE DATE

07/11/2024

## INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☒ Yes ☐ No

**VENDOR NAME:** Ed Bell Construction Company.

**VENDOR NUMBER:** 083863

**CONTRACT NAME:** Camp Wisdom Road from FM1382 to Mountain Creek Parkway.

**DEPARTMENT:** Public Works

**CONTRACT NUMBER:** PBW-2023-00022233

**CONTRACT TERMS:** 3/17/2024 to 04/05/2026

**ACTION REQUESTED:**

Authorize Change Order No.1 to the construction services contract with Ed Bell Construction Company for Camp Wisdom Road from FM1382 to Mountain Creek Parkway, in an amount not to exceed \$68,925.50, increasing the contract amount from \$6,855,180.45 to \$6,924,105.95.

**BACKGROUND:**

**This change order consists of the following:**  
During construction, it was determined that an alternative pavement structure was needed due to the additional excavation required to use flex base and the high sulfate content of the soil preventing lime treatment. This action will authorize Ed Bell Construction Company to use additional pay items for the alternative pavement structure and add additional calendar days to the contract. See Attachment "A" for a detailed breakdown of pay items.

**FUNDING:**

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0797	PBW	W957	SREC	4510	PB17VA13	PBW-2023-00022233	\$ 68,925.50
							\$
							\$
<b>PROGRAM NO.:</b>		PB17VA13	<b>FINANCING:</b>		2023 Certificate of Obligation	<b>TOTAL:</b>	\$ 68,925.50

**CHANGE ORDER DATA:**

<b>Change Order No.:</b> 1	<b>Original CR/AA No.:</b> 23-1323	<b>Original CR/AA Date:</b> 09/27/2023	<b>Original CR/AA Amount:</b> \$ 6,855,180.45
<b>Total of Previous Change Orders:</b> \$ 0.00		<b>Previous Total Amount:</b> \$ 6,855,185.45	
<b>Change Amount Including this Order:</b> \$ 68,925.50		<b>Total Amount Including this Order:</b> \$ 6,924,105.95	<b>Total Change Order Percentage:</b> 1.0 %

## APPROVAL

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

By Department Director

*Ali Hatefi, P.E.*

Date

7/11/24



City of Dallas

OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED 240710

2024 JUN 11 AM 9:41

CITY SECRETARY  
DALLAS, TEXAS

5/29/2024

CAROLINA SOFTWARE INC

James Blanton

4006 OLEANDER DRIVE

WILMINGTON, NC 28406

james.blanton@wasteworks.com

910-799-1177

RE: WASTE WORKS SOFTWARE MAINTENANCE AND SUPPORT

Dear James Blanton

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 09/29/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 09/29/2025, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by 8/2/2024

☒ YES, I agree to extend this agreement.

☐ NO, I decline to extend this agreement.

James Blanton  
 James Blanton (May 29, 2024 13:08 EDT)

May 29, 2024

Authorized Signature

Date

James Blanton

Secretary/Treasurer

Name

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Director, Office of Procurement Services

Alina Ciocan

Alina Ciocan (Jul 10, 2024 18:32 CDT)

Assistant City Manager/Chief

Director,

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

RECEIVED, 240711



City of Dallas

# OFFICE OF PROCUREMENT SERVICES 2024 JUL 26 PM 3: 18

## EXTENSION REQUEST LETTER

CITY SECRETARY  
DALLAS, TEXAS

6/12/2024

LGC Global Energy FM LLC  
Tushar Patel  
7310 Woodward Avenue, STE 500  
Detroit, MI 48202  
tushar.patel@lgccorp.com  
248-789-5621

RE: 2245 Irving Blvd - Janitorial services

Dear Tushar Patel

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 01/31/2025. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 01/30/2026, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by 10/4/2024

☒ YES, I agree to extend this agreement.

☐ NO, I decline to extend this agreement.

Tushar Patel (Jun 18, 2024 11:47 EDT)

Jun 18, 2024

Authorized Signature

Date

Tushar Patel

C.O.O

Name

Title

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

Thank you,

Kiana Morris  
Senior Contract Compliance Administrator  
Office of Procurement  
kiana.morris@dallas.gov  
214-671-5370

Director, Office of Procurement Services

Dev Rastogi (Jul 26, 2024 14:48 CDT)

Director, Sarah Standifer

Sarah Standifer (Jul 18, 2024 05:58 CDT)

Assistant City Manager/Chief

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





City of Dallas

**OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER**

RECEIVED

240712

2024 JUL 26 PM 3:18

CITY SECRETARY  
DALLAS, TEXAS

7/3/2024

Southwest Credit Systems, LP

Jeff Hurt

4120 International Parkway, Suite 1100

Carrollton, TX 75007

jhurt@swcgroup.com

972-300-1731

RE: Southwest Credit Systems, L.P.

Dear Jeff Hurt

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 8/23/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 8/22/2025, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by 7/15/2024.

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

*Jeff Hurt*  
 Jeff Hurt (Jul 3, 2024 15:48 CDT)

Jul 3, 2024

Authorized Signature

Date

Jeff Hurt

CEO

Name

Title

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

*Danielle Thompson*

Director, Office of Procurement Services

*Dev Rastogi*

Dev Rastogi (Jul 26, 2024 14:46 CDT)

Director,

*Sarah Stander*  
Sarah Stander (Jul 9, 2024 09:52 CDT)

Assistant City Manager/Chief

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



City of Dallas

**OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER**

2024 JUL 29 AM 9:10

CITY SECRETARY  
DALLAS, TEXAS

6/28/2024

ELITE ROOT CONTROL LLC

Christine Gardner

1000 Progress Dr #579

Liberty MO 64069

cgardner@ercontrol.com

816 923-1744

RE: Chemical Root Control Services

Dear Christine Gardner

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 08/10/2024. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 2/10/2025, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by 07/10/2024

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

Christine Gardner  
 Christine Gardner (Jun 28, 2024 10:08 CDT)

Jun 28, 2024

**Authorized Signature****Date**

Christine Gardner

VP of Operations

**Name****Title**

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

Thank you,

Kiana Morris

Senior Contract Compliance Administrator

Office of Procurement

kiana.morris@dallas.gov

214-671-5370

Danielle Thompson

Director, Office of Procurement Services

Dev Rastogi

Dev Rastogi (Jul 26, 2024 15:13 CDT)

Director, Sarah Standifer

Sarah Standifer (Jun 30, 2024 16:54 EDT)

Assistant City Manager/Chief

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

240714

RECEIVED

## Memorandum

2024 AUG -2 PM 2: 00

CITY SECRETARY  
DALLAS, TEXAS

CITY OF DALLAS

DATE July 31, 2024

TO City Secretary

SUBJECT Correction to AA 24-0714

The subject Administrative Change Order was approved on 7/30/24 authorizing Change Order No. 2 to the construction contract with HD Way Concrete Service, LLC for work on Street Reconstruction Group 17-4009.

It has come to our attention that the information in the table below is incorrect on the original document: ADMINISTRATIVE CHANGE ORDER ACTUAL FEE SCHEDULE BREAKDOWN FORM PBW-FRM-314 that was approved with AA 24-0714 and need to be corrected as follows:

## ADMINISTRATIVE CHANGE ORDER \ ACTION FEE SCHEDULE BREAKDOWN FORM

STREET RECONSTRUCTION GROUP 17-4009

Change Order Number 2

Item#	Description	Unit	Unit Price	Quantity			Amount
				Original	Revised	Change	
Schedule E - VANETTE LN - PAVING (PB17V253)							
<del>210A</del>	<del>REMOVE AND RESET IRON FENCE</del>	LF	<del>\$700.00</del>	<del>20.00</del>	<del>0.00</del>	<del>-20.00</del>	<del>(\$14,000.00)</del>
210A	REMOVE AND RESET IRON FENCE	LF	\$500.00	20.00	0.00	-20.00	(\$10,000.00)
503	GRAVEL SURFACE	SY	\$10.00	20.00	17.50	-2.50	(\$25.00)
514	LIME STABILIZATION	SY	\$10.00	2500.00	0.00	-2500.00	(\$25,000.00)
515	HYDRATED LIME	SY	\$200.00	40.00	0.00	-40.00	(\$8,000.00)
521A	STABILIZED CONSTR ENTRANCE	SY	\$20.00	225.00	0.00	-225.00	(\$4,500.00)
1652	LOCATE UTILITY UNDER PAVE	EA	\$200.00	4.00	0.00	-4.00	(\$800.00)
1653	LOCATE UTILITY UNDER CONC	EA	\$200.00	4.00	0.00	-4.00	(\$800.00)
102	UNCLASSIFIED EXCAVATION	CY	\$35.00	400.00	775.00	375.00	\$13,125.00
<del>247D</del>	<del>6 INCH FLEX BASE MATERIAL</del>	SY	<del>\$16.00</del>	<del>0.00</del>	<del>2500.00</del>	<del>-2500.00</del>	<del>\$40,000.00</del>
247D	6 INCH FLEX BASE MATERIAL	SY	\$16.00	0.00	2250.00	2250.00	\$36,000.00
SubTotal Schedule E - VANETTE LN - PAVING (PB17V253)							\$0.00

<b>Total For Department of Public Works</b>	<b>\$0.00</b>
<b>Total For Wastewater Main - Dallas Water Utilities Department</b>	<b>\$0.00</b>
<b>Total For Dallas Water Utilities Department</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$0.00</b>

8/10/24

240714

DATE July 31, 2024

SUBJECT Correction to AA 24-0714

Please replace the ADMINISTRATIVE CHANGE ORDER ACTUAL FEE SCHEDULE BREAKDOWN FORM PBW-FRM-314 in AA 24-0714 with the revised copy attached.

A copy of AA 24-0714 is attached for your reference.

Should you have any questions, please contact Gbenro Oyekanmi, P.E., Program Manager at (214) 948-4490.

*Ali Hatefi, P.E.*

Ali Hatefi, P.E.  
Director  
Department of Public Works

## ADMINISTRATIVE CHANGE ORDER \ ACTION FEE SCHEDULE BREAKDOWN FORM

STREET RECONSTRUCTION GROUP 17-4009

Change Order Number 2

Item#	Description	Unit	Unit Price	Quantity			Amount
				Original	Revised	Change	
Schedule E - VANETTE LN - PAVING (PB17V253)							
210A	REMOVE AND RESET IRON FENCE	LF	\$500.00	20.00	0.00	-20.00	(\$10,000.00)
503	GRAVEL SURFACE	SY	\$10.00	20.00	17.50	-2.50	(\$25.00)
514	LIME STABILIZATION	SY	\$10.00	2500.00	0.00	-2500.00	(\$25,000.00)
515	HYDRATED LIME	SY	\$200.00	40.00	0.00	-40.00	(\$8,000.00)
521A	STABILIZED CONSTR ENTRANCE	SY	\$20.00	225.00	0.00	-225.00	(\$4,500.00)
1652	LOCATE UTILITY UNDER PAVE	EA	\$200.00	4.00	0.00	-4.00	(\$800.00)
1653	LOCATE UTILITY UNDER CONC	EA	\$200.00	4.00	0.00	-4.00	(\$800.00)
102	UNCLASSIFIED EXCAVATION	CY	\$35.00	400.00	775.00	375.00	\$13,125.00
247D	6 INCH FLEX BASE MATERIAL	SY	\$16.00	0.00	2250.00	2250.00	\$36,000.00
SubTotal Schedule E - VANETTE LN - PAVING (PB17V253)							\$0.00

<b>Total For Department of Public Works</b>	<b>\$0.00</b>
<b>Total For Wastewater Main - Dallas Water Utilities Department</b>	<b>\$0.00</b>
<b>Total For Dallas Water Utilities Department</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$0.00</b>





City of Dallas

# ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240714

EFFECTIVE DATE

7/28/24

## INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☒ Yes ☐ No

**VENDOR NAME:** HD Way Concrete Service, LLC

**VENDOR NUMBER:** VC24911

**CONTRACT NAME:** Street Reconstruction Group 17-4009

**DEPARTMENT:** Public Works

**CONTRACT NUMBER:** PBW-2023-00020813

**CONTRACT TERMS:** 10/16/23

to 9/20/24

**ACTION REQUESTED:**

Authorize Change Order Number 2 to the construction contract with HD Way Concrete Service, LLC for Street Reconstruction Group 17-4009 project. This is a zero-dollar change order and will not increase the contract amount of \$2,253,589.00.

**BACKGROUND:**

**This change order consists of the following:**

During construction, challenges were encountered to obtain the lime supply needed for the subgrade treatment of Vanette Ln. Consequently, to prevent further construction delays, it is necessary to use flex base for subgrade treatment in lieu of liming on Vanette Ln. This will require reducing some items no longer needed and adding new items to the contract. All items needed for this change order are included in the attachment.

**FUNDING:**

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
							\$
							\$
							\$
<b>PROGRAM NO.:</b>		PB17V253	<b>FINANCING:</b>			<b>TOTAL:</b>	\$ 0.00

**CHANGE ORDER DATA:**

<b>Change Order No.:</b> 2	<b>Original CR/AA No.:</b> 22-1359	<b>Original CR/AA Date:</b> 6/14/23	<b>Original CR/AA Amount:</b> \$ 2,090,214.00
<b>Total of Previous Change Orders:</b> \$ 163,375.00		<b>Previous Total Amount:</b> \$ 2,253,589.00	
<b>Change Amount Including this Order:</b> \$ 163,375.00		<b>Total Amount Including this Order:</b> \$ 2,253,589.00	<b>Total Change Order Percentage:</b> 7.81 %

904E MCH APPROVAL

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

By Department Director

Ali Hatafi, P.E.

Date

7/28/24



City of Dallas

# ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

240715


EFFECTIVE DATE

7/30/24

## INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☒ Yes ☐ No

<b>VENDOR NAME:</b> Rebcon, LLC				<b>VENDOR NUMBER:</b> 243551				
<b>CONTRACT NAME:</b> Commerce Street – PB17VA16				<b>DEPARTMENT:</b> Public Works				
<b>CONTRACT NUMBER:</b> PBW-2023-00021257		<b>CONTRACT TERMS:</b> 9/27/23		to		8/1/26		
<b>ACTION REQUESTED:</b>	Authorize Change Order Number 1 to the construction contract with Rebcon, LLC for Commerce Street from Good Latimer Expressway to Exposition Avenue in the amount of \$93,750.00. This action will increase the contract amount from \$29,968,199.00 to \$30,061,949.00.							
<b>BACKGROUND:</b>	<p><b>This change order consists of the following:</b></p> <p>During construction, it was discovered that more pedestrian safety fencing than initially anticipated was needed. This action will compensate the contractor for this work. This will require adding new items to the contract. All items needed for this change order are included in the attachment.</p>							
<b>FUNDING:</b>	<i>FUND</i>	<i>DEPT</i>	<i>UNIT</i>	<i>ACTV</i>	<i>OBJ.</i>	<i>PROGRAM</i>	<i>ENCUMBRANCE TYPE and NUMBER</i>	<i>AMOUNT</i>
	0797	PBW	W957	THRF	4510	PB17VA16	CX- PBW-2023-00021257	\$ 93,750.00
	<b>PROGRAM NO.:</b> PB17VA16		<b>FINANCING:</b> 2023 Certificate of Obligation		<b>TOTAL:</b>		\$ 93,750.00	
<b>CHANGE ORDER DATA:</b>	<b>Change Order No.:</b> 1		<b>Original CR/AA No.:</b> 23-1324		<b>Original CR/AA Date:</b> 9/27/23		<b>Original CR/AA Amount:</b> \$ 29,968,199.00	
	<b>Total of Previous Change Orders:</b> \$ 0.00				<b>Previous Total Amount:</b> \$ 29,968,199.00			
	<b>Change Amount Including this Order:</b> \$ 93,750.00				<b>Total Amount Including this Order:</b> \$ 30,061,949.00		<b>Total Change Order Percentage:</b> 0.31 %	
<b>APPROVAL</b>								
Approved as being in accordance with the Budget and Chapter 2 of the Dallas City Code.								
By Department Director <i>Ali Hatefi, P.E.</i>							Date 7/30/24	

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245899</div> <b>EFFECTIVE DATE</b> 6-26-2024			
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input checked="" type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">2024 JUL -1 AM 8:35</div> </div> </div>								
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>									
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A</span>									
Supplier Name:		Under 1 Roof				Supplier No.		VC0000010438	
Subject:		Supplemental Agreement #1							
Lead Dept:		Office of Community Care							
Action Requested:		Authorize Supplemental Agreement 1, replacing Exhibit A-1 with Revised Exhibit A-1 Statement of Services, and extending the contract term until November 30, 2024 to allow a full year of service. No cost consideration to the city.							
		Contract Number:		OCC-2023-00022039		Contract Term:		9-27-2023 to 11-30-2024	
Background:		The Drivers of Poverty Program address high poverty rates within the City of Dallas through the Drivers of Poverty services. On September 27, 2023, Under 1 Roof was granted an amount not to exceed \$295,300.00 to provide Client Financial Services Assistance, under Resolution No. 23-1339.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		N/A						-	\$0.00
								-	\$0.00
								-	\$0.00
		Financing:							TOTAL:
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
		#1	23-1339	9-27-2023	\$295,300.00	\$0.00	\$295,300.00	0.00%	

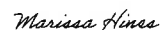
**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

  
Jessica M. Shaw (Jun 25, 2024 10:33 CDT)

By Department Director

Jun 25, 2024

Date



Approved as to Form by City Attorney

MH

Jun 26, 2024

Date




Jun 26, 2024

Date

By City Manager



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245911</div> <b>EFFECTIVE DATE</b> Jul 28, 2024																											
	1. Place an "X" in the appropriate box for the approval of:																																	
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 1.2em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">JUL 28 AM 9:49</div> </div> </div>																																	
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div>																																		
<b>Supplier Name:</b> WIZEHIVE, INC.						<b>Supplier No.</b> VS17464																												
<b>Subject:</b> GRANTS MANAGEMENT SYSTEM																																		
<b>Lead Dept:</b> Office of Arts & Culture																																		
<b>Action Requested:</b> Authorization is requested for a Supplemental Agreement No. 6 to continue use of services from WizeHive, Inc. ("WizeHive") for a two-year subscription to their grants management platform. WizeHive is the sole source provider for Zengine Grants Management platform.																																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Contract Number:</b></td> <td style="width: 30%;">OCA-2018-00006689 (CR-00026992)</td> <td style="width: 10%;"><b>Contract Term:</b></td> <td style="width: 10%;">7/1/2024</td> <td style="width: 10%;">to</td> <td style="width: 10%;">06/30/2026</td> </tr> </table>								<b>Contract Number:</b>	OCA-2018-00006689 (CR-00026992)	<b>Contract Term:</b>	7/1/2024	to	06/30/2026																					
<b>Contract Number:</b>	OCA-2018-00006689 (CR-00026992)	<b>Contract Term:</b>	7/1/2024	to	06/30/2026																													
<b>Background:</b> The Office of Arts and Culture required a grants management system to handle application, panel reviews, monthly and annual reports from awardees, and internal reporting. WizeHive, Inc. is the current provider of the grants management system used by OAC, and is a sole source provider. As the system has met expectations of the OAC staff, holds FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22, FY2022-23, and FY 2023-24 data, and will provide continuity with applicants and awardees who interact with this system, OAC wishes to extend this contract for two additional years. This agreement has been extended previously and authorization is requested for a Supplemental Agreement No. 6 to continue use of services from WizeHive, Inc. for a two-year subscription to their grants management platform.																																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>HUB</b></td> <td style="width: 85%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.         </td> </tr> </table>								<b>HUB</b>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																									
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<b>Contract Amendment Information:</b>	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage																											
	6	AA 17-6036	05/16/2017	\$6,613.00	\$49,747.00	\$76,673.30	1,059																											

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

  
 Martine Phillippe (Jun 28, 2024 15:51 CDT)  
 By Department Director

Jun 28, 2024

Date



Approved as to Form by City Attorney BF

Jul 1, 2024



Date



Jun 28, 2024

Date

By City Manager

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245912</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jun 10, 2024</div>				
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 25%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; font-weight: bold;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; font-weight: bold;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px; font-weight: bold;">2024 JUL -2 AM 8:30</div> </div> </div>									
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>										
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>										
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>										
Supplier Name:		Dallas County Heritage Society DBA Old City Park				Supplier No.		126247		
Subject:		Supplemental Agreement No. 3 with Dallas County Heritage Society for lease space at Old City Park.								
Lead Dept:		Park and Recreation								
Action Requested:		Approve Supplemental Agreement No. 3 to extend the Agreement for an additional one (1) year, commencing on May 27, 2024, and ending on May 26, 2025, and to allow for a winding down period during this one-year extension while the City assumes the management and operation of the Premises and to allow the Society to carry out the City's public purpose which is to complete the deaccession process for historically important and time period artifacts; and in consideration, for the Society carrying out the City's public purpose, the City agrees to allow Society to have access to office space in the Curator's Office and access to the Warehouse. Society will pay City \$1.00 for its use of the Curator's Office and Warehouse during the term of this Supplemental Agreement No. 3. Contact: Steven Baker: 214-670-8847								
		Contract Number:		PKR-2024-00025095		Contract Term:		May 27, 2024 to May 26, 2025		
Background:		Dallas County Heritage Society is a local non-profit that had been contracted to operate, manage, and program Old City Park.								
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:  		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		0001	PKR	5185		7219			PKR-2024-00025095	\$1.00
		Financing:							TOTAL:	\$1.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage		
					0.00		0.00	%		

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

John Jenkins  
 John Jenkins (Jun 10, 2024 13:40 CDT)  
 By Department Director

Jun 10, 2024  
 Date

Molly P. Ward  
 Approved as to Form by City Attorney


Jun 11, 2024  
 Date

OA AA

7582  
 By City Manager

Jun 10, 2024  
 Date



 <b>CITY OF DALLAS</b>	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		245913
		EFFECTIVE DATE
		June 18, 2024

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input checked="" type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

Supplier Name:	Overland Partners, Inc		Supplier No.	519397				
Subject:	Cotton Bowl Renovation, Rehabilitation and Addition							
Lead Dept:	Park and Recreation Department							
Action Requested:	Authorize Supplemental Agreement No. 2 to the Professional Services Contract with Overland Partners, Inc. for architectural and engineering services, in the amount of \$51,837.00; thereby increasing the contract from \$7,640,286.80 to \$7,692,123.80							
	Contract Number:	PKR-2024-00023980	Contract Term:	n/a	to n/a			
Background:	Overland Partners, Inc. will provide additional design and documentation to account for the changes made to scope of work at the renovation of the Level 7 Chilled Water System. For additional detail, refer to the proposal, dated May 15, 2024, attached.							
HUB Check appropriate Box	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	2128	PKR	X064	FPRK	4112	PKCOTTON	- CX PKR-2024-00023980	\$51,837.00
							-	
							-	
	Financing: Fair Park Revenue Bonds, Series 2023						TOTAL:	\$51,837.00
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
	2	24-0371	2/28/2024	\$7,620,008.80	\$20,278.00	\$7,692,123.80	0.95%	

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

<u>John Jenkins</u> John Jenkins (Jun 17, 2024 17:52 CDT) By Department Director	Jun 17, 2024 Date	<u>Christine Lanners</u> Christine Lanners (Jul 1, 2024 13:14 CDT) Approved as to Form by City Attorney	Jul 1, 2024 Date
<u>2582</u> By City Manager		Jun 18, 2024 Date	

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245914</div> <b>EFFECTIVE DATE</b> <div style="margin-top: 5px;">6-28-2024</div>			
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.7em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.6em;">2024 JUL -2 AM 9:28</div> </div> </div>								
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A</span>									
Supplier Name:		U.S. Department of Homeland Security-Federal Emergency Management Agency (FEMA)				Supplier No.			
Subject:		FEMA Disaster Relief							
Lead Dept:		Office of Community Care							
Action Requested:		Authorize execution an agreement with FEMA to allow FEMA to use of the parking lot located at West Dallas Multipurpose Center, 2828 Fish Trap Rd Dallas, TX 75212 for a Mobile Disaster Recovery Center to assist City of Dallas residents impacted by the May 2024 storms.							
		Contract Number:		OCC-2024-00025386		Contract Term:		6-28-2024 to 7-30-2024	
Background:		FEMA to set up at West Dallas Multipurpose Center to provide aide to City of Dallas residents who were impacted by the May 2024 storms.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscomblsearch/">https://mycpa.cpa.state.tx.us/tpasscomblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		N/A						-	\$0.00
								-	\$0.00
								-	\$0.00
		Financing:							TOTAL:
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
					\$0.00	\$0.00	\$0.00	0.00%	

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

Jessica Galleghaw  
 Jessica Galleghaw (Jun 28, 2024 12:05 CDT)

By Department Director

Jun 28, 2024

Date

Lucy Huang  
 Lucy Huang (Jun 28, 2024 12:24 CDT)

Approved as to Form by City Attorney LH

Jun 28, 2024


Date

3582

By City Manager

Jun 28, 2024

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245915</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 30, 2024</div>																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center; font-weight: bold; color: blue;">           RECEIVED            2024 JUL -2 AM 9:28            CITY SECRETARY            DALLAS, TEXAS         </div> </div>																														
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																															
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																															
<b>Supplier Name:</b> Rikki Evans						<b>Supplier No.</b> VC31554																									
<b>Subject:</b> Arts Activate 2024 – Round 3																															
<b>Lead Dept:</b> Office of Arts & Culture																															
<b>Action Requested:</b> This project aims to engage 10-15 youth aged 10-15 in creating art by designing shoes with various colorways. The activity will be followed by a talk from a guest speaker sharing how art has impacted their life, emphasizing skill development and encouraging creative exploration, potentially leading to entrepreneurship opportunities for the youth. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.																															
<div style="display: flex; justify-content: space-between;"> <div> <b>Contract Number:</b> OCA-2023-00023139 (CR-00026916)         </div> <div> <b>Contract Term:</b> AA Effective Date to 9/15/2024         </div> </div>																															
<b>Background:</b> The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$4,000.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2,000.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.																															
<div style="display: flex;"> <div style="width: 15%;"> <b>HUB</b>            Check appropriate Box  <a href="https://mycpa.cpa.state.tx.us/tpasscmb/lssearch/">https://mycpa.cpa.state.tx.us/tpasscmb/lssearch/</a> </div> <div style="width: 85%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.         </div> </div>																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																								
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Martine Philippe (Apr 26, 2024 12:59 CDT)

By Department Director

Apr 26, 2024

Date



Suzanne Knuppel (May 1, 2024 15:28 CDT)

Approved as to Form by City Attorney

May 1, 2024

Date




Apr 30, 2024

By City Manager

Date



 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION		
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						245916		
							EFFECTIVE DATE		
								May 8, 2024	

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

Supplier Name: Krafty Krewe, LLC.	Supplier No. VC31534
Subject: Contract Fee Instructor	
Lead Dept: Park and Recreation	
Action Requested:	Authorize contract fee instructor agreement with Krafty Krewe, LLC. The vendor will be providing ARTS & CRAFT classes program services to the citizens of Dallas Contact: Brendan Collins: (214) 671-1668
Contract Number:	PKR-2024-00024764
Contract Term:	NTP to 5/31/2025

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

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

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

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00024764	70/30 Split
							\$0.00
							\$0.00
Financing:						TOTAL:	\$0.00

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

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

John Jenkins  
John Jenkins (May 8, 2024 11:05 CDT)  
By Department Director

May 8, 2024

Date

Matthew Green  
Matthew Green (Jun 28, 2024 09:30 CDT)  
Approved as to Form by City Attorney

Jun 28, 2024


Date

OA  
OA


MRG  
By City Manager

May 8, 2024


Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245917</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">May 5, 2024</div>		
	<b>1. Place an "X" in the appropriate box for the approval of:</b>								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 25%; text-align: right; vertical-align: top;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px; font-weight: bold;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px; font-weight: bold;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px; font-weight: bold;">2024 JUL -2 AM 11:34</div> </div> </div>								
	<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>									
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>									
<b>Supplier Name:</b>		Mosaic Makers Collective, LLC				<b>Supplier No.</b>		VC29650	
<b>Subject:</b>		Arts Activate 2024 – Round 1							
<b>Lead Dept:</b>		Office of Arts & Culture							
<b>Action Requested:</b>		Mosaic Makers Collective presents "Mosaic Makers Co ALAANA Artisan Mentorship Program". This project will pair 4 ALAANA-identifying artisans at Mosaic Makers Co (focused on visual art) with one artist/high school student each from Dallas ISDs Adamson High School to mentor for 12 weeks, at the end of which, we will celebrate the students works at an art show in Dallas. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.							
		<b>Contract Number:</b>		OCA-2023-00023137 (CR-00026676)		<b>Contract Term:</b>		AA Effective Date to 9/15/2024	
<b>Background:</b>		The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$4,000.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2,000.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.							
<b>HUB Check appropriate Box</b> <a href="https://mycpa.cpa.state.tx.us/tpasscmbsearch/">https://mycpa.cpa.state.tx.us/tpasscmbsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
<b>Funding:</b>		<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>
		0001	OCA	4880	CA01	3089		MASC OCA-2023-00023137	\$8,000.00
		<b>Financing:</b> General Fund							<b>TOTAL:</b>
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	

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

  
 Martine Phillippe (May 2, 2024 15:52 CDT)  
 By Department Director

May 2, 2024  
 Date

  
 Lucy Huang (Jul 2, 2024 09:39 CDT)  
 Approved as to Form by City Attorney

Jul 2, 2024  
 Date



By City Manager

Date

May 5, 2024



 <b>CITY OF DALLAS</b>	<h2 style="margin:0;">ADMINISTRATIVE ACTION</h2> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245918</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">7/2/2024</div>																								
<p>1. Place an "X" in the appropriate box for the approval of:</p> <p><input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).</p> <p><input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small></p>																										
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<p>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																								
Supplier Name:	Airport Minority Advisory Council																									
Subject:	Exhibit Booth Sponsorship																									
Lead Dept:	AVI																									
Action Requested:	Authorize Administrative Action to Purchase space for the Exhibit Booth at the AMAC Conference 2024. The Exhibit Hall will be available for AVI to advertise upcoming solicitations for Dallas Love Field projects. Conference dates are August 3 <sup>rd</sup> – 7 <sup>th</sup> , 2024. Exhibit Space not to exceed \$5,000.00.																									
	Contract Number:	AVI-2024-00025360																								
	Contract Term:	7/1/2024 to 9/30/2024																								
Background:	AMAC Conference is where multiple airports and agencies come together to network and go over new DBE/ACDBE policies and procedures in the Aviation Industries. It allows the COD Aviation Department to build our pool of DBE vendors to help increase our DBE/ACDBE participation to meet our projected FAA goals. Conference dates are Aug. 3-7, 2024. Exhibit Booth not to exceed \$5,000.00																									
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>	<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																									
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Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage																			

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

Shenice Hughes 7/1/2024 13:30 CDT

7/1/2024

By Department Director

Date

Ashley Stockton 7/2/2024 10:44 CDT


7/2/2024

Approved as to Form by City Attorney

Date

By City Manager

Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245919</span> <b>EFFECTIVE DATE</b> Jun 7, 2024																									
	1. Place an "X" in the appropriate box for the approval of:																															
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?																																
Supplier Name: Legge Lewis Legge						Supplier No.		VC19691																								
Subject: Bath House Cultural Center Art Project																																
Lead Dept: Office of Arts & Culture																																
Action Requested: Authorization is requested for payment for art project site research, site feasibility and final design by artists Legge Lewis Legge for a site-specific artwork for the Bath House Cultural Center Art Project located at 521 E Lawther Dr.																																
Contract Number: OCA-2024-00025145      Contract Term: 6/10/2024 to 7/10/2024																																
Background: Following Dallas City Code and Cultural Policy guidelines, the project was competitively advertised, and artist team Legge Lewis Legge was selected by the artist selection panel. Artists Legge Lewis Legge were tasked with finalizing the proposed design, confirming the site for the artwork was feasible and identifying any permits and/or certificates required to complete the installation of artwork near the Bath House Cultural Center.																																
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>																																
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																									
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						%																										

  
 Martine Philippe (Jun 7, 2024 10:40 CDT)

By Department Director

Jun 7, 2024

Date

  
 Hannah Minton (Jun 24, 2024 14:07 CDT)

Approved as to Form by City Attorney

Jun 24, 2024

Date



Jun 7, 2024

By City Manager

Date



City of Dallas

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.

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

**ADMINISTRATIVE ACTION****245920****EFFECTIVE DATE****May 5, 2024**

2024 JUL 3 AM 11:19  
CITY SECRETARY  
DALLAS, TEXAS  
RECEIVED

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☒ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Supplier Name: Swank Motion Pictures, Inc

Supplier No. VS0000037793

Subject: Dive in Movies for Aquatic Facilities

Lead Dept: Park and Recreation

Action Requested:

Authorize an encumbrance of \$3,040.00 with Swank Motion Pictures, Inc. Vendor will provide a Park and Recreation license to show requested motion pictures for a non-theatrical release.

Contact: Joshua Whitaker 214-670-6273

Contract Number: PKR-2024-00024820 Contract Term: NTP to 07/14/2024

Background:

SWANK MOTION PICTURES, INC. is the sole source for non-theatrical distribution and public performance. licensing to Colleges and Universities, Elementary, High schools, Park and Recreation Departments, Cruise Ships, Hospitals and various other non-theater settings in either 35mm film, Pre-home DVD, DVD's, Blu-Ray DVD and digital formats.

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

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

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5286		3099		CX PKR-2024-00024820	\$3,040.00
						-	
						-	
Financing:							TOTAL: \$3,040.00

Contract Amendment Information:

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

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

John Jenkins  
John Jenkins (Apr 30, 2024 23:07 CDT)

By Department Director

Apr 30, 2024

Date

Willow Sanchez

Approved as to Form by City Attorney

Jul 2, 2024

Date

OA

OA

By City Manager

May 5, 2024

Date





City of Dallas

# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION****245921****EFFECTIVE DATE**

June 10, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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- ☒ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. ☐ Yes ☒ No3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. ☐ Yes ☒ No4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No

Supplier Name: Giles Engineering Associates, Inc

Supplier No. 350698

Subject: Coombs Creek Trail Improvements Phase II; Materials Testing Services

Lead Dept: Dallas Park and Recreation Department

Action Requested:

Supplement an existing Construction Materials Services contract with Giles Engineering Associates, Inc. in the amount of \$10,020.00

Contract Number: PKR-2022-00020410 Contract Term: 5/27/2024 to 4/27/25

Background:

This supplement is to provide for Construction Materials Testing for Coombs Creek Trail Phase II which includes In-place moisture density testing and observation of reinforcement steel, and compressive concrete cylinder preparation and testing.

HUB  
Check appropriate  
Box

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

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

John C. Salinas  
5/11/2024

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0719	HOU	W483	HIBT	4113	HOEQ0074	CX PKR-2022-00020410	\$10,020.00
						-	
						-	
Financing: Equity Revitalization Capital Fund						TOTAL:	\$10,020.00

Contract Amendment Information:

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
1	226499	9/27/22	18,213.00		\$28,233.00	55%

TL

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

John Jenkins

John Jenkins (Jun 4, 2024 14:44 CDT)

By Department Director

Jun 4, 2024

Date

Matthew Green

Matthew Green (Jul 3, 2024 11:00 CDT)

Approved as to Form by City Attorney


Jul 3, 2024



Date

Jun 10, 2024


By City Manager

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245922</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">06/24/24</div>		
	<b>1. Place an "X" in the appropriate box for the approval of:</b>								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 25%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;"> RECEIVED  2024 JUL -5 AM  CITY SECRETARY  DALLAS, TEXAS </div> </div> </div>								
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<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>									
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>									
<b>Supplier Name:</b>		Consumer and Market Insights, LLC				<b>Supplier No.</b>		VS0000024626	
<b>Subject:</b>		Market Research & Analysis - Transportation Network Navigation and Customer Care Assessment							
<b>Lead Dept:</b>		AVI							
<b>Action Requested:</b>		Authorize consulting services contract for market research and analysis - Transportation Network Navigation and Customer Care Assessment at Dallas Love Field. Amount not to exceed \$49,295 <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Contract Number:</b> AVI-2024-00023991</span> <span><b>Contract Term:</b> 7/1/2024 to 6/30/2025</span> </div>							
<b>Background:</b>		Consumer and Market Insights, LLC will evaluate and assess the customers' overall airport experience. The assessment will review and evaluate various parking, drop off and pick-up options for Garage A, B, C, the transportation Network companies, valet services and private vehicles.							
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>		<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
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		0130	AVI	7706	AV23	3070		CX AVI-2024-00023991	\$49,525.00
		<b>Financing:</b> FY2024 Operating Fund							<b>TOTAL:</b>
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	

<b>APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.</b>			
 Patrick Carreno (Jun 21, 2024 14:45 CDT) By Department Director	6/24/24 Date	 Ashley Stockton (Jun 26, 2024 10:35 CDT) Approved as to Form by City Attorney	06/26/24 Date
06/24/24 By City Manager			



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245923</div> <b>EFFECTIVE DATE</b> Jun 28, 2024																																									
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Supplier Name: Dallas Innovation Alliance				Supplier No. VC19059																																											
Subject: Contract Renewal- Supplemental Agreement #2 to Digital Navigators Program Subrecipient Agreement with Dallas Innovation Alliance for the purpose of administering a Digital Navigators Program within the Dallas city limits to Dallas residents who are low-income.																																															
Lead Dept: OCC/MGT																																															
Action Requested: Authorize the renewal option for the contract with Dallas Innovation Alliance for the Digital Navigators Program for the purpose of administering a Digital Navigators Program within the Dallas city limits to Dallas residents who are low-income.																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 20%;">CMO-2022-00020338</td> <td style="width: 20%;">Contract Term:</td> <td style="width: 10%;">3/8/2024</td> <td style="width: 10%;">to</td> <td style="width: 10%;">3/7/2025</td> </tr> </table>								Contract Number:	CMO-2022-00020338	Contract Term:	3/8/2024	to	3/7/2025																																		
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Background: On 3/8/23, City Council authorized a one-year Contract, with a one (1) one-year renewal option, with Dallas Innovation Alliance, in an amount not to exceed \$2,000,000.00 (annual amount of \$1,000,000), by Resolution No. 23-0387. On 10/27/23, the Parties executed SA#1 to update the revised exhibits, by AA No. 23-6436. Upon the expiration of the initial one-year term of the Contract, the term was extended for 90 days by Extension Request No. 24-0092.																																															
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>																																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
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Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage																																								
	1	23-0387	3/8/2023	\$1,000,000.00	1	\$2,000,000.00	%																																								

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


  
 Jessica Galleghaw (Jun 28, 2024 10:01 CDT)  
 By Department Director

Jun 28, 2024  
 Date

  
 Lucy Huang (Jun 28, 2024 16:13 CDT)  
 Approved as to Form by City Attorney LH

Jun 28, 2024  
 Date

  
 Jun 28, 2024  
 By City Manager

 CITY OF DALLAS	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		245924
		EFFECTIVE DATE
		May 21, 2024

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

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

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

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

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

☒ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

Supplier Name:	TEXAS TREES FOUNDATION	Supplier No.	NA
----------------	------------------------	--------------	----

Subject: TEXAS TREES FOUNDATION - BEXAR ST TREES- Beautification & Maintenance Project

Lead Dept: Public Works

Action Requested: Authorize a five (5) year Beautification and Maintenance agreement with the TEXAS TREES FOUNDATION to plant and maintain Trees with irrigation system in City right-of-way along 5900-6000 Block of Bexar Street. The proposed project Includes installing and maintaining Trees with irrigation system (see exhibit A). This project is 100% funded by the TEXAS TREES FOUNDATION and is renewable at the discretion of the Department of Public Works.

Contract Number:	PBW-2024-00024640	Contract Term:	5 years from date of contract execution
------------------	-------------------	----------------	---

Background: The TEXAS TREES FOUNDATION has identified an area along the right-of-way of the 5900-6000 Block of Bexar Street in need of beautification and have proposed a project to install and maintain Trees and maintenance of existing irrigation system as needed. The project will be 100% funded by the TEXAS TREES FOUNDATION.

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

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

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

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

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

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


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

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

<u>Ashley Eubanks</u> Ashley Eubanks (May 10, 2024 15:09 CDT) By Department Director	May 10, 2024 Date	Matthew Green Approved as to Form by City Attorney	Jul 3, 2024 Date
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MA By City Manager	May 21, 2024 Date
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 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold;">245925</div>																								
							<b>EFFECTIVE DATE</b> <div style="font-size: 1.2em;">6/24/24</div>																								
1. Place an "X" in the appropriate box for the approval of:																															
<input checked="" type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.																															
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																															
Supplier Name: Noah's Park & Playgrounds, LLC						Supplier No. 518483																									
Installation of Shaded Canopies for DPD dog runs																															
Lead Dept: AVI																															
Action Requested: Authorize a contract for the vendor to install 3 shaded canopies to partially cover separate areas for Dallas Police Department's Canine dog runs at Dallas Love Field. Amount not to exceed <b>\$28,500.00</b>																															
Contract Number: AVI-2024-00025044      Contract Term: 05/30/2024 to 09/30/2024																															
Background: AVI is seeking to purchase and install 3 shaded canopies to partially cover separate areas for Dallas Police Department's Canine dog runs. The vendor will provide 3 - 20x20 canopies at Dallas Love Field Airport for Canine dog runs performed by Dallas Police Department. Amount not to exceed <b>\$28,500.00</b>																															
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>																															
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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0130</td> <td>AVI</td> <td>7735</td> <td></td> <td>4599</td> <td></td> <td>CX AVI-2024-00025044</td> <td><b>\$28,500.00</b></td> </tr> <tr> <td colspan="7">Financing: FY2024 Operating Fund</td> <td><b>TOTAL: \$28,500.00</b></td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0130	AVI	7735		4599		CX AVI-2024-00025044	<b>\$28,500.00</b>	Financing: FY2024 Operating Fund							<b>TOTAL: \$28,500.00</b>
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Patrick Carreno (Jun 24, 2024 07:52 CDT)

By Department Director

**6/24/24**

Date

Victoria Giesbrecht (Jun 24, 2024 11:27 CDT)

Approved as to Form by City Attorney

**6/24/24**

Date

**06/24/24**

By City Manager





City of Dallas

# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**

245926

**EFFECTIVE DATE**

5-15-2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☒ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Yes ☒ No ☐

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

Yes ☐ No ☒

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

Yes ☒ No ☐ N/A ☐

Supplier Name: HHM &amp; ASSOCIATES, INC.

Supplier No. 517844

Subject: PROFESSIONAL SERVICES CONTRACT – HISTORIC RESOURCE SURVEY

Lead Dept: PLANNING AND URBAN DESIGN (PNV)

Action Requested:

CONTRACT PREPARATION FOR A HISTORIC RESOURCE SURVEY AND ASSESSMENT PERFORMED BY CONSULTANTS, HHM &amp; ASSOCIATES, INC.

Contract Number: PNV-2024-00025031 Contract Term: 07/01/2024 to 9/30/2025

Background:

This contract is to conduct a survey in South Dallas with a 50% reimbursable matching grant. The total contract is \$100,000 and will be utilizing the same consultant who has previously provided the Historic Survey in 2020. The GIS mapping will provide for the best outcome with the current survey by continuing work with the same consultant. Due to the limited time to complete the project and risk losing grant funds – the special needs memo is attached for additional details. This vendor is listed on the State of Texas HUB Eligibility ID # 1742319182800

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

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

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	\$0.00
0001	PNV	3497	ECNR	3081	NA	-	\$50,000.00
F766	PNV	679F	ECNR	3070	NA	-	\$50,000.00
Financing:							TOTAL: \$100,000.00

Contract Amendment Information:

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

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

By Department Director

May 15, 2024

Date

Approved as to Form by City Attorney

Jul 5, 2024


Date

By City Manager

May 15, 2024

Date



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245927</span> <b>EFFECTIVE DATE</b> Jun 20, 2024					
	1. Place an "X" in the appropriate box for the approval of:							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">             RECEIVED              JUN -8 AM 8:57              CITY SECRETARY              DALLAS, TEXAS           </div> </div> </div>							
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A						
Supplier Name:	Convergent Technologies LLC		Supplier No.	VS0000028663				
Subject:	Installation of fiber optic network cable							
Lead Dept:	Dallas Police Department							
Action Requested:	To authorize payment in the amount of \$60,399.58 to Convergent Technologies LLC to install fiber optic network cable utilizing Sourcewell Contract #030421-CTL.							
	Contract Number:	DPD-2024-00023869	Contract Term:	5/2/2024 to 5/1/2025				
Background:	Convergent Technologies will install fiber optic network Northwest, South Central, and Southeast Units. It was determined that during the Bond Office construction of gates, both high voltage and low voltage wiring were run in violation of code, in the same junction boxes. This has caused constant issues with the network connection to the card readers.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	DPD	2141		3210		DPD-2024-00023869	\$60,399.58
	Financing:		General Funds				TOTAL:	\$60,399.58
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	

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

  
 Martin Rojas (Jun 20, 2024 09:31 CDT)

By Department Director

Jun 20, 2024

Date



Jun 28, 2024

Approved as to Form by City Attorney

Date

  
 Dominique Artis (Jun 20, 2024 12:52 CDT)

By City Manager

Jun 20, 2024

Date



City of Dallas

**ADMINISTRATIVE ACTION**

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

**ADMINISTRATIVE ACTION****245928****EFFECTIVE DATE**

March 29, 2024

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

- ☒ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
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- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Yes ☐ No ☒

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

Yes ☐ No ☒

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

Yes ☐ No ☒ N/A

Supplier Name: Mas-Tek Engineering &amp; Associates, Inc.

Supplier No. 350688

Subject: Material Testing for Alley Group 17-3001

Lead Dept: Public Works

Action Requested:

Authorize an Administrative Action for Engineering Services Contract with Mas-Tek Engineering & Associates, Inc., in an amount not to exceed \$71,155.00 to provide Construction Material Testing during the reconstruction of Alley Group 17-3001.

Contract Number: PBW-2024-00024670

Contract Term: 03/04/2024

to

07/31/2025

Background:

This AA is required to provide the Construction Material Testing for this capital construction project. Professional Solicitation #CIZ1917 has provided a short list of qualified firms to provide this service and Mas-Tek Engineering & Associates, Inc., is the most highly qualified proposer.

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

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- ☐ NO, there are no HUB's in Dallas County to contact for this business category.
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Funding:

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V22	PBW	V017	AREC	4113	PB17V017	CX- PBW-2024-00024670	\$18,755.00
1V22	PBW	V018	AREC	4113	PB17V018	CX PBW-2024-00024670	\$17,750.00
1V22	PBW	V019	AREC	4113	PB17V019	CX- PBW-2024-00024670	\$9,805.00
1V22	PBW	V020	AREC	413	PB17V020	CX PBW-2024-00024670	\$10,575.00
1V22	PBW	V021	AREC	4113	PB17V021	CX- PBW-2024-00024670	\$14,270.00
Financing:		2017 General Obligation Bond Fund				TOTAL:	\$71,155.00

Contract Amendment Information:

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
					\$71,155.00	0 %

245928



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

Ali Hatafi, P.E.

By Department Director

3/28/24

Date

Matthew Green

Matthew Green (Jun 17, 2024 16:19 CDT)

Jun 17, 2024

Date

Approved as to Form by City Attorney


3/29/24

Date

Rita Ruiz

By City Manager



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245929</span> <b>EFFECTIVE DATE</b> Apr 23, 2024																																																																
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<b>Subject:</b> Material Testing for Alley Group 17-4001																																																																							
<b>Lead Dept:</b> Public Works																																																																							
<b>Action Requested:</b> Authorize an Administrative Action for Engineering Services Contract with Beyond Engineering & Testing, LLC. in an amount not to exceed \$38,614.00 to provide Construction Material Testing during the reconstruction of Alley Group 17-4001.																																																																							
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%;"><b>Contract Number:</b></td> <td style="border: 1px solid black; width: 30%;">PBW-2023-00022265</td> <td style="border: 1px solid black; width: 20%;"><b>Contract Term:</b></td> <td style="border: 1px solid black; width: 10%;">03/01/2024</td> <td style="border: 1px solid black; width: 10%; text-align: center;">to</td> <td style="border: 1px solid black; width: 10%;">07/01/2025</td> </tr> </table>								<b>Contract Number:</b>	PBW-2023-00022265	<b>Contract Term:</b>	03/01/2024	to	07/01/2025																																																										
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<b>Background:</b> This AA is required to provide the Construction Material Testing for this capital construction project. Professional Solicitation #CIZ1917 has provided a short list of qualified firms to provide this service and Beyond Engineering & Testing, LLC. is the most highly qualified vendor.																																																																							
<div style="display: flex;"> <div style="width: 15%; padding-right: 10px;"> <b>HUB</b>          Check appropriate Box  <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a> </div> <div> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.         </div> </div>																																																																							
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Ali Hatemi P.E.*

By Department Director

4/22/24

**Robert Perez**

Robert Perez (Apr 23, 2024 09:55 CDT)

By City Manager

**Matthew Green**

Matthew Green (Jul 1, 2024 11:14 CDT)


Approved as to Form by City Attorney

Jul 1, 2024

Date

Apr 23, 2024

Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245930</div> <b>EFFECTIVE DATE</b> Jul 2, 2024		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 25%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">             RECEIVED              2024 JUL -8 PM 3:29              CITY SECRETARY              DALLAS, TEXAS           </div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div> </div>								
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A									
Supplier Name:		Dallas College				Supplier No.		VS0000065958	
Subject:		Supplemental Agreement No. 1							
Lead Dept:		Dallas Fire Rescue							
Action Requested:		Authorize Supplemental Agreement No. 1 to amend interlocal agreement with Dallas College to remove the \$50.00 ride-out fee to the Department requirement listed under section XI of the Clinical Affiliation agreement.							
		Contract Number:		DFD-2024-00024191		Contract Term:		2-22-2024 to 2-27-28	
Background:		On February 22, 2024, an interlocal agreement with Dallas College to provide clinical experience at the Dallas College Facility to students enrolled in the College's School of Health Sciences, EMS/EMT ("Clinical Experience" or "Educational Program") was awarded through Administration Action 24-5340. The ride-out fee for the students is not required.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								-	\$0.00
								-	\$0.00
								-	\$0.00
		Financing:		NA					
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
		1	24-5340	2-22-2024	\$0.00	\$0.00	\$0.00	0%	

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

Alexander Rodriguez  
 Alexander Rodriguez (Jul 2, 2024 10:56 CDT)  
 By Department Director

Jul 2, 2024  
 Date

Don Knight  
 Approved as to Form by City Attorney

Jul 3, 2024  
 Date

Dominique Artis  
 Dominique Artis (Jul 2, 2024 11:06 CDT)  
 By City Manager

Jul 2, 2024  
 Date

Exhibit C

# Memorandum

RECEIVED  
2024 OCT 25 PM 2:01  
CITY SECRETARY  
DALLAS, TEXAS



DATE 10/18/2024  
TO City Secretary  
SUBJECT Correction to AA File# 245931

This is the first (\*Y) correction to the subject AA File# 245931.

The subject AA File# 245931 was approved on 06/25/2024 authorizing an interlocal agreement with Dallas County for an Urban Agriculture Infrastructure Support Pilot Program Phase 1 and Phase 2 to the sum of \$99,600.00

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

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

AA File# 245931 Supplier No. should read as follows:

Supplier Name : Dallas County

Supplier No. : ~~353896~~ 254643

Department: Office Environmental Quality and Sustainability

Director (or designee.): Carlos Evans Oct 22, 2024

Signature

Date

Carlos Evans

Print Name

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

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

OFS: Manvitha Kotipalli Oct 25, 2024

Signature

Date

Manvitha Kotipalli  
Print Name

ATT: ☐ Approved ☐ Denied


Assistant City Attorney:

Signature

Date

Manvitha Kotipalli  
Print Name

6/25/24

 <b>City of Dallas</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245931</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">06/25/2024</div>																																																	
	1. Place an "X" in the appropriate box for the approval of:																																																							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input checked="" type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 15%; text-align: center; font-weight: bold; color: blue;"> RECEIVED  2024 JUL 18 PM 4:20  CITY SECRETARY  DALLAS, TEXAS </div> </div>																																																							
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Supplier Name:		DALLAS COUNTY				Supplier No.		353896																																																
Subject:		URBAN AGRICULTURE INFRASTRUCTURE SUPPORT PROGRAM																																																						
Lead Dept:		MGT-OEQS																																																						
Action Requested:		AUTHORIZE AN INTERLOCAL AGREEMENT WITH DALLAS COUNTY FOR AN URBAN AGRICULTURE INFRASTRUCTURE SUPPORT PILOT PROGRAM PHASE 1 AND PHASE 2 TO THE SUM OF \$99,600.																																																						
		Contract Number:		OEQ-2024-00024229		Contract Term:		05/08/2024 to 05/08/2025																																																
Background:		THE URBAN AGRICULTURE INFRASTRUCTURE SUPPORT PILOT PROGRAM IS A NEED AND PLACE-BASED PROJECT THAT ADDRESSES KEY BARRIERS TO NECESSARY AGRICULTURE INFRASTRUCTURE IN AREAS OF GREATEST NEED AND LOWEST ACCESS TO FRESH FOODS. PHASE 1 OF THIS PROJECT WILL SUPPORT AND EDUCATE 8-10 AGRICULTURE STAKEHOLDERS WITH DEMONSTRATED NEED WHILE TRAINING LOCAL INDIVIDUALS TO PERFORM THIS WORK																																																						
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																																						
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Carlos Evans  
Carlos Evans (Mar 28, 2024 09:28 CDT)  
By Department Director

Mar 28, 2024  
Date


Rory Mcanally  
Approved as to Form by City Attorney


Jun 25, 2024  
Date

[Signature]  
By City Manager

Apr 1, 2024  
Date




 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245932</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 19, 2024</div>																								
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<p>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p>																										
Supplier Name: Asian Film Foundation of Dallas		Supplier No. VS0000016157																								
Subject: Arts Activate 2024 – Round 3																										
Lead Dept: Office of Arts & Culture																										
Action Requested:	Featuring about 40 films from Asia and Asian-American filmmakers, the 23rd Annual Asian Film Festival of Dallas' 7-day, volunteer-run event includes a Student Showcase, a Women's Showcase, and engaging discussions with filmmakers. The festival aims to expose Dallas residents to Asian culture through cinema. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.																									
	Contract Number:	OCA-2023-00023139 (CR-00026903)																								
	Contract Term:	AA Effective Date to 9/15/2024																								
Background:	The fee for this service is \$12,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$3,000.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$6,000.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$3,000.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.																									
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmb?search/">https://mycpa.cpa.state.tx.us/tpasscmb?search/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																									
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 Martine Philippe (Apr 18, 2024 16:59 CDT)  
 By Department Director


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


Apr 18, 2024

Date


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

  
 By City Manager


 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION																	
	<b>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</b>						245933																	
							EFFECTIVE DATE																	
						Jun 7, 2024																		
<b>1. Place an "X" in the appropriate box for the approval of:</b>																								
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<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No																								
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A																								
<b>Supplier Name:</b> Good, Fulton & Farrell, Inc.						<b>Supplier No.</b> 249502																		
<b>Subject:</b> Professional Services - LCC Ph. II																								
<b>Lead Dept:</b> Office of Arts and Culture																								
<b>Action Requested:</b> Authorization is requested for Supplemental Agreement No. 3 to extend the contract with Good, Fulton, & Farrell, Inc. to June 30, 2025 for consulting services related to the design of an additional donor recognition element and the "Latino Cultural Center" Building Identification, to be located on the exterior wall facing Good Latimer St. <b>No additional cost.</b>																								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Contract Number:</b></td> <td style="width: 30%;">OCA-2022-00017862</td> <td style="width: 20%;"><b>Contract Term:</b></td> <td style="width: 10%;">11/3/2021</td> <td style="width: 10%;">to</td> <td style="width: 10%;">6/30/2025</td> </tr> </table>									<b>Contract Number:</b>	OCA-2022-00017862	<b>Contract Term:</b>	11/3/2021	to	6/30/2025										
<b>Contract Number:</b>	OCA-2022-00017862	<b>Contract Term:</b>	11/3/2021	to	6/30/2025																			
<b>Background:</b> Administrative Action 21-6567 dated 10/18/21 authorized a new contract with Good Fulton & Farrell to perform consulting and design services for the LCC courtyard in the amount of \$28,869.00. Supplemental Agreement 1- authorized by Administrative Action 22-6517 dated 10/28/22- increased the scope to include additional services with an additional cost of \$6,561.00, as well as extended the contract expiration date to 6/30/2024.																								
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>																								
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	3	21-6567	10/18/2021	\$28,869.00	\$14,581.00	\$43,450.00	50.51%																	


  
 Martine Phillips (Jun 7, 2024 10:42 CDT)  
 By Department Director

Jun 7, 2024  
 Date

  
 Suzanne Knuppel (Jul 2, 2024 16:00 CDT)  
 Approved as to Form by City Attorney

Jun 7, 2024  
 Date

  
 By City Manager

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245934</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">July 8, 2024</div>																																								
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<b>Supplier Name:</b> Lonestar Drain LLC; dba Discount Restoration. – Contractor Cheryl and Douglas Combs- Homeowners		<b>Supplier No.</b> VC28204																																								
<b>Subject:</b> ARPA Residential Septic Tank Program																																										
<b>Lead Dept:</b> Housing & Neighborhood Revitalization																																										
<b>Action Requested:</b> Execute agreement for payment for ARPA Residential Septic Tank Program at property address 2187 S. Woody Rd., Dallas, TX, 75253 in the amount of \$8,500.00 from the ARPA grant.																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Contract Number:</td> <td style="width: 25%;">HOU-2024-00024345</td> <td style="width: 25%;">Contract Term:</td> <td style="width: 25%;">Effective Date of the AA above</td> <td style="width: 10%;">to</td> <td style="width: 10%;">Two years from the effective date</td> </tr> </table>			Contract Number:	HOU-2024-00024345	Contract Term:	Effective Date of the AA above	to	Two years from the effective date																																		
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<b>Background:</b> On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies.																																										
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmb1search/">https://mycpa.cpa.state.tx.us/tpasscmb1search/</a>																																										
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							%																																			

*Darwin Wade*  
 Darwin Wade (Jul 8, 2024 12:22 CDT)  
 By Department Director

**Jul 8, 2024**  
 Date

*Marissa Hines*  
 Approved as to Form by City Attorney *MH*  
 Date


*Robin Bradley*  
 By City Manager

**Jul 8, 2024**  
 Date

OPS-FRM-1004  
 Rev. 04.25.2023

4/4/2024  
 Page 1 of 1



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245935</div> <b>EFFECTIVE DATE</b> <div style="font-weight: bold; margin: 5px 0;">06/27/2024</div>				
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input checked="" type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 25%; text-align: right;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: right top;">             RECEIVED              JUN 24 - 9 PM 12:08              CITY SECRETARY              DALLAS, TEXAS           </div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div> </div>									
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <div style="text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div>										
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <div style="text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div>										
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A         </div>										
Supplier Name:		United Way of Metropolitan Dallas, Inc.			Supplier No.		VC20595			
Subject:		ARPA Nonprofit Assistance Program								
Lead Dept:		Office of Community Care								
Action Requested:		Authorize Supplemental Agreement #2 to authorize the first one-year renewal option to service contract ARPA Nonprofit Assistance Program between United Way of Metropolitan Dallas, Inc. and the City of Dallas, and to provide an updated Exhibit A-1 – Statement of Services, Exhibit A-3 – Budget Narrative, and Exhibit A-4 – Budget Worksheet.								
		Contract Number:		OCC-2022-00019179		Contract Term:	06-28-24 to 06-27-25			
Background:		The Nonprofit Assistance Program through United Way of Metropolitan Dallas, Inc., will provide grants of up to \$50,000 to nonprofit organizations located within the City of Dallas who serve low-to-moderate income individuals for operational expenses.								
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		FC18	MGMT	AD20		3070			OCC- 2022-001919179	\$858,000.00
		Financing:							TOTAL:	\$858,000.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage		
		1	23-0909	08-09-23	\$858,000.00	\$0.00	\$2,600,000.00	0%		

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

  
 Jessica Galleghaw (Jun 27, 2024 10:21 CDT)  
 By Department Director


Jun 27, 2024  
 Date

Veronica Barboza  
 Jun 27, 2024  
 Approved as to Form by City Attorney VB Date

  
 Jun 27, 2024  
 By City Manager

Jun 27, 2024  
 Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245936</span> <b>EFFECTIVE DATE</b> 07/08/2024	
	1. Place an "X" in the appropriate box for the approval of:							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">             RECEIVED              2024 JUL -9 PM 4:38              CITY SECRETARY              DALLAS, TEXAS           </div> </div> </div>							
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>							
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>								
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>								
Supplier Name: Destin'e La'Shun Bailey						Supplier No.		
Subject: Dallas Homebuyer Assistance Program								
Lead Dept: Housing & Neighborhood Revitalization								
Action Requested: Execution of the City of Dallas Homebuyer Written Agreements (CDBG) for down payment assistance for the total amount of \$5,370.00 in CDBG funds. Funds have been appropriated by previous City Council resolution.								
Contract Number: HOU-2024-00025322      Contract Term:      to								
Background: Destin'e LaShun Bailey was approved for purchase of property at 5550 Spring Valley Rd, Unit # H-32 using CDBG funds (\$5,370.00) for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 23-0278, Approved February 22, 2023, to provide homebuyer assistance to households with income at or below 80% of the AMI. Funding has been appropriated under a prior Resolution.								
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>								
<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	CD23	HOU	704J		3101	DHAP	-	\$5,370.00
							-	0.00
							-	0.00
Financing:							TOTAL:	\$5,370.00
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
	n/a	n/a	n/a	0.00	0	\$ 0.00	0%	


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

  
 Darwin Wade (Jul 8, 2024 10:41 CDT)

By Department Director

Jul 8, 2024

Date

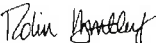
  
 Mariessa Hines

Jul 8, 2024

MH

Date


Approved as to Form by City Attorney

  
 Colin Brantley

Jul 8, 2024

By City Manager

Date

 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the <b>City Secretary's Office to receive an official file stamp.</b>						2 4 5 9 3 7	
							EFFECTIVE DATE	
						Jun 26, 2024		

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 15%).
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<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

Supplier Name:	Ann Sury – Galway Circle Yoga	Supplier No.	VS99513
Subject:	Chair Yoga		
Lead Dept:	Park and Recreation		

**Action Requested:** Authorizing funding for \$24,000.00 for Ann Sury, vendor will provide a 55-minute yoga classes once a week. There will be year-round yoga classes at Lake Highlands North, Samuell Grand, and Kidd Springs Recreation Centers and is subject to change based on attendance and need for the program. In addition to these three locations, this program will rotate through 39 additional recreation centers. Ann Sury will coordinate classes day / time for each facility with the Senior Program Division. Administrative Staff. Classes will take place during the hours of 9am -2pm Monday – Friday. The exact date and time for each location are to be determined and mutually agreed upon by both Ann and the City to accommodate instructor's availability and City schedule of other events and holidays.

Contract Number:	PKR-2024-00024878	Contract Term:	TBD	to	09/30/2025
------------------	-------------------	----------------	-----	----	------------

**Background:** Ann Sury has worked for the City of Dallas over the years. She teaches yoga to the seniors to help with posture and build strength, flexibility, and balance. She is a RYT 200 hours certified yoga instructor with over 2 thousand teaching hours in the classroom. Ann Sury is also a member of Yoga Alliance & Silver Sneakers.

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

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


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	1726		3070		MASC PKR-2024-00024878	\$24,000.00
						-	\$0.00
						-	\$0.00
<b>Financing:</b>						<b>TOTAL:</b>	\$24,000.00

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

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

  
 By Department Director


Jun 25, 2024  
 Date

  
 Christine Lanners (Jul 2, 2024 11:23 CDT)  
 Approved as to Form by City Attorney

Jul 2, 2024  
 Date

  
 By City Manager

Jun 26, 2024  
 Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <h2 style="margin:0;">245938</h2> <p style="margin:0;"><b>EFFECTIVE DATE</b></p> <p style="margin:0;">May 5, 2024</p>																																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p><input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 2%).</p> <p><input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):</p> <p><small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small></p> </div> <div style="width: 15%; text-align: center;"> <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>RECEIVED</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">2024 JUL 10 AM 8:45</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">CITY SECRETARY DALLAS, TEXAS</p> </div> </div>																																														
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<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <span style="float: right;">YP</span>																																															
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																															
<b>Supplier Name:</b> Punch Buggy Productions, Inc.						<b>Supplier No.</b> VC20045																																									
<b>Subject:</b> Race Production and Management																																															
<b>Lead Dept:</b> Parks & Recreation																																															
<b>Action Requested:</b> Authorize and encumbrance of \$7,500.00 with Punch Buggy Productions, Inc. The vendor will produce workout training and coordinate multiple races at different facilities during the Spring, Summer, and Fall. Services will include all race training setup and logistics, sanctioning, registration and equipment, scholarship for 15 youth, and additional items listed on the attached proposal. Contact: Carnell Livingston – (214) 670-6273																																															
<b>Contract Number:</b>		PKR-2024-00024901		<b>Contract Term:</b>		6/22/2024 to 6/21/2025																																									
<b>Background:</b> Punch Buggy Productions, Inc. is a 501(c)(3) not-for-profit organization. The organization was founded to encourage the community to get active and educate the public on healthy lifestyles and nutrition habits. They are dedicated and enthusiastic in their belief that physical fitness builds a path to a greater quality of life.																																															
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>																																															
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*[Signature]*  
**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

**May 1, 2024**

By Department Director

*[Signature]*  
**Jul 9, 2024**

Approved as to Form by City Attorney

*[Signature]*  
**May 5, 2024**

By City Manager


**May 5, 2024**

Date

*[Signature]*  
**May 5, 2024**

Date



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2 4 5 9 3 9</div> <b>EFFECTIVE DATE</b> <div style="margin: 5px 0;">8/2/2023</div>		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 5%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): License Agreement  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; font-weight: bold; color: blue;">             RECEIVED              2023 JUL 10 PM 1:09              CITY SECRETARY              DALLAS, TEXAS           </div> </div>								
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>								
Supplier Name:		FOX MEDIA LLC AND NW COMMUNICATIONS OF TEXAS, INC.				Supplier No.		N/A	
Subject:		LOGO LICENSING							
Lead Dept:		LIBRARY							
Action Requested:		AUTHORIZE EXECUTION OF LICENSE AGREEMENT FOR USE OF KDFW AND KDFI TELEVISION STATION LOGO ON THE LIBRARY'S WEBSITE.							
		Contract Number:		LIB-2023-00022776		Contract Term:		05/01/2023 to 04/30/2024	
Background:		KDFW AND KDFI ARE MEDIA SPONSORS OF THE LIBRARY'S SUMMER READING PROGRAM. THEY ARE RECOGNIZED AS SUCH ON THE LIBRARY'S WEBSITE. THIS AGREEMENT AUTHORIZES THE LIBRARY TO CONTINUE USING THROUGH THE MAYOR'S SUMMER READING PROGRAM AND INTO SPRING.							
HUB Check appropriate Box <a href="http://www.dallas.gov">http://www.dallas.gov</a> <a href="http://www.dallas.gov">http://www.dallas.gov</a> <a href="http://www.dallas.gov">http://www.dallas.gov</a> <a href="http://www.dallas.gov">http://www.dallas.gov</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								-	\$0.00
								-	\$0.00
								-	\$0.00
		Financing:							TOTAL:
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
							\$ 0.00	%	

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

MJ Giudice  
MJ Giudice (Aug 1, 2023 14:17 CDT)

Ashley Stockton  
Ashley Stockton (Jul 9, 2024 17:01 CDT)

By Department Director

Date

Approved as to Form by City Attorney


Date

Aug 2, 2023

By City Manager

Date



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245940</div>	
			<b>EFFECTIVE DATE</b> Jun 10, 2024	
			<div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;">         RECEIVED          CITY SECRETARY          DALLAS TEXAS          2024 JUN 11 AM 8:35       </div>	

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

☒ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.

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

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

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

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

☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

Supplier Name: SHI GOVERNMENT SOLUTIONS, INC	Supplier No. 502145
Subject: Training Licenses for Park and Recreation Department	
Lead Dept: Park and Recreation Department	
Action Requested:	Authorize an encumbrance of \$45,771.00 with SHI Government Solutions, Inc., through the Texas Association of School Board (Buyboard) cooperative agreement. The vendor will provide professional development and education to the Park and Recreation Department. Buyboard-Technology Contract #661-22 Contact: Tiffanie Willis – 214) 671-1660
Background:	PKR Department will continue to use SHI Government Solutions for employees' education and development of core competencies used by PKR Department to meet service delivery and operational needs. The service allows employees to access resources in support of training and education onsite or remotely (work from home) and is a critical component of bench strength development to support employee development for succession planning and employee retention.
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.


Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	PKR	5002		3364		CX PKR-2023-00022412	\$45,771.00
							-	\$0.00
							-	\$0.00
	Financing:							TOTAL:

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

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

John Jenkins  
 John Jenkins (Jun 6, 2024 09:11 CDT)  
 By Department Director

Jun 6, 2024  
 Date


  
 Approved as to Form by City Attorney

Jul 9, 2024  
 Date

OA  
 OA

  
 By City Manager

Jun 10, 2024  
 Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245941</div>																																										
	<b>EFFECTIVE DATE</b> <div style="display: flex; justify-content: space-between;"> <span>June 17, 2024</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">RECEIVED JUL 11 AM 10:23 CITY SECRETARY DALLAS, TEXAS</span> </div>																																																
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>								<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A																																									
<b>Supplier Name:</b> South Dallas Driving Academy						<b>Supplier No.</b> VC32215																																											
<b>Subject:</b> Workforce Development Upskilling Program																																																	
<b>Lead Dept:</b> Human Resources																																																	
<b>Action Requested:</b> Authorize a Memorandum of Understanding (MOU) with South Dallas Driving Academy in accordance with the City of Dallas Upskilling program																																																	
<b>Contract Number:</b>		PER-2024-00025102			<b>Contract Term:</b>		6/1/2024		to 5/30/2029																																								
<b>Background:</b> The City's Department of Human Resources has implemented the City's Workforce Upskilling Program the is expanding to include strategic collaborations with Dallas community based and non-profit organizations.																																																	
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>																																																	
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					0.00		0.00	%																																									

*Nina*

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

Nina Arias  
 Nina Arias (Jun 12, 2024 16:41 CDT)  
 By Department Director

Jun 12, 2024  
 Date

Stephen T. Freeland  
 Stephen T. Freeland (Jul 11, 2024 10:09 CDT)  
 Approved as to Form by City Attorney

Jul 11, 2024  
 Date

Jack Ireland  
 Jack Ireland (Jun 17, 2024 15:03 CDT)  
 By City Manager

Jun 17, 2024  
 Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

245942

EFFECTIVE DATE

Jul 11, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
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- ☒ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Supplier Name: Police Strategies, LLC.

Supplier No. VC22874

Subject: Use of Force Incident Body Worn Camera Video Analysis

Lead Dept: Information &amp; Technology Services (ITS)

Action Requested:

Authorize Supplemental Agreement No.1 to the use force analysis services contract to conduct an analysis of body worn camera video related to use force incidents.

Contract Number: DSV-2021-00017315 Contract Term: 1/31/2022 To 1/30/2026

Background:

This service contract will provide for use of force analysis services for the Police Department (DPD). This a data-driven risk management system determines the reasonableness and appropriateness of an officer's use of force used to identify trends and patterns, evaluate risk, and detect potential problems. The solution allows DPD to examine how and why officers are using force using an evaluation tool which also allows DPD to measure the effectiveness of policies and training and assess the impacts of any reforms that are implemented.

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

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

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2181		3070		CX DSV-2021-00017315	\$10,500.00
							\$0.00
							\$0.00
Financing:		General Fund				TOTAL:	\$10,500.00

Contract Amendment Information:

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
1	22-0242	1/31/2022	\$1,383,800.00	\$0.00	\$1,394,300.00	1.31%

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

Brian Gardner (June 7, 2024 17:34 CDT)

By Department Director

Jun 7, 2024

Date

Approved as to Form by City Attorney

Jul 11, 2024


Date

By City Manager

Jul 11, 2024

Date



 City of Dallas	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		245943
		EFFECTIVE DATE
		Jun 13, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☒ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name:	ALLIANCE GEOTECHNICAL GROUP, INC.	Supplier No.	VS000338366
Subject:	FAIR PARK _ COTTON BOWL STADIUM / SOIL SUBSIDENCE DISTRESS INVESTIGATION		
Lead Dept:	PARK and RECREATION		

Action Requested:	Authorize Supplemental Agreement No. 01 with Alliance Geotechnical Group, Inc. in the amount of \$17,500.00, thereby increasing the contract amount from \$250,316.00 to \$267,816.00.						
	Contract Number:	PKR-2024-00023707	Contract Term:	03/12/2024	to	9/13/2025	

**Background:** Supplemental Agreement No. 01 consists of the performance of an investigation of soil subsidence on level 1M South End Zone of Cotton Bowl stadium. Remedial actionS for repairs for CMU cracks, separation & subsoil recompaction are sought.




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


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
2128	PKR	X064	FPRK	4113	PKCOTTON - CX	PKR-2024-00023707	\$17,500.00
						-	\$0.00
						-	\$0.00
Financing:		Fair Park Revenue Bonds, Series 2023				TOTAL:	\$17,500.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	01	24-0372	03/12/2024	\$250,316.00	\$0.00	\$267,816.00	6.99%

5/6/3/2024

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

 Jun 11, 2024 By Department Director	 Jun 13, 2024 By City Manager	 Christine Lanners (Jul 12, 2024 09:17 CDT) Approved as to Form by City Attorney	Jul 12, 2024 Date
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 <b>City of Dallas</b>	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		245944
		EFFECTIVE DATE
		07-05-24

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input checked="" type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.	

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

Supplier Name:	Catholic Charities of Dallas, Inc.	Supplier No.	VC0000007486
Subject:	ARPA Community Making Food Accessible		
Lead Dept:	Office of Community Care		

Action Requested:	Authorize Supplemental Agreement #1 to the agreement with Catholic Charities of Dallas, Inc., to increase the budget in an amount not to exceed \$50,000, and to revise Exhibit A-3 – Budget Narrative and A-4 – Budget Worksheet which will allow funding for two drivers and two pantry workers. Also, funding for transportation cost for the additional drivers and reallocation for indirect cost.						
	Contract Number:	OCC-2022-00018462	Contract Term:	05-24-23	to	05-23-25	




Background:	Catholic Charities of Dallas' Hunger Program has several modalities to distribute food efficiently and effectively within the communities they serve. Catholic Charities utilize five mobile food trucks (pantries) for high-volume, high-impact distributions.
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HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
	<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
	<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
	<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
FC18	MGT	AD21		3070		OCC-2022-00018462	\$50,000.00
Financing:							TOTAL: \$50,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	23-0711	08-18-23	\$1,076,924.00	\$50,000.00	\$1,126,924.00	0.464%

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

 Jessica Galleghaw (Jul 5, 2024 14:43 CDT) By Department Director	Jul 5, 2024 Date	 Veronica Barboza Approved as to Form by City Attorney VB	Jul 8, 2024 Date
 By City Manager		Jul 5, 2024 Date	

 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION		
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						245945		
							EFFECTIVE DATE		
						July 12, 2024			
1. Place an "X" in the appropriate box for the approval of:									
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input checked="" type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: right; font-size: 10pt;">           RECEIVED            JUL 12 PM 2:30            CITY SECRETARY            DALLAS, TEXAS         </div> </div>									
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A			
Supplier Name:			University of Texas at San Antonio			Supplier No.		265107	
Subject:		Consulting Services							
Lead Dept:		Dallas Police Department							
Action Requested:		Authorize a change in the amount of contract from to \$106,951.00 to \$110,759.00 for MASC- DPD-2024-00023986 for Consulting Services.							
		Contract Number:		DPD-2024-00023986		Contract Term:		3/15/2024 to 3/14/2025	
Background:		Since February 2021, Dallas Police Department (DPD) has been engaged in a city-wide crime reduction effort to combat violent crime. This effort would allow DPD to continue to develop and implement the Violent Crime Reduction Plan. DPD will partner with University of Texas at San Antonio (UTSA) criminologists to provide research assistance and advice on evidence-based strategies to address violence. Additionally, UTSA will assist DPD with analyzing data related to the examination of geographic crime patterns and trends.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	DPD	2181		3070		- DPD-2024-00023986	\$3,808.00
		Financing:						TOTAL:	\$3,808.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
		1	24-0446	3/15/2024	106,951.00	-	110,759.00	9.56	


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

  
 Martin Riojas (Jul 11, 2024 15:48 CDT)

By Department Director

Jul 11, 2024

Date

  
 Dominique Artie (Jul 12, 2024 11:38 CDT)

By City Manager



Approved as to Form by City Attorney

Jul 12, 2024

Date

Jul 12, 2024

Date







City of Dallas

# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**

245946

**EFFECTIVE DATE**

July 13, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☐ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☒ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☒ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Supplier Name: Linde Gas &amp; Equipment Inc.

Supplier No. VS97442

Subject: Welding Gas Cylinder rentals

Lead Dept: SAN

Action Requested:

Authorize ratification of outstanding invoices totaling the amount of \$9,056.22 for rentals on returned welding gas cylinders. Services were provided 12/20/2022 – 10/17/2023. 70

Contract Number: SAN-2024-00025271

Contract Term: 12/20/2022

to

10/17/2023

Background:

During a period when we did not have a welding gas contract that was active, we maintained our previous vendor's cylinder at our repair facility to ensure the ability to repair Landfill and Transfer Station heavy equipment.

HUB  
Check appropriate  
Box

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

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

N/A:CM-KM

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						- SAN-2024-00025271	\$9,056.22 <u>70</u>
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$9,056.22

Contract Amendment Information:

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

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

By Department Director

Jul 9, 2024

Date

Alina Ciocan (Jul 13, 2024 12:19 CDT)

By City Manager

Victoria Giesbrecht (Jul 15, 2024 08:05 CDT)


Approved as to Form by City Attorney

Jul 13, 2024

Date

Jul 15, 2024

Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245947</span> <b>EFFECTIVE DATE</b> Jul 12, 2024				
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;">             RECEIVED              JUL 15 AM 8:11              CITY SECRETARY              DALLAS, TEXAS           </div> </div> </div>									
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>										
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>										
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A</span>										
Supplier Name:		Women of Law Enforcement			Supplier No.		VC25132			
Subject:		Conference Registration								
Lead Dept:		Dallas Police Department								
Action Requested:		Authorize payment in the amount of \$10,000.00 for registration fees and training.								
		Contract Number:		DPD-2024-00025347		Contract Term:		7/1/2024 to 12/30/2024		
Background:		The annual conference provides an opportunity for female law enforcement professionals to learn amount peers. The conference is designed to build leaders and to help women overcome challenges they may face in a controlled, encouraging setting. All attendees will earn 32 TCOLE hours. The conference will be held on September 16 -20, 2024.								
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		OS1N	DPD	6767		3364			DPD-2024-00025347	\$10,000.00
		Financing: LEOSE Funds							TOTAL:	\$10,000.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage		

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

  
 Martin Riojas (Jul 12, 2024 15:29 CDT)

Jul 12, 2024

By Department Director

Date

  
 Victoria Gesbrecht (Jul 15, 2024 08:00 CDT)

Jul 15, 2024

Approved as to Form by City Attorney

VG


Date

  
 Dominique Artis (Jul 12, 2024 15:52 CDT)


Jul 12, 2024


By City Manager

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245948</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">07/10/2024</div>					
	<b>1. Place an "X" in the appropriate box for the approval of:</b>							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input checked="" type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  2024 JUL 16 AM 8:42 </div> </div>							
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
<b>Supplier Name:</b>	Harris Miller Miller & Hanson Inc.		<b>Supplier No.</b>	VS0000083633				
<b>Subject:</b>	SA #2 to extend contract 6 months. No additional funding needed.							
<b>Lead Dept:</b>	AVI							
<b>Action Requested:</b>	Authorize Administrative Action to enter a Supplemental Agreement to extend contract for 6 months of service. No additional funding needed. Will continue the ongoing series of Noise Stakeholder Meetings and On-call services.							
	<b>Contract Number:</b>	AVI-2019-00008498	<b>Contract Term:</b>	11/14/2018 to 11/14/2024				
<b>Background:</b>	Due to the extended Runway 13R/31L construction closure the DOA opted to not develop the 2021 Annual Noise Contour Report. It is expected that additional modeling, analysis, or advice will be needed. The DOA has begun the process of updating the Voluntary Noise Program per Council request as a result of city audit at DAL. No additional funding needed.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
<b>Funding:</b>	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0130	AVI	7729	AAIP	3070		MASC AVI-2019-00008498	\$0.00
	<b>Financing:</b>						<b>TOTAL:</b>	\$0.00
<b>Contract Amendment Information:</b>	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
	2	181588	11/14/2018	\$287,888.00	\$71,972.00	\$359,860.00	0%	

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


  
 Patrick Carreno (Jul 10, 2024 13:52 CDT)  
 By Department Director

07/10/24  
 Date  
  
 By City Manager

  
 Stephen T. Freeland (Jul 10, 2024 15:23 CDT)  
 Approved as to Form by City Attorney  
 07/10/24  
 Date

07/10/24  
 Date



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245949</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">Jul 16, 2024</div>																																								
	<p><b>1. Place an "X" in the appropriate box for the approval of:</b></p> <p><input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).</p> <p><input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):</p> <p style="font-size: 0.8em;">NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</p>																																										
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<b>Supplier Name:</b> Convergent Technologies LLC		<b>Supplier No.</b> VS0000028663																																									
<b>Subject:</b> Emergency Service Repair																																											
<b>Lead Dept:</b> Dallas Police Department																																											
<b>Action Requested:</b> To authorize payment in the amount of \$4,879.33 to Convergent Technologies LLC to utilizing Sourcewell Contract #030421-CTL.																																											
<b>Contract Number:</b> DPD-2024-00025333		<b>Contract Term:</b> 7/1/2024 to 12/30/2024																																									
<b>Background:</b> Convergent Technologies will install and program Lenel board and exit button. Schneider Electric is the current vendor under master contract. Schneider Electric lost their subcontractor and is not an authorized vendor to work on the Lenel OnGuard system and cannot fulfill the contract.																																											
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>																																											
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 Martin Riojas (Jul 16, 2024 09:29 CDT)

By Department Director


Jul 16, 2024

Date

  
 Dominique Artis (Jul 16, 2024 09:39 CDT)

By City Manager

  
 Suzanne Knuppel (Jul 16, 2024 12:06 CDT)


Approved as to Form by City Attorney 

Jul 16, 2024

Date

Jul 16, 2024

Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245950</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Mar 29, 2024</div>																																								
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Supplier Name: Friends of Samuell Grand Park						Supplier No. N/A																																									
Subject: Beautification Agreement																																															
Lead Dept: Park and Recreation																																															
Action Requested: Authorize a Beautification Agreement with the Friends of Samuell Grand for the purpose to improve and maintain the Iris Garden and triangle ornamental bed located at Samuell Grand Park. Contact: Tamara Aquino (972) 795-5040																																															
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Contract Number:</td> <td style="width: 30%; border-bottom: 1px solid black;">PKR-2024-00024046</td> <td style="width: 20%; border-bottom: 1px solid black;">Contract Term:</td> <td style="width: 10%; border-bottom: 1px solid black;">5/2/2024</td> <td style="width: 10%; border-bottom: 1px solid black;">to</td> <td style="width: 10%; border-bottom: 1px solid black;">5/1/2025</td> </tr> </table>								Contract Number:	PKR-2024-00024046	Contract Term:	5/2/2024	to	5/1/2025																																		
Contract Number:	PKR-2024-00024046	Contract Term:	5/2/2024	to	5/1/2025																																										
Background: The Friends of Samuell Grand Park is a committed friend's group that performs volunteer services dedicated to the community in which they work, live, and serve.																																															
<div style="display: flex;"> <div style="width: 15%;"> HUB  Check appropriate Box  <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a> </div> <div style="width: 85%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. </div> </div>																																															
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

John Jenkins  
John Jenkins (Mar 26, 2024 10:15 CDT)  
By Department Director

Mar 26, 2024

Date

Molly P. Ward  
Approved as to Form by City Attorney

Apr 8, 2024


Date

OA  
OA

  
By City Manager

Mar 29, 2024

Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245951</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">May 15, 2024</div>																																										
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	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  2024 JUL 1 PM 4:12 </div> </div>																																																
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Supplier Name:		Southwestern Green Club					Supplier No.		N/A																																								
Subject:		Beautification Agreement																																															
Lead Dept:		Park and Recreation																																															
Action Requested:		Authorize a Beautification Agreement with the Southwestern Green Club to conduct service enhancements such as planting flowers, litter clean-ups, and other park maintenance & upkeep as pre-determined between Dallas Parks and Southwestern Green Club at the following parks: Reverchon, Weichsel, Hines Park (including Frasier Dam and trails), William B. Dean, and Bachman Lake. Contact: Anahi Delgado (214)-732-0307																																															
		Contract Number:		PKR-2024-00024653		Contract Term:		7/3/2024 to 7/2/2025																																									
Background:		The Southwestern Green Club is a student organization at UT Southwestern Medical School dedicated to preserving and enhancing the natural beauty of the Dallas-Fort Worth metroplex through volunteer-driven park cleanups and conservation efforts. Their mission is to foster environmental stewardship and awareness among community members. Through collaborative action, they aim to create a greener, cleaner, and more vibrant environment for all who call DFW home.																																															
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																															
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

John Jenkins  
John Jenkins (May 15, 2024 09:18 CDT)  
 By Department Director

May 15, 2024  
 Date

Molly P. Ward  
 Approved as to Form by City Attorney


May 16, 2024  
 Date

OA  
 OA

[Signature]  
 By City Manager

May 15, 2024  
 Date



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245952</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">12/01/23</div>		
	1. Place an "X" in the appropriate box for the approval of:								
	<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code. <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small>								
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Supplier Name:		Braun Intertec Corporation (VS93915)				Supplier No.		VS93915	
Subject:		Administrative Action for Material Testing for Jefferson Blvd. PB17V990							
Lead Dept:		Public Works							
Action Requested:		Authorize an Administrative Action for Engineering Services Contract with Braun Intertec, in an amount not to exceed \$46,103.00 to provide Construction Material Testing during the reconstruction of Jefferson Blvd PB17V990.							
		Contract Number:		PBW-2023-00022237		Contract Term:		Notice to Proceed to 11/02/2024	
Background:		This AA is required to provide the Construction Material Testing required for each Capital Construction Project. Professional Solicitation #VS93915 has provided a short list of qualified firms to provide this service and Braun Intertec, is the most highly qualified contractor.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		1V22	PBW	V990	TGTN	4113	PB17V990	CX-2023-00022237	\$46,103.00
		Financing:						TOTAL:	\$46,103.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
					20.00		20.00	%	

*pu H H B B*

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

*Ali Hattefi, P.C. IV2*

By Department Director

11/28/23

Date

*Matthew Green*

Matthew Green (Jul 17, 2024 14:24 CDT)

Approved as to Form by City Attorney

Jul 17, 2024


Date

*Rob Pugh*

By City Manager

12/1/23

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245953</div> <b>EFFECTIVE DATE</b> Jul 17, 2024		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 15%; text-align: center; font-weight: bold; color: blue;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  JUL 17 PM 3: </div> </div>								
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>								
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <div style="float: right;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>									
Supplier Name:		STOMPING GROUND COMEDY THEATER AND TRAINING CENTER				Supplier No.		VC29457	
Subject:		Artistic Services – OEI Staff Retreat							
Lead Dept:		Office of Arts & Culture							
Action Requested:		Consultant shall provide comedy improvisation activities and programming to the Office of Equity and Inclusion (OEI) staff on July 19, 2024. Using the artistic discipline of improv comedy and activities, consultant shall engage OEI staff in a skill building and team development workshop. The workshop shall be two (2) to three (3) hours in length through the use of 2 facilitators provided by consultant.							
		Contract Number:		OCA-2024-00025499 (CR-00027009)		Contract Term:		AA Effective Date to 07/31/2024	
Background:		The fee for this service shall not exceed \$3,500.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 100%, or \$3,500.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director and receipt of invoice.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbsearch/">https://mycpa.cpa.state.tx.us/tpasscmbsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	MGT	4245	CA01	3361		MASC OCA-2024-00025499	\$3,500.00
		Financing: General Fund							TOTAL:
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage	

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

  
Martine Phillippe (Jul 15, 2024 13:40 CDT)  
By Department Director

Jul 15, 2024

Date

  
Suzanne Knuppel (Jul 17, 2024 15:10 CDT)  
Approved as to Form by City Attorney


Jul 17, 2024

Date

  
By City Manager

Jul 17, 2024

Date

 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION		
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						245954		
							EFFECTIVE DATE		
								Jul 9, 2024	

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

<input checked="" type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

Supplier Name:	Greenscapes Six, LLC.	Supplier No.	VC32587					
Subject:	Cedar Crest Golf Course - Greens Sodding							
Lead Dept:	Park and Recreation							
Action Requested:	Authorize a contract for services with Greenscapes Six, LLC in the amount of \$99,413.80 for the greens sodding of 21,289 square feet at Cedar Crest Golf Course. Work performed will include mobilization, removing existing grass and material, disposal, prepping areas for sod, purchasing and installing sod. BuyBoard Contract #: 705-23 Contact: Melissa De La Cruz (214) 670-8533							
	Contract Number:	PKR-2024-00025469	Contract Term: 7/8/2024 to 12/31/2024					
Background:	Golf Course Maintenance staff recently identified a turf condition affecting the greens at Cedar Crest Golf Course due to an issue related to the irrigation water. Staff has addressed the water issue and are moving forward with a plan to address the thin turf areas on the greens. The vendor will provide the necessary sod and labor for installation.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	PKR	5272		2262		CX PKR-2024-00025469	\$99,413.80
	Financing:						TOTAL:	\$99,413.80
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
				0.00		0.00	%	

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

  
 John Jenkins (Jul 8, 2024 12:48 CDT)  
 By Department Director

Jul 8, 2024  
 Date

  
 Christine Lanners (Jul 11, 2024 14:44 CDT)  
 Approved as to Form by City Attorney


Jul 11, 2024  
 Date

OA OA

  
 By City Manager

Jul 9, 2024  
 Date



 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION	
	See Administrative Directive 4-05 for additional guidelines and routing.						245955	
	File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						EFFECTIVE DATE	
							Apr 19, 2024	

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

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

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

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

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

☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

<b>Supplier Name:</b>	Echo Tours & Charters LP dba Echo Transportation	<b>Supplier No.</b>	VS90949					
<b>Subject:</b>	Charter Buses							
<b>Lead Dept:</b>	PKR							
<b>Action Requested:</b>	Vendor will provide six charter buses for transporting seniors to the Dr. Pepper Museum and to the Magnolia Market. Trina Broadnax: 214-671-1602							
	<b>Contract Number:</b>	PKR-2024-00024596	<b>Contract Term:</b> NTP to 09/30/2024					
<b>Background:</b>	For more than 30 years, Echo Tours & Charter LP dba Echo Transportation has supported the travel industry throughout North America with tour, charter, shuttle, metro, transit, para-transit, last-mile transport services, and more. We operate and maintain a diverse fleet of new and late-model equipment and we continue to add new vehicles as we grow to support our private and public customers' needs.							
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
<b>Funding:</b>	<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>
	0001	PKR	1726		3070		CX PKR-2024-00024596	\$6,708.81
	<b>Financing:</b>							<b>TOTAL:</b>
								\$6,708.81
<b>Contract Amendment Information:</b>	<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	
				0.00		0.00	%	

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

John Jenkins  
John Jenkins (Apr 18, 2024 18:04 CDT)  
By Department Director

Apr 18, 2024  
Date


Matthew Green  
Matthew Green (Jul 3, 2024 16:40 CDT)  
Approved as to Form by City Attorney

Jul 3, 2024  
Date

OA  
OA

By City Manager

Apr 19, 2024  
Date

 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION		
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						245956		
							EFFECTIVE DATE		
						Jul 10, 2024			

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

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

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

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

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

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

☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

<b>Supplier Name:</b>	Patrick Hamner – BachmanROC Rowing Club	<b>Supplier No.</b>	
<b>Subject:</b>	BachmanROC Rowing Club MOU		
<b>Lead Dept:</b>	Park and Recreation		
<b>Action Requested:</b>	Authorize a MOU agreement with Patrick Hamner – BachmanROC Rowing Club. Patrick Hamner is a volunteer offering rowing instruction to help teens learn the sport. This MOU is for the Recreation Service Division for training and equipment being left/stored at the Bachman Recreation Center		
	<b>Contract Number:</b>	PKR-2024-00024194	<b>Contract Term:</b> Upon Execution to 7/31/25

**Background:** Patrick Hamner came to the Park Department with a vision of teaching teens rowing. The thought process was to teach the teens how to row, and eventually compete in competitions. Patrick also believes this program could help the member get scholarships to college, since there is a low number of students taking advantage of possible collegiate scholarships. This could allow members an option to attend college that might not have known it was a possibility. Patrick started showing the program by going to Teen Night Events and bringing ERG's for the teens to try and also showed the movie A Most Beautiful Thing.

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

☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  
☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  
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<b>Funding:</b>	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	N/A	PKR	N/A	N/A	N/A		N/A PKR-2024-00024194	\$0.00
								\$0.00
								\$0.00
	<b>Financing:</b>							<b>TOTAL:</b>

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

*[Signature]*  
 By Department Director


**Jul 8, 2024**  
 Date

*Molly P. Ward*  
 Approved as to Form by City Attorney

**Jul 16, 2024**  
 Date

*[Signature]*  
 By City Manager

**Jul 10, 2024**  
 Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245957</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jul 10, 2024</div>																																								
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																									
<b>Supplier Name:</b> Sherry Silverman				<b>Supplier No.</b> VC26704																																											
<b>Subject:</b> Contract Fee Instructor																																															
<b>Lead Dept:</b> Park a Recreation																																															
<b>Action Requested:</b> Authorize contract fee instructor agreement with Sherry Silverman. The vendor will provide Pickleball services to the citizens of Dallas. Contact: Brendan Collins 214-715-6886																																															
<b>Contract Number:</b>		PKR-2024-00024873		<b>Contract Term:</b>		NTP to 9/30/2025																																									
<b>Background:</b> Contract fee instructors provide leisure, sport and health & wellness activity instruction.																																															
<div style="display: flex;"> <div style="width: 15%;"> <b>HUB</b>  Check appropriate Box  <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a> </div> <div style="width: 85%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. </div> </div>																																															
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John Jenkins  
John Jenkins (Jul 9, 2024 23:57 CDT)

By Department Director

Jul 9, 2024

Date

Molly P. Ward

Approved as to Form by City Attorney

Jul 16, 2024

Date


7/10/24

By City Manager

Jul 10, 2024

Date



 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION		
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.								EFFECTIVE DATE
									Jul 10, 2024

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Supplier Name: Protect Yourself at All Times, LLC.	Supplier No. VC25098				
Subject: Contract Fee Instructor					
Lead Dept: Park and Recreation					
Action Requested: Authorize contract fee instructor agreement with Protect Yourself at all Times, LLC. The vendor will be providing self-defense classes program services to the citizens of Dallas Contact: Brendan Collins: (214) 671-1668					
Contract Number:	PKR-2024-00024609	Contract Term:	NTP	to	9/30/2025

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

HUB Check appropriate Box

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

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

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2024-00024609	70/30 Split
							\$0.00
							\$0.00
Financing:						TOTAL:	\$0.00

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

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

John Jenkins  
 John Jenkins (Jul 10, 2024 00:03 CDT)  
 By Department Director

Jul 10, 2024  
 Date


Molly P. Ward  
 Approved as to Form by City Attorney

Jul 15, 2024  
 Date

OA 0A

[Signature]  
 By City Manager

Jul 10, 2024  
 Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245959</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">7/17/2024</div>								
<b>1. Place an "X" in the appropriate box for the approval of:</b>											
<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.											
<input checked="" type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).											
<input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.											
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.											
<input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.											
<input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.											
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b>				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b>				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
<b>Supplier Name:</b> CHOICE ATM ENTERPRISES, INC		<b>Supplier No.</b> VS0000056169									
<b>Subject:</b> BKZ1717-ATM Concession Services Contract											
<b>Lead Dept:</b> BSD											
<b>Action Requested:</b>		Authorize Supplemental agreement No1 to the Concession Service Contract with Metro Games, Inc., ratifying prior contract extensions and extending the agreement for three years, from 02/13/2022 to 02/13/2025 at a \$0 cost.									
		<b>Contract Number:</b> POM-2018-00004925	<b>Contract Term:</b> 02/14/2018	to 02/13/2025							
<b>Background:</b>		This Revenue Concession contract was entered in February 2018 between Choice Atm Enterprises, Inc and the City of Dallas for a minimum annual guaranteed concession fee of \$14,000.00. OPS proposes to ratify prior contract extensions and extend the contract to facilitate a new procurement through competitive bidding for this concession.									
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.									
<b>Funding:</b>		<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>		
										\$0.00	
											\$0.00
											\$0.00
		<b>Financing:</b>		<b>TOTAL:</b> \$0.00							
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>			
		1	18-0287	02/14/2018	-	-	-	-	-		

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



Jul 16, 2024

By Department Director

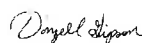
Date

  
Stephen T. Freeland (Jul 17, 2024 14:38 CDT)

Jul 17, 2024

Approved as to Form by City Attorney

Date



Jul 17, 2024

By City Manager

Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

245960

EFFECTIVE DATE

7/17/2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☒ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☐ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Supplier Name: METRO GAMES, INC.

Supplier No. 504437

Subject: BKZ1717-ATM Concession Services Contract

Lead Dept: BSD

Action Requested:

Authorize Supplemental agreement No1 to the Concession Service Contract with Metro Games, Inc., ratifying prior contract extensions and extending the agreement for three years, from 02/13/2022 to 02/13/2025 at a \$0 cost.

Contract Number: POM-2018-00004925

Contract Term: 02/14/2018

to

02/13/2025

Background:

This Revenue Concession contract was entered in February 2018 between Metro Games and the City of Dallas for a minimum annual guaranteed concession fee of \$14,000.00. OPS proposes to ratify prior contract extensions and extend the contract to facilitate a new procurement through competitive bidding for this concession.

HUB

Check appropriate Box

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

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

Funding:

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

Contract Amendment Information:

Supplemental Agreement No.

Base CR/AA No.

Base Contract Date

Base Contract Amount

Sum of Previous Supplemental Agreements

Total Contract Amount Including this Action

Total Suppl'l Agreement Percentage

1

18-0287

02/14/2018

-

-

-

-

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

Jul 17, 2024

By Department Director

Date

Jul 17, 2024

Approved as to Form by City Attorney


Date

Jul 17, 2024

By City Manager

Date



 <b>City of Dallas</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245961</span> <b>EFFECTIVE DATE</b> <b>June 26, 2024</b>																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  JUL 18 AM 11:05  CITY SECRETARY  DALLAS, TEXAS </div> </div>																														
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A																															
<b>Supplier Name:</b> Code Enforcement Officer Safety Foundation						<b>Supplier No.:</b> VC31882																									
<b>Subject:</b> Service contract for Training of Code Enforcement Officers																															
<b>Lead Dept:</b> Code Compliance Services																															
<b>Action Requested:</b> Authorize a professional service contract with Code Enforcement Officer Safety Foundation to provide comprehensive field safety training from an International Code Council (ICC) certified organization, specific to code enforcement personnel.																															
<b>Contract Number:</b>		CCS-2024-00025380		<b>Contract Term:</b>		07/01/2024 to 03/31/2025																									
<b>Background:</b> Necessary training to assist for Code Enforcement Officers in Tactical Mindset, Fear Management, Verbal De-escalation/Communication Barriers, Officer Safety Practices, Social Media tips, and Surviving a Violent Encounter.																															
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																								
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Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage																									
						%																									

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

Brian Morris

Jun 24, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

Alina Ciocan


Alina Ciocan (Jun 26, 2024 07:16 CDT)

Jun 26, 2024

STF

By City Manager

Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245962</span> <b>EFFECTIVE DATE</b> <span style="font-size: 1.2em;">04/05/24</span>																																																																																
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<b>Supplier Name:</b> Mas-Tek Engineering & Associates, Inc.						<b>Supplier No.</b> 350688																																																																																	
<b>Subject:</b> Material Testing for Webb Chapel Road																																																																																							
<b>Lead Dept:</b> Public Works																																																																																							
<b>Action Requested:</b> Authorize an Administrative Action for Professional Services Contract with Mas-Tek Engineering & Associates, Inc., in an amount not to exceed \$17,290.00 to provide Construction Material Testing during the reconstruction of Webb Chapel Road.																																																																																							
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Contract Number:</td> <td style="border: 1px solid black; padding: 2px;">PBW-2023-00022408</td> <td style="border: 1px solid black; padding: 2px;">Contract Term:</td> <td style="border: 1px solid black; padding: 2px;">06/08/2023</td> <td style="border: 1px solid black; padding: 2px;">to</td> <td style="border: 1px solid black; padding: 2px;">12/31/2025</td> </tr> </table>								Contract Number:	PBW-2023-00022408	Contract Term:	06/08/2023	to	12/31/2025																																																																										
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<b>Background:</b> This AA is required to provide the Construction Material Testing for this capital construction project. Professional Solicitation #CIZ1917 has provided a short list of qualified firms to provide this service and Mas-Tek Engineering & Associates, Inc., is the most highly qualified vendor.																																																																																							
<div style="display: flex;"> <div style="width: 15%; padding-right: 10px;"> <b>HUB</b>  Check appropriate Box  <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a> </div> <div> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. </div> </div>																																																																																							
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245962

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

*Ali Hatefi, P.E.*

By Department Director

4/3/24

Date

*Christine Lanners*

Christine Lanners (May 15, 2024 13:19 CDT)

May 15, 2024

Date

Approved as to Form by City Attorney


*Reb Puz*

By City Manager

4/5/24

Date



 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION				
	<b>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</b>						245963				
							EFFECTIVE DATE				
						Jul 18, 2024		<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> RECEIVED  CITY SECRETARY  DALLAS TEXAS  2024 JUL 18 PM 2:48 </div>			
<b>1. Place an "X" in the appropriate box for the approval of:</b>											
<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.											
<input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).											
<input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.											
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.											
<input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.											
<input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small>											
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b>											
						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b>											
						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>											
						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A					
<b>Supplier Name:</b> Cellebrite Inc.						<b>Supplier No.</b> VS0000040076					
<b>Subject:</b> CCO & CCPA Training											
<b>Lead Dept:</b> Dallas Police Department											
<b>Action Requested:</b>		To authorize payment in the amount of \$3,600.00 to Cellebrite Inc. for training.									
		<b>Contract Number:</b>		DPD-2024-00025379		<b>Contract Term:</b>		7/1/2024 to 6/30/2025			
<b>Background:</b>		This 5-day self-paced course combined the curriculum from CCO and CCPA courses providing the participant with an intense exposure to Cellebrite UFED, Physical Analyzer Software and all the core competencies associated with the examination of mobile device using Cellebrite's Tools and methodology.									
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.									
<b>Funding:</b>		FUND		DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		OS1N		DPD	6767		3364		-	DPD-2024-00025379	\$3,600.00
									-		\$0.00
									-		\$0.00
		Financing:		General Funds						TOTAL:	\$3,600.00
<b>Contract Amendment Information:</b>		Supplemental Agreement No.		Base CR/AA No.	Base Contract Date		Base Contract Amount		Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage

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

  
 Martin Riojas (Jul 18, 2024 11:54 CDT)  
 By Department Director


Jul 18, 2024  
 Date

Victoria Giesbrecht  
 Victoria Giesbrecht (Jul 18, 2024 13:38 CDT)  
 Approved as to Form by City Attorney VG

Jul 18, 2024  
 Date

  
 Dominique Arce (Jul 18, 2024 13:21 CDT)  
 By City Manager

Jul 18, 2024  
 Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245964</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">July 18, 2024</div>																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  2024 JUL 9 AM 8:21 </div> </div>																																														
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>																																															
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>																																															
<b>Supplier Name:</b> Rodolfo Roman Jr. and Sonia Roman						<b>Supplier No.</b>																																									
<b>Subject:</b> Dallas Homebuyer Assistance Program																																															
<b>Lead Dept:</b> Housing & Neighborhood Revitalization																																															
<b>Action Requested:</b> Execution of the City of Dallas Homebuyer Written Agreements (HOME/CDBG) for down payment assistance for the total amount of \$50,000 (\$25,000.00 in HOME funds, \$25,000.00 in CDBG funds). Funds have been appropriated by previous City Council resolution.																																															
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Contract Number:</td> <td style="width: 30%; border-bottom: 1px solid black;">HOU-2024-00025248</td> <td style="width: 20%; border-bottom: 1px solid black;">Contract Term:</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> <td style="width: 10%; border-bottom: 1px solid black;">to</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> </tr> </table>								Contract Number:	HOU-2024-00025248	Contract Term:		to																																			
Contract Number:	HOU-2024-00025248	Contract Term:		to																																											
<b>Background:</b> Mr. Rodolfo Roman Jr. and Mrs. Sonia Roman were approved for purchase of property at 8436 Tackett St. using HOME funds (\$25,000.00) and CDBG funds (\$25,000.00) for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 23–0278 on February 22, 2023 to provide homebuyer assistance to households with income at or below 80% of the AMI.																																															
<div style="display: flex;"> <div style="width: 15%;"> HUB  Check appropriate Box  <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a> </div> <div style="width: 85%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. </div> </div>																																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
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<table style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Contract Amendment Information:</th> <th style="width: 15%;">Supplemental Agreement No.</th> <th style="width: 15%;">Base CR/AA No.</th> <th style="width: 15%;">Base Contract Date</th> <th style="width: 15%;">Base Contract Amount</th> <th style="width: 15%;">Sum of Previous Supplemental Agreements</th> <th style="width: 15%;">Total Contract Amount Including this Action</th> <th style="width: 10%;">Total Supp'l Agreement Percentage</th> </tr> <tr> <td></td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>0.00</td> <td>0</td> <td>\$ 0.00</td> <td>0%</td> </tr> </table>								Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage		n/a	n/a	n/a	0.00	0	\$ 0.00	0%																								
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	n/a	n/a	n/a	0.00	0	\$ 0.00	0%																																								

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

*Thor Erickson*

By Department Director

Jul 18, 2024

Date

*Marissa Hines*

Approved as to Form by City Attorney *MH*

Jul 18, 2024


Date

*Edin Bentley*

By City Manager

Jul 18, 2024

Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245965</span> <b>EFFECTIVE DATE</b> Jul 18, 2024			
	1. Place an "X" in the appropriate box for the approval of:									
	<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code. <input type="checkbox"/> f. Other Services (explain on attachment; for rotifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.									
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span> 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A</span>									
Supplier Name:		Magnet Forensics, LLC				Supplier No.		VC21596		
Subject:		GrayKey Premier License								
Lead Dept:		Dallas Police department								
Action Requested:		To authorize payment to Magnet Forensics to purchase License Renewal.								
		Contract Number:		DPD-2024-00027438		Contract Term:		7/20/2024 to 7/19/2025		
Background:		The Dallas police Department Fusion Center utilizes Graykey device to extract forensic data from cellular phones to assist various investigations divisions in the prosecution of criminal cases. The device requires an active license to complete data requests by various departments throughout DPD.								
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		0001	DPD	1934		3437		-	DPD-2024-00027438	\$54,390.00
								-		
								-		
		Financing: GENERAL FUNDS						TOTAL:	\$54,390.00	
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage		
								%		

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

 Martin Rojas (Jul 18, 2024 11:45 CDT) By Department Director	Jul 18, 2024 Date  Dominique Artis (Jul 18, 2024 14:55 CDT) By City Manager	 Suzanne Knuppel (Jul 18, 2024 15:50 CDT) Approved as to Form by City Attorney <span style="font-size: 2em;">SK</span> Jul 18, 2024 Date
--	--	--





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

245966

EFFECTIVE DATE

Jul 18, 2024

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

- ☒ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
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- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No N/A

Supplier Name: Shi Government Solutions, Inc.

Supplier No. 502145

Subject: Zimperium Mobile Intrusion Prevention System (ips)

Lead Dept: Information &amp; Technology Services

Action Requested: Authorize a one-year contract to continue the use of the dallas secure app {zimperium's mobile ips}.  
This is being purchased through dir-tso-4317

Contract Number: DSV-2024-00024824 Contract Term: 6/1/2024 to 6/15/2025

Background: This system provides a mobile device intrusion and protection system. It was piloted 2022. a longer term contract is not possible as zimperium requires upfront payment.

HUB

Check appropriate Box

<https://mycpa.ca.pa.state.tx.us/t/passcmblsearch/>

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

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0198	DSV	1641		3440		CX DSV-2024-00024824	\$99,995.00

Financing: Data Services Fund

TOTAL: \$99,995.00

Contract Amendment Information:

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

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

By Department Director

Apr 24, 2024

Date

Marissa Hines

Jul 19, 2024

Approved as to Form by City Attorney M/H

Date

Jul 18, 2024

Date

By City Manager

245967

RECEIVED

2025 JUN -4 AM 8: 26

CITY SECRETARY  
DALLAS, TEXAS



City of Dallas

**Memorandum**

DATE **May 29, 2025**

TO **City Secretary's Office**

SUBJECT **Correction Memo - Administrative Action-2412 St. Clair**

Attached is a request for a correction to Administrative Action file 24-5967. The Funding information lists 0A72/HOU/AR47/3099; in which funds have been depleted. The updated funding information is 0A72/MGT/A072/3099. The AA# 24-5967 is also attached for reference.

Please advise me of the following steps to correct this.

Kindly,


Darwin Wade

Digitally signed by Darwin Wade  
Date: 2025.06.02 17:33:54 -05'00'

Darwin Wade

Assistant Director of Housing & Community Development

*18 6/4/25*

 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION		
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						245967		
							EFFECTIVE DATE		
						June 24, 2024			
1. Place an "X" in the appropriate box for the approval of:									
<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.									
<input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).									
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<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.									
<input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.									
<input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.									
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No/N/A			
Supplier Name:		TITAN & ASSOCIATES CONSTRUCTION, LLC – Contractor				Supplier No.		VC22728	
		JERRY CARTER – Homeowner							
Subject:		ARPA – Discretionary							
Lead Dept:		Housing & Neighborhood Revitalization							
Action Requested:		Execute agreement for payment for ARPA Neighborhood Revitalization Program at property address 2412 St. Clair Dr., Dallas, TX, 75215 in the amount of \$97,700.00 from the ARPA grant.							
		Contract Number:	HOU-2024-00025199		Contract Term:	Effective Date of the AA above	to	Two years	
Background:		On December 8, 2021, the Dallas City Council approved Resolution 21-2022, which established the ARPA program to support the preservation of affordable housing and infrastructure improvements in Qualified Census Tracts (QCTs), including but not limited to Freedman's towns, Tenth Street Historic District, 5-Mile Neighborhood and Joppa/Joppee. ARPA Neighborhood Revitalization Program funding enables qualified Dallas residents and homeowners to access the help they need to invest in their properties and get or stay up to code. On November 9, 2022, through Resolution 22-1670, the Dallas City Council expanded eligible service areas, modified modifications to qualified infrastructure improvements, and allowed for additional incoming ARPA funding to be allocated to home repair for qualified households City-wide through the program.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/passcmb/search/">https://mycpa.cpa.state.tx.us/passcmb/search/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0A72	HOU	AR47		3099	ARPA	DO	\$97,700.00
		Financing:						TOTAL:	\$97,700.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage	
								%	

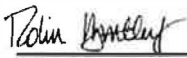
APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 Darwin M. Wade  
 By Department Director

Jun 24, 2024  
 Date

  
 Suzanne Knuppel  
 Approved as to Form by City Attorney

Jun 24, 2024  
 Date

  
 Colin Brantley  
 By City Manager

Jun 24, 2024  
 Date



RECEIVED

2024 AUG 13 PM 3: 05

245968

**Memorandum**



CITY OF DALLAS

DATE August 9, 2024

TO City Secretary's Office

SUBJECT **Correction Memo – Rescind Administrative Action 24-5968 Basheer Odeh**

The Park and Recreation Department formally requests the cancellation of Administrative Action 24-5968 Basheer Odeh a representative of Yum Yum Concession. The supplier signed the contract utilizing a business name instead of their legal name as required by a sole proprietor.

This cancellation will enable the department to process a new Administrative Action with the corrected name on the contract for submittal to the City Secretary's Office for filing and stamp.


If you have questions regarding this cancellation notice, please contact Olusola Adebajo, Procurement Manager, at [olusola.adebajo@dallaspolice.gov](mailto:olusola.adebajo@dallaspolice.gov) or by telephone at (214) 670 8858.

*John Lawrence*

John Lawrence  
Assistant Director  
Park and Recreation Department

C: Rachael Berry, Assistant Director  
Brett Wulke, Superintendent

*[Handwritten signature]* 8/14/24

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245968</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Apr 1, 2024</div>																																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center; border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;">           RECEIVED            2024 JUL 22 AM 8:40            CITY SECRETARY            DALLAS, TEXAS         </div> </div>																																														
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																															
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																															
<b>Supplier Name:</b> Basheer Odeh						<b>Supplier No.</b> N/A																																									
<b>Subject:</b> Approval of Concession Permit																																															
<b>Lead Dept:</b> Park and Recreation																																															
<b>Action Requested:</b> Authorize the approval of a Temporary Food and Beverage Permit to be granted to Basheer Odeh, a representative of Yum Yum Concessions (Contractor) for the use of T.P. Hill Park. Contractor will adhere to the terms set in the Concessions Agreement outlined in Exhibit A. Contact: TaMario Butler (214) 671-1667																																															
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Contract Number:</b></td> <td style="width: 30%;">PKR-2024-00024536</td> <td style="width: 20%;"><b>Contract Term:</b></td> <td style="width: 10%;">upon the date of execution</td> <td style="width: 10%;">to</td> <td style="width: 10%;">12/31/2024</td> </tr> </table>								<b>Contract Number:</b>	PKR-2024-00024536	<b>Contract Term:</b>	upon the date of execution	to	12/31/2024																																		
<b>Contract Number:</b>	PKR-2024-00024536	<b>Contract Term:</b>	upon the date of execution	to	12/31/2024																																										
<b>Background:</b> The Park and Recreation Department has provided Temporary Food and Drink concessions through independent concessionaires for over 40 years. These permits are approved by agreements for a term of no more than twelve (12) months.																																															
<div style="display: flex;"> <div style="width: 15%; padding-right: 10px;"> <b>HUB</b>          Check appropriate Box  <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a> </div> <div> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.         </div> </div>																																															
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 **APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 John Jenkins (Mar 26, 2024 22:24 CDT)  
 By Department Director

Mar 26, 2024

Date

  
 Matthew Green (Jul 19, 2024 11:20 CDT)  
 Approved as to Form by City Attorney

Jul 19, 2024

Date

  
 OA

  
 By City Manager

Apr 1, 2024

Date



City of Dallas

**ADMINISTRATIVE ACTION**

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

**ADMINISTRATIVE ACTION**

245069

Jul 3, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
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- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.**☐ Yes ☒ No**3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.**☐ Yes ☒ No**4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?**☐ Yes ☒ No N/A**Supplier Name:** Terracon Consultants, Inc**Supplier No.** 341409**Subject:** Administrative Action for Material Testing for Frankford Road**Lead Dept:** Public Works**Action Requested:**

Authorize an Administrative Action for Professional Services Contract with Terracon Consultants, Inc. in an amount not to exceed \$45,100.00 to provide Construction Material Testing during the reconstruction of Frankford Road

**Contract Number:** PBW-2024-00025309**Contract Term:** 07/15/2024 to 12/31/2025**Background:**

This AA is required to provide the Construction Material Testing for this capital construction project. Professional Solicitation #C121917 has provided a short list of qualified firms to provide these service and Terracon Consultants, Inc is the most highly qualified vendor

**HUB**  
Check appropriate box  
<https://mvcoa.coa.state.tx.us/oaasemb/search/>

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

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0797	PBW	W957	SRSF	4113	PB17V928	CX PBW-2024-00025309	\$22,550.00
	0797	PBW	W957	SRSF	4113	PB17V933	CX PBW-2024-00025309	\$22,550.00
	<b>Financing:</b>							<b>TOTAL:</b> \$45,100.00
<b>Contract Amendment Information:</b>	<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	
						\$45,100.00	\$1.00%	

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

By Department Director

Jun 28, 2024

Date

Dorell Simpson

By City Manager

Approved as to Form by City Attorney

Jul 3, 2024

Date

RECEIVED

2024 JUL 22 AM 11:52  
CITY SECRETARY  
DALLAS, TEXAS





City of Dallas

# ADMINISTRATIVE ACTION

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

## ADMINISTRATIVE ACTION

245970  
EFFECTIVE DATE

5-10-2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
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### 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Supplier Name: Verily Life Sciences LLC

Supplier No. VC26871

Subject: Wastewater Sampling, Sample Transfer and Testing

Lead Dept: Dallas Water Utilities (DWU)

Action Requested:

DWU is requesting the authorization to provide sewage samples to the company Verily to be analyzed for various infectious diseases.

Contract Number: DWU-2024-00024607 Contract Term: 6/1/2024 to 6/1/2028

Background:

The Verily working in concert with the Center for Disease Control (CDC) is requesting sewage samples from the City of Dallas' (DWU) wastewater system. The samples will be obtained by DWU employees and shipped to Verily for testing at no charge to the City of Dallas. The samples will be analyzed for COVID-19, Monkey Pox and other pathogens as directed by the CDC. The sample data results will be provided to the City of Dallas at no charge. Verily was recently selected by the CDC to support the agency's ongoing National Wastewater Surveillance System testing contract.

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

- ☐ YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- ☐ YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
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U/A A.A.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0100	DWU	7323		2280		MASC DWU-2024-00024607	\$0.00
							\$0.00
							\$0.00
Financing:							TOTAL: \$0.00

Contract Amendment Information:

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

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

By Department Director

Date

Approved As to Form by City Attorney

Date

By City Manager

Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

**245971**

EFFECTIVE DATE

7/16/24

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☒ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
JUL 22 PM 2:07  
DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. ☐ Yes ☒ No3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. ☐ Yes ☒ No4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No N/A

Supplier Name: Brothers Hospitality Group, LLC (PACE Project Name) Supplier No. N/A

Subject: Authorize execution of Notice of Release of Contractual Assessment Lien for Brothers Hospitality Group, LLC.

Lead Dept: Office of Economic Development

Action Requested:

Execute Notice of Release of Contractual Assessment Lien for the Butler Brothers Building PACE project pursuant to the City's Property Assessed Clean Energy (PACE) Program as amended (as authorized by Resolution No. 24-0148).

Contract Number: ECO-2017-00003221 Contract Term: 07/1/2017 to 07/01/2037

Background:

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

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

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

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

Contract Amendment Information:

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

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

*[Signature]*  
By Department Director

7/16/24  
Date

*[Signature]* 7/16/2024  
Approved as to Form by City Attorney MRG Date

*[Signature]* 7/16/24  
By City Manager Date

RECEIVED

245972

2024 AUG 12 PM 1:50

CITY SECRETARY  
DALLAS, TEXAS



City of Dallas

## Memorandum

DATE July 31, 2024

TO City Secretary's Office

SUBJECT **Correction Memo – AA 24-5972 – 9007 Forest Hills Blvd, Dallas, TX 75218**

I'd like to submit a request for a correction for Administrative Action file 24-5972. The Contract Funding reads OA72/HOU/AR47/3099." The funding for this file should read: OA72/MGT/A094/3099. I have attached AA 24-5972 for reference.

Please advise me of the next steps.

Kindly,

*Cynthia Rogers-Ellickson*

Cynthia Rogers-Ellickson

Interim Director of Housing & Neighborhood Revitalization

Hannah Peacock

Hannah Peacock (Aug 12, 2024 11:35 CDT)

Cc: Stephen McFayden


cc: Kayleigh Rice

*B81*

"Our Product is Service"

Empathy | Ethics | Excellence | Engagement | Equity

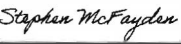


 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245972</div> <b>EFFECTIVE DATE</b> July 9, 2024			
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">JUL 22 PM 2:22</div> </div> </div>									
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No / N/A				
Supplier Name:		Titian & Associates Construction, LLC – Contractor Laura Weisberg – Homeowner				Supplier No.		VC22728		
Subject:		ARPA – Discretionary								
Lead Dept:		Housing & Neighborhood Revitalization								
Action Requested:		Execute agreement for payment for ARPA Neighborhood Revitalization Program at property address 9007 Forest Hills Blvd., Dallas, TX, 75218 in the amount of \$97,906.00 from the ARPA grant.								
		Contract Number:		HOU-2024-00025422		Contract Term:		Effective Date of the AA above	to	Iwo Years
Background:		On December 8, 2021, the Dallas City Council approved Resolution 21-2022, which established the ARPA program to support the preservation of affordable housing and infrastructure improvements in Qualified Census Tracts (QCTs), including but not limited to Freedman's towns, Tenth Street Historic District, 5-Mile Neighborhood and Joppa/Joppee. ARPA Neighborhood Revitalization Program funding enables qualified Dallas residents and homeowners to access the help they need to invest in their properties and get or stay up to code. On November 9, 2022, through Resolution 22-1670, the Dallas City Council expanded eligible service areas, modified modifications to qualified infrastructure improvements, and allowed for additional incoming ARPA funding to be allocated to home repair for qualified households City-wide through the program.								
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
		0A72	HOU	AR47		3099	ARPA	DO		\$97,906.00
		Financing:							TOTAL:	\$97,906.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage		
								%		

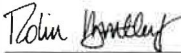
**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

  
 Darwin Wade (Jul 9, 2024 10:00 CDT)  
 By Department Director

Jul 9, 2024  
 Date

  
 Approved as to Form by City Attorney

Jul 9, 2024  
 SGM Date

  
 By City Manager

Jul 9, 2024  
 Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

245973

EFFECTIVE DATE

--06/25/2024/14/2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
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- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Supplier Name: M.E.P. Consulting Engineers, Inc. (MEPCE)

Supplier No. 515088

Subject: Dallas City Hall - L2AN Studio Renovation

Lead Dept: Building Services Department

Action Requested:

Authorize a professional services contract with MEPCE to provide services for the renovation of the L2AN studio to office space, located at Dallas City Hall, 1500 Marilla Street, in an amount not to exceed \$38,200.00.

Contract Number: BSD-2024-00024735 Contract Term: 07/01/2024 to 07/01/2025

Background:

This will allow MEPCE to provide engineering services that include assessment, design, construction documents, and construction administration to convert the L2AN studio to office space. Three firms were reviewed and MEPCE was selected as the most highly qualified. The firms reviewed were from the Department of Aviation list of prequalified consultants, Solicitation No. CIZ#23-AVI-2097.

HUB  
Check appropriate  
Box

<https://mycpa.cpa.state.tx.us/tpasscmbisea/rch/>

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

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0560	MGT	4817	BM01	2770	PT24027	CX BSD-00024735	\$38,200.00
						-	\$0.00
						-	\$0.00

Financing:

TOTAL:

\$38,200.00

Contract Amendment Information:

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

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

By Department Director

06/14/2024

Date

Matthew Green (Jun 15, 2024 09:29 CDT)

Approved as to Form by City Attorney

06/25/2024

Date

By City Manager

06/14/2024

Date



City of Dallas

# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**245974  
EFFECTIVE DATE

07/09/2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☐ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☒ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Supplier Name:	A TO Z ELECTRIC, INC. – Contractor RUSSELL EUGENE JOHNSON – Homeowner				Supplier No.	VC30489		
Subject:	ARPA Residential Septic Tank Program							
Lead Dept:	Housing & Neighborhood Revitalization							
Action Requested:	Execute an agreement for payment for ARPA Residential Septic Tank Program at property address 2623 Kool Ave., Dallas, TX, 75241 in the amount of \$99,309.00 from the ARPA grant.							
	Contract Number:	HOU-2023-00022244		Contract Term:	Effective Date of the AA above	to	Two year from the effective date	
Background:	On June 28, 2023, the Dallas City Council approved Resolution 23-0882 which established the ARPA Residential Septic Tank program. The American Rescue Plan Act Residential Septic Tank Program (Program) makes necessary investments in water and sewer infrastructure to extend livability in existing affordable housing, connect owner-occupied properties to necessary city-managed water/wastewater/sewer services being installed through the Dallas Water Utilities Unserved Areas Program, and extend necessary infrastructure access and services to Dallas residents and communities impacted by the COVID-19 pandemic. Eligible applicants and residents must be approved for repair as outlined in the Program Statement. Addresses receiving assistance must be located in DWU Unserved Areas program geographies.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0A72	HOU	AR47		3099	ARPA	DO	\$99,309.00
	Financing:						TOTAL:	\$99,309.00
Contract Amendment Information:	Supplemental Agreement No.	Bose CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage	
							%	

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

Darwin Wade (Jul 9, 2024 10:59 CDT)  
By Department Director

Jul 9, 2024  
Date

Approved as to Form by City Attorney BF  
Date

By City Manager

Jul 9, 2024  
Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

245975

EFFECTIVE DATE

May 22, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☒ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Supplier Name: Kleinfelder, Inc.

Supplier No. 041746

Subject: Material Testing for Joppa Area Street

Lead Dept: Public Works

Action Requested:

Authorize an Administrative Action for Professional Services Contract with Kleinfelder, in an amount not to exceed \$40,995.00 to provide Construction Material Testing during the reconstruction of Joppa Area Street.

Contract Number: PBW-2024-00024688 Contract Term: Notice to proceed to 02/01/2026

Background:

This AA is required to provide Construction Material Testing for this capital construction project. Professional Solicitation #CIZ1917 has provided a short list of qualified firms to provide these services and Kleinfelder, is the most highly qualified vendor.

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

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

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0722	PBW	2381	SREC	4113	PBARP A01	CX- PBW-2024-00024688	\$17,150.00
0722	PBW	2381	SREC	4113	PBARP A02	CX PBW-2024-00024688	\$23,845.00
Financing: 2017 General Obligation Bond Fund							TOTAL: \$ 40,995.00

Contract Amendment Information:

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
					\$40,995.00	\$

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

Ali Hatefi

May 21, 2024

Matthew Green

Jul 22, 2024

By Department Director

Date

Approved as to Form by City Attorney

Date

MRG

By City Manager

Date

May 22, 2024



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

245976

EFFECTIVE DATE

June 20, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through Interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☐ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☒ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No / N/A

Supplier Name: **AZZGC INC DBA A-STAR General Contracting– Contractor**  
**JOCELYN MARIE MITCHELL – Homeowner**

Supplier No. VC29678

Subject: ARPA – Discretionary

Lead Dept: Housing &amp; Neighborhood Revitalization

Action Requested:

Execute agreement for payment for ARPA Targeted Home Repair Program at property address 2335 Marfa Ave, Dallas, TX, 75216 in the amount of \$71,190.00 from the ARPA grant.

Contract Number: HOU-2024-00025111 Contract Term: Effective Date of the AA above to Two years

Background:

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

HUB  
Check appropriate  
Box

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

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

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0A72	HOU	AR47		3099	ARPA	DO	\$71,190.00
Financing:							TOTAL: \$71,190.00

Contract Amendment Information:

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

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

Darwin M. Wade

Jun 20, 2024

By Department Director

Date

Suzanne Knuppel

Suzanne Knuppel (Jun 20, 2024 11:53 CDT)

Jun 20, 2024

Approved as to Form by City Attorney


Date

Polin Knuppel

Jun 20, 2024

By City Manager

Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245977</div> <b>EFFECTIVE DATE</b> <div style="margin-top: 10px;">5/28/24</div>
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**1. Place an "X" in the appropriate box for the approval of:**

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

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

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

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

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

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

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

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

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

<b>Supplier Name:</b>	Noise Net Operations USA Inc	<b>Supplier No.</b>	VC31675
<b>Subject:</b>	Smart Noise Monitoring Service		
<b>Lead Dept:</b>	Dallas Animal Services		
<b>Action Requested:</b>	Authorize ratification of outstanding invoices totaling the amount of \$26,970 for smart noise monitoring. Services were provided 11/01/2022-06/30/2024.		
	<b>Contract Number:</b>	DAS-2024-00024881	<b>Contract Term:</b> 04/18/2024 to 12/31/2024
<b>Background:</b>	Contract was not established due to transition in leadership.		
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.		


	<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>
<b>Funding:</b>							-	\$0.00
	0898	DAS	1540		3070		-	\$26,970.00
							-	\$0.00
	<b>Financing:</b>							<b>TOTAL:</b> \$26,970.00

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

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

  
Paul Ramon (May 28, 2024 07:41 CDT)

By Department Director

Date  
  
Robert Perez (May 28, 2024 08:11 CDT)

By City Manager



Approved as to Form by City Attorney

WS

5/31/24

Date





City of Dallas

# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION****245978**EFFECTIVE DATE  
Jul 17, 2024**1. Place an "X" in the appropriate box for the approval of:**

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☐ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☒ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name: N. Harris Computer Corporation Supplier No. VS0000003544

Subject: iNovah Cashiering System

Lead Dept: Information & Technology Services

Action Requested: Authorize SA No. 3 to add funds for the integration of Accela Land Use and Permitting System to iNovah Cashiering System.

Contract Number: DSV-2017-000025 Contract Term: 7/1/2023 to 6/30/2028

Background: Council Resolution 18-1144 authorized via sole source, the purchase and maintenance and support of AFIS which provides technical support for the iNovah Cashiering System. This Supplemental Agreement will provide integration services to Accela and allow for in person payments.

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

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

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

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

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

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0150	DEV	3141		3070		DSV-2017-000025	\$49,800.00
Financing: Building Inspection							TOTAL: \$49,800.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	3	18-1144	8/22/2018	\$277,676.57	\$538,716.23	\$866,192.80	311.94%

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

Jun 28, 2024

Don Knight

Jul 23, 2024

By Department Director

Date

Approved as to Form by City Attorney AK

Date

Doreen L. Ligon

Jul 17, 2024

By City Manager

Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

245979

EFFECTIVE DATE

June 20, 2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☒ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☐ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☒ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Supplier Name: Custom Intercepts Solution, LLC.

Supplier No. VC20359

Subject: Contract for Services In-Person Customer Service Surveys Supplemental Agreement No. 1

Lead Dept: Convention and Event Services

Action Requested:

Authorize 1). Supplemental Agreement no.1 to extend the contract by 8 months. 2). To increase the contract by 23.9%.

Contract Number: CCT-2021-00013048 Contract Term: August 25, 2021 to April 25, 2025

Background:

As a condition of the contract between The City and Oakview Group CR-190281, Oakview Group must meet specific qualitative measures to receive incentive fees. Convention and Event Services will use the data from administering surveys to planners, exhibitors and attendees for determining incentive payments.

HUB  
Check appropriate  
Box

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

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

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0080	CCT	7840		3070		CCT-2021-00013048	\$50,000
Financing:		Current Operating Funds				TOTAL:	\$50,000

Contract Amendment Information:

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
1	21-5470	8-25-2021	\$209,370	0	\$259,370	23.88%

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

Rosa Fleming

Rosa Fleming (Jun 20, 2024 17:26 CDT)

06-20-24

By Department Director

Date

Ashley Stockton

Ashley Stockton (Jun 20, 2024 17:26 CDT)

7/24/24

Approved as to Form by City Attorney


Date

Tolun

By City Manager

6.20.24

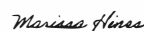
Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245980</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">07/24/2024</div>																																	
	1. Place an "X" in the appropriate box for the approval of:																																							
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A																																		
Supplier Name:		DALTEX JANITORIAL SERVICES, LLC				Supplier No.		VS87327																																
Subject:		Litter Collection – MLKJCCC/WDMC																																						
Lead Dept:		Office of Community Care																																						
Action Requested:		Authorize a short-term contract for litter collection in the amount of \$20,000.00 for the Martin Luther King, Jr. Community Center Complex (MLKJCCC - 5 acres), 2922 Martin Luther King Jr. Blvd, Dallas, TX 75215, and the West Dallas Multipurpose Center (WDMC - .038 acres), 2828 Fish Trap Rd, Dallas, TX 75212. Litter is defined as trash and/or garbage and is further described as, but not limited to, scrap metals, rags, paper, feces, wood, plastic, glass, and rubber products, including whole tires <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Contract Number:</div> <div>MGT-2024-00025289</div> <div>Contract Term:</div> <div>7/1/2024</div> <div>to</div> <div>11/30/2024</div> </div>																																						
Background:		The Contractor shall furnish all litter bags, tools, hard hats, safety vests, rubber boots, gloves, transportation to and from the work area, and all other safety materials or devices necessary to perform the work in a safe and orderly manner.																																						
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>		<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																						
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

  
 Jessica Galleshaw (Jul 23, 2024 11:23 CDT)

Jul 23, 2024

  
 Mariassa Flores

Jul 24, 2024

By Department Director

Date

Approved as to Form by City Attorney MH

Date





Jul 24, 2024

By City Manager

Date



 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245981</div> <b>EFFECTIVE DATE</b> Jun 7, 2024			
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">             RECEIVED              JUN 25 AM 8:44              CITY SECRETARY              DALLAS, TEXAS           </div> </div> </div>								
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
Supplier Name:		Ten Bees, LLC dba Blackland Bees				Supplier No.		VC31841	
Subject:		Bee Relocation Services							
Lead Dept:		Park and Recreation							
Action Requested:		Authorize encumbrance of \$6,525 for Blackland Bees, vendor will provide bee relocation services for a period of one year to include up to 15 relocations for Park and Recreation. The relocations can include a variety of scenarios, including trees (low, high from the ground), buildings (eaves, walls), boardwalks, swarms, etc.							
		Contract Number:		PKR-2024-00024839		Contract Term:		July 22, 2024 to July 21, 2025	
Background:		Blackland Bees is a licensed, insured, and bonded commercial beekeeper.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input checked="" type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:   RB		FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	PKR	5002		3072		MASC PKR-2024-00024839	\$6,525.00
								-	\$0.00
								-	\$0.00
		Financing:						TOTAL:	\$6,525.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
					0.00		0.00	%	

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

John Jenkins  
 John Jenkins (Jun 4, 2024 14:40 CDT)  
 By Department Director

Jun 4, 2024

Date

OA  
 OA



By City Manager


Victoria Giesbrecht  
 Victoria Giesbrecht (Jul 24, 2024 09:09 CDT)  
 Approved as to Form by City Attorney

Jul 24, 2024

Date

Jun 7, 2024

Date

 <b>City of Dallas</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						245982	
							EFFECTIVE DATE	
						Jul 19, 2024		

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

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

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

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

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

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

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

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

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

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

<b>Supplier Name:</b>	REKJ Builders, LLC. – Contractor ELIDA DELEON – Homeowner	<b>Supplier No.</b>	VC20926
<b>Subject:</b>	Dallas Tomorrow Fund (DTF)		
<b>Lead Dept:</b>	Department of Housing & Neighborhood Revitalization		

**Action Requested:** Execute a tri-party agreement for the Dallas Tomorrow Fund (DTF) project at 3602 Poinsettia Dr., Dallas, Texas 75211, in an amount not to exceed \$18,476.00 of DTF funds, in accordance with Chapter 27 of the Dallas City Code.

<b>Contract Number:</b>	HOU-2022-00020191	<b>Contract Term:</b>	Effective Date of the AA above	<b>to</b>	120 days from Effective Date
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**Background:** On September 28, 2016 the Dallas City Council approved Ordinance No. 30236, which amended Chapter 27 Sec 16.13-16.23 of the Dallas City Code ("Code"), changing the process of referring persons determined financially unable to repair or rehabilitate their property or premises in compliance with the Code. DTF must be used for the sole purpose of rehabilitating and/or repairing properties and premises in the city for persons who are found unable to financially comply with notice of violation issued by the director under Section 27-16 of the Code. Funding for the repairs/rehabilitation is derived from the Contract for Services executed between the City and Contractor, as authorized by City Council Resolution No. 20-1555, approved on October 13, 2020. Homeowner meets the requirements of Chapter 27 Sec 16.13-16.23 of the Dallas City Code ("Code").

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

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

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

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

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

<b>Funding:</b>	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0476	HOU	1042	HO99	3100	DTF	DO	\$18,476.00
<b>Financing:</b>							<b>TOTAL:</b>	\$18,476.00

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


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

  
 Darwin Wade (Jul 18, 2024 4:22:02 CDT)  
 By Department Director

Jul 18, 2024  
 Date

  
 Stephen McFadden  
 Approved as to Form by City Attorney      SGM      Date  
 Jul 22, 2024

  
 Robin Bunting  
 By City Manager      Date  
 Jul 19, 2024

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245983</span>	
							<b>EFFECTIVE DATE</b>	
							Jul 26, 2024	

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

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

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

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

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

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

☒ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

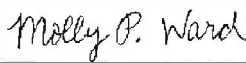
**4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?** ☐ Yes ☒ No

<b>Supplier Name:</b>	Bachman Rowing Outreach to the Community	<b>Supplier No.</b>																																	
<b>Subject:</b>	Development Construction Agreement																																		
<b>Lead Dept:</b>	Park and Recreation																																		
<b>Action Requested:</b>	Authorize the design and construction of infrastructure improvements, including a floating boat dock and a boat storage facility to the area of Bachman Lake.																																		
	<b>Contract Number:</b>	PKR-2024-00025197	<b>Contract Term:</b> NTP to 09/01/2025																																
<b>Background:</b>	Bachman ROC Rowing Club is a non-profit member of US Rowing that exists to raise awareness and offer rowing programs to competitive youth rowing within the City of Dallas. Separate agreement for programming between Park and Recreation and Bachman ROC has been executed.																																		
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.																																		
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 By Department Director

Jul 26, 2024  
 Date

  
 Approved as to Form by City Attorney


Jul 27, 2024  
 Date

Doc 7/25

  
 By City Manager

Jul 26, 2024  
 Date



 City of Dallas	<h2 style="margin:0;">ADMINISTRATIVE ACTION</h2> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245984</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">7/25/2024</div>																																								
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<b>Supplier Name:</b>	Afrika Fusion Restaurant	<b>Supplier No.</b> VC32634																																								
<b>Subject:</b>	Catering Invoice																																									
<b>Lead Dept:</b>	Office of Government Affairs																																									
<b>Action Requested:</b>	Authorize ratification payment of outstanding invoices totaling the amount of \$3,483.36 for a catering services. Services were provided 05/08/2024 - 7/10/2024. <table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td style="width:20%;"><b>Contract Number:</b></td> <td style="width:20%;">OGA-2024-00025510</td> <td style="width:20%;"><b>Contract Term:</b></td> <td style="width:20%;">05/08/2024</td> <td style="width:10%; text-align: center;">to</td> <td style="width:20%;">07/10/2024</td> </tr> </table>		<b>Contract Number:</b>	OGA-2024-00025510	<b>Contract Term:</b>	05/08/2024	to	07/10/2024																																		
<b>Contract Number:</b>	OGA-2024-00025510	<b>Contract Term:</b>	05/08/2024	to	07/10/2024																																					
<b>Background:</b>	Catering provided for the opening of the Tanzanian American Chamber of Commerce in the Dallas International District on Monday, May 6, 2024																																									
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpeccmbi/search/">https://mycpa.cpa.state.tx.us/tpeccmbi/search/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. N/A: CM-KM																																									
<b>Funding:</b>	<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>MGT</td> <td>AG19</td> <td>FC18</td> <td>3090</td> <td></td> <td></td> <td>\$3,483.36</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td colspan="7"><b>Financing:</b></td> <td><b>TOTAL:</b> \$3,483.36</td> </tr> </tbody> </table>		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	MGT	AG19	FC18	3090			\$3,483.36								\$0.00								\$0.00	<b>Financing:</b>							<b>TOTAL:</b> \$3,483.36
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																			
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							\$0.00																																			
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<b>Financing:</b>							<b>TOTAL:</b> \$3,483.36																																			
<b>Contract Amendment Information:</b>	<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Supplemental Agreement No.</th> <th>Base CR/AA No.</th> <th>Base Contract Date</th> <th>Base Contract Amount</th> <th>Sum of Previous Supplemental Agreements</th> <th>Total Contract Amount Including this Action</th> <th>Total Suppl Agreement Percentage</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">%</td> </tr> </tbody> </table>		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage							%																										
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						%																																				

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

Carrie Rogers

By Department Director

Stephen T. Freeland


Approved as to Form by City Attorney

Date

Kimberly Bizer Tolbert

By City Manager

Date

 <b>City of Dallas</b>	ADMINISTRATIVE ACTION					ADMINISTRATIVE ACTION	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.					245985	
						EFFECTIVE DATE	
					Jun 13, 2024		

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

☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

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

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

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

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

☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

<b>Supplier Name:</b>	ALLIANCE GEOTECHNICAL GROUP, INC.	<b>Supplier No.</b>	VS000338366
<b>Subject:</b>	FAIR PARK _ COTTON BOWL STADIUM / SOIL SUBSIDENCE DISTRESS INVESTIGATION		
<b>Lead Dept:</b>	PARK and RECREATION		
<b>Action Requested:</b>	Authorize Supplemental Agreement No. 01 with Alliance Geotechnical Group, Inc. in the amount of \$17,500.00, thereby increasing the contract amount from \$250,316.00 to \$267,816.00.		
	<b>Contract Number:</b>	PKR-2024-00023707	<b>Contract Term:</b> 03/12/2024 to 9/13/2025
<b>Background:</b>	Supplemental Agreement No. 01 consists of the performance of an investigation of soil subsidence on level 1M South End Zone of Cotton Bowl stadium. Remedial actionS for repairs for CMU cracks, separation & subsoil recompaction are sought.		
<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.		

<i>Jake C. Salzman</i> 6/6/2024  <b>Funding:</b>	<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>
	2128	PKR	X064	FPRK	4113	PKCOTTON	- CX PKR-2024-00023707	\$17,500.00
								\$0.00
								\$0.00
	<b>Financing:</b> Fair Park Revenue Bonds, Series 2023							<b>TOTAL:</b> \$17,500.00

<b>Contract Amendment Information:</b>	<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>
	01	24-0372	03/12/2024	\$250,316.00	\$0.00	\$267,816.00	6.99%

5/6/3/2024

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


*[Signature]*  
 By Department Director

Jun 11, 2024  
 Date

*Christine Lanners*  
 Christine Lanners (Jul 12, 2024 09:17 CDT)  
 Approved as to Form by City Attorney

Jul 12, 2024  
 Date

*[Signature]*  
 Jun 13, 2024  
 By City Manager

 <b>City of Dallas</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245986</span>							
			<b>EFFECTIVE DATE</b> Jul 25, 2024							
1. Place an "X" in the appropriate box for the approval of:										
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input checked="" type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached);  <i>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</i> </div> <div style="width: 15%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">                         RECEIVED                          JUL 29 PM 12:29                          CITY SECRETARY                          DALLAS, TEXAS                     </div> </div> </div>										
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>										
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span>										
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A</span>										
Supplier Name:		NEC Corporation of America		Supplier No. VS0000081029						
Subject:		Automated Fingerprint Identification System (AFIS) Maintenance Renewal								
Lead Dept:		Information & Technology Services								
Action Requested:		Authorize SA No. 7 to renew the maintenance for an extended period of time (6/25/2024 – 9/24/2024) for a total of \$18,341.47.								
		Contract Number:	DSV-2017-00001886	Contract Term: 6/25/2024 to 9/24/2024						
Background:		Council Resolution 06-1813 authorized via sole source, the AFIS provides a searchable fingerprint records and critical information to Dallas Police and prosecutors for use in identifying unknown and potential suspects in criminal investigations.								
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		0001	DPD	2164		3438			DSV-2017-00001886	\$18,341.47
		Financing: General Fund							TOTAL:	\$18,341.47
Contract Amendment Information:		Supplemental Agreement Na.	Base CR/AA Na.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage		
		7	06-1813	6/28/2006	\$508,889.00	\$1,132,968.99	\$1,660,199.46	226.24%		


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

*[Signature]*  
 By Department Director  
 Jun 27, 2024  
 Date


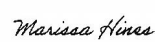
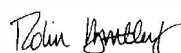
*[Signature]*  
 By City Manager  
 Jun 25, 2024  
 Date


*[Signature]*  
 Approved as to Form by City Attorney  
 Jul 25, 2024  
 Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245987</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">July 23, 2024</div>		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  2024 JUL 29 PM 2:02 </div> </div>								
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>								
Supplier Name:		Eduardo Herrera Arellano and Irma Jeanette Campos-Silva				Supplier No.			
Subject:		Dallas Homebuyer Assistance Program							
Lead Dept:		Housing & Neighborhood Revitalization							
Action Requested:		Execution of the City of Dallas Homebuyer Written Agreements (HOME/CDBG) for down payment assistance for the total amount of \$31,700.00 (\$15,850.00 in HOME funds, \$15,850.00 in CDBG funds). Funds have been appropriated by previous City Council resolution.							
		Contract Number:		HOU-2024-00025457		Contract Term:		to	
Background:		Eduardo Herrera Arellano was approved for purchase of property at 4015 Brundrette St. using HOME funds (\$15,850.00) and CDBG funds (\$15,850.00) for homebuyer assistance. The city provides the DHAP program pursuant to Council Resolution 23-0278 on February 22, 2023, to provide homebuyer assistance with income at or below 80% AMI. Funding has been appropriated by previous City Council Resolution.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/passcmblsearch/">https://mycpa.cpa.state.tx.us/passcmblsearch/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		HM22	HOU	621G		3101	DHAP	-	\$15,850.00
		CD23	HOU	704J		3101	DHAP	-	\$15,850.00
								-	0.00
		Financing:							TOTAL:
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
		n/a	n/a	n/a	0.00	0	\$ 0.00	0%	

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

 By Department Director	Jul 23, 2024 Date	 Approved as to Form by City Attorney	Jul 24, 2024 Date
 By City Manager	Jul 23, 2024 Date		


 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>					<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245988</span> <b>EFFECTIVE DATE</b> July 29, 2024				
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input checked="" type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: right;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: right top;">             RECEIVED              JUL 29 PM              CITY SECRETARY'S              DALLAS, TEXAS           </div> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div> </div>									
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.										
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.										
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?										
Supplier Name:		Bridge Steps dba The Bridge			Supplier No.		VS0000067075			
Subject:		Homeless Shelter Facility Management Services								
Lead Dept:		Office of Homeless Solutions								
Action Requested:		Authorize Supplemental Agreement No. 5 to add additional funds in the amount of \$78,434.00 from the Texas Department of Housing and Community Affairs (TDHCA) Homeless Housing and Services Program (HHSP) FY2023 Grant to the MSC Contract with Bridge Steps through Service Contract No. OHS-2022-00014882.								
		Contract Number:		OHS-2022-00014882		Contract Term:		10/1/2023 to 09/30/2024		
Background:		On May 13, 2022, the City entered into a management contract with Bridge Steps to provide the operation, management, and services at The Bridge as a low-barrier, housing-focused shelter, for a term of one year with four (4), one-year renewal options, as authorized by City Council on April 27, 2022 by Resolution No. 22-0653. The original contract has been amended previously by Resolution Nos. 22-1366, 23-0184, 23-1152, and 23-1661. This contract is in support of the following key priorities: preventing homelessness, protecting persons experiencing homelessness, promoting affordable housing solutions, and partnering to maximize resources.								
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.								
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		S414	MGT	679D		3070				\$78,434.00
		Financing:							TOTAL:	\$78,434.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage		
		5	22-0653	10/1/22 to 9/30/23	\$4,519,000.00	\$6,496,266.00	\$11,093,700.00	145.49 %		

*Christine Crossley*  
 Christine Crossley (Jul 25, 2024 15:59 CDT)  
 By Department Director

Jul 25, 2024  
 Date

*Alina Ciocan*  
 Alina Ciocan (Jul 29, 2024 10:13 CDT)  
 By City Manager

*Marissa Hines*  
 Approved as to Form by City Attorney MH  
 Jul 29, 2024  
 Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245989</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">May 22, 2024</div>		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 25%; text-align: right;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">             RECEIVED              2024 JUL 29 PM 2:34              CITY SECRETARY              DALLAS, TEXAS           </div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div> </div>								
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div>									
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <div style="float: right;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No         </div>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A         </div>									
Supplier Name: Alliance Geotechnical Group, Inc.						Supplier No.		338366	
Subject: Material Testing for Alley Group 17-6003									
Lead Dept: Public Works									
Action Requested:		Authorize an Administrative Action for Professional Services Contract with Alliance Geotechnical Group, Inc., in an amount not to exceed \$32,405.00 to provide Construction Material Testing during the reconstruction of Alley Group 17-6003.							
		Contract Number:	PBW-2024-00024021		Contract Term:	Notice to proceed to		02/01/2026	
Background:		This AA is required to provide Construction Material Testing for this capital construction project. Professional Solicitation #CIZ1917 has provided a short list of qualified firms to provide these services and Alliance Geotechnical Group, Inc. is the most highly qualified vendor.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmb/search/">https://mycpa.cpa.state.tx.us/tpasscmb/search/</a>		<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:		FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		1V22	PBW	V037	AREC	4113	PB17V037	CX- PBW-2024-00024021	\$13,165.00
		1V22	PBW	V038	AREC	4113	PB17V038	CX PBW-2024-00024021	\$8,280.00
		1V22	PBW	V040	AREC	4113	PB17V040	CX- PBW-2024-00024021	\$10,960.00
		Financing: 2017 General Obligation Bond Fund						TOTAL:	\$32,405.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage	
							32,405.00	\$1.00 %	

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

*Ali Hatafi, P.C.*

By Department Director

05/15/2024

Date

*Matthew Green*

Matthew Green is a valid 25-2024-10-12 COPI

Approved as to Form by City Attorney

Jul 25, 2024

MRG


Date

By City Manager

Date

May 22, 2024



 <b>City of Dallas</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION 245990
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	EFFECTIVE DATE
		4/15/2024

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

- ☐ a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- ☐ b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- ☒ c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No N/A

Supplier Name:	Terracon Consultant	Supplier No.	341409
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Subject: Material Testing for Street Group 17-1103

Lead Dept: Public Works

Action Requested:

Authorize an Administrative Action for Professional Services Contract with Terracon Consultant, in an amount not to exceed \$46,624.00 to provide Construction Material Testing during the reconstruction of Street Group 17-1103.

Contract Number:	PBW-2024-00024408	Contract Term:	03/01/2024	to	10/31/2025
------------------	-------------------	----------------	------------	----	------------

Background:

This AA is required to provide Construction Material Testing for this capital construction project. Professional Solicitation #CIZ1917 has provided a short list of qualified firms to provide these services and Terracon Consultant is the most highly qualified vendor.

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

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

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT	
	1V22	PBW	V222	SREC	4113	PB17V22 2	CX	PBW-2024-00024408	\$14,418.00	
	1V22	PBW	V227	SREC	4113	PB17V22 7	CX	PBW-2024-00024408	\$21,783.00	
	1V22	PBW	V275	SREC	4113	PB17V27 5	CX	PBW-2024-00024408	\$10,423.00	
	Financing:							TOTAL:	\$46,624.00	
Contract Amendment Information:	Supplemental Agreement No.		Base CR/AA No.	Base Contract Date	Base Contract Amount		Sum of Previous Supplemental Agreements		Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
							\$0.00		\$46,624.00	\$1.00%

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

*Ali Hatefi, P.E.*

By Department Director

4/10/24

Date

*Tim*

Approved as to Form by City Attorney

Jul 29, 2024


Date

*Rob*

By City Manager

4/15/24

Date

 <b>City of Dallas</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245991</div>	
			<b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jul 11, 2024</div>	

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

<b>Supplier Name:</b> URBAN ARTS COLLECTIVE	<b>Supplier No.</b> VC29643
<b>Subject:</b> Professional Services	
<b>Lead Dept:</b> Office of Arts and Culture	

**Action Requested:** Consultant shall host and produce four summer concert shows under the Community Arts Summer Concert Series to be held at the Urban Arts Center (919 Morell Avenue, Dallas, TX 75216). Consultant shall market the event and provide access to the venue during four Thursdays in August of 2024. Concert performers will be secured and compensated by the Office of Arts and Culture, and all arrangements and logistics for concerts will be handled by the consultant including day-off event needs. Consultant shall provide sound amplification for the concerts and all other items as delineated in the rental agreement. All concerts will be free and open to the public. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.

<b>Contract Number:</b>	OCA-2024-00023398 (CR-00026999)	<b>Contract Term:</b>	7/20/2024 to 9/30/2024
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**Background:** The fee for this service is **\$6,500.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or **\$3,250.00** of the total awarded amount upon completion of deliverables one through three and receipt of the consultant's first invoice, and one (1) final payment of 50% or **\$3,250.00** upon satisfactory completion of all required services as determined by the Director and receipt of final invoice. This payment is for all costs associated with marketing, concert productions, and rental of venue.

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

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

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	5028	CA01	3089		MASC - OCA-2024-00023398	\$6,5000.00
						-	\$0.00
<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$6,5000.00

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

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

  
 Martine Phillips (Jul 11, 2024 12:50 CDT)  
 By Department Director

Jul 11, 2024  
 Date

  
 Suzanne Knuppel (Jul 11, 2024 05:12 CDT)  
 Approved as to Form by City Attorney

Jul 12, 2024  
 Date

  
 By City Manager

Jul 11, 2024  
 Date

 <b>City of Dallas</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing.</p> <p style="margin:0;">File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245992</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Jun 10, 2024</div>																																								
1. Place an "X" in the appropriate box for the approval of:																																															
<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input checked="" type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px;">             RECEIVED              JUN 31 PM 2:50              CITY SECRETARY'S OFFICE              DALLAS, TEXAS           </div> </div> </div>																																															
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div>																																															
Supplier Name: Digital Resources, Inc.						Supplier No. VS0000049628																																									
Subject: Video Conference System for Recreation Division																																															
Lead Dept: Park and Recreation																																															
Action Requested: Authorize an encumbrance of \$26,850.00 with Digital Resources, Inc. through TIPS Contract 230105. The vendor will install and configure a full video conferencing system at the Paul Dyer Building Recreation Division Conference Room. Contact: Elizabeth Whittle – (214)670-1802																																															
Background: This service will allow Digital Resources, Inc. to install and configure the Viewsonic 86" Viewboard with built-in PC floor mounted for height adjustments. Install Audio/Video System to include: one PTZ Camera, one ceiling microphone/speaker combo, one owner furnished Barco Clickshare for wireless laptop input. This will require two technicians.																																															
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 70%;"> <input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.  <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.         </div> </div>																																															
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
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Financing:						<b>TOTAL:</b>	\$26,850.00																																								
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				0.00		0.00	%																																								


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

  
 John Jenkins (Jun 4, 2024 14:45 CDT)  
 By Department Director

Jun 4, 2024

Date

  
 Approved as to Form by City Attorney

Jun 28, 2024

Date

  
 OA




By City Manager

Jun 10, 2024

Date



 <b>City of Dallas</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">245993</div> <b>EFFECTIVE DATE</b> Jul 31, 2024	
	1. Place an "X" in the appropriate box for the approval of:			
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by request.         </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">JUL 31 PM 2:46</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">CITY SECRETARY DALLAS, TEXAS</div> </div> </div>			
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A		
Supplier Name:	Securitas Technology Corporation		Supplier No. VC31861	
Subject:	Emergency Ratification			
Lead Dept:	Dallas Police Department			
Action Requested:	Authorize emergency ratification payment of outstanding invoices totaling the amount of \$10,665.75 for emergency service repairs to the alarm system at the firearms training center. Services provided 11/28/2023.			
	Contract Number:	DPD-2024-00025392	Contract Term: to	
Background:	The alarm system located at the Firearms Training Center malfunctioned. The employees had to stay overnight to keep ammunition and weapons secured.			
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. N/A:CM-DJ			
Funding:	FUND	DEPT	UNIT	
	0001	DPD	2116	
	Financing:			
	ACTV	OBJ	PROGRAM	
		3210		
	ENCUMBRANCE TYPE and NUMBER		AMOUNT	
	- DPD-2024-00025392		\$10,665.75	
	TOTAL:		\$10,665.75	
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	
	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	
	Total Supp'l Agreement Percentage			



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

  
 Martin Rojas (Jul 30, 2024 17:49 CDT)

Jul 30, 2024

By Department Director

Date

  
 Diana Gutknecht (Jul 31, 2024 13:50 CDT)

Jul 31, 2024

Approved as to Form by City Attorney


Date DMG

  
 Dominique Artis (Jul 31, 2024 13:47 CDT)

Jul 31, 2024

By City Manager

Date

 <b>City of Dallas</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <span style="font-size: 2em; font-weight: bold;">245994</span>	
							<b>EFFECTIVE DATE</b>	
							Jul 31, 2024	

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input checked="" type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

Supplier Name:	Workday, Inc	Supplier No.	VC15306
Subject:	Human Capital Management Supplemental Agreement No. 14		
Lead Dept:	Information and Technology Services		

Action Requested: Authorize Supplemental Agreement No. 14 to approve the use of \$57,000.00 using existing contract dollars for an additional deployment tenant to the City's Workday environment.

Contract Number:	POM-2018-00004864	Contract Term:	2/28/2018 to 3/2/2025
------------------	-------------------	----------------	-----------------------

Background: Supplement agreement No. 14 will add the additional tenant to the City Workday Environment for a total of six months. The tenants will be used by CCO- Payroll and their designees.

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

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

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
								\$0.00	
Financing:		No Cost Consideration						TOTAL:	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	14	18-0372	2/28/2018	\$20,296,345.00	\$4,992,622.05	\$24,922,512.26	%

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

  
Shelia Robinson (Jul 23, 2024 17:20 CDT)

Jul 23, 2024

By Department Director

Date

  
Rory J. McAnelly (Jul 31, 2024 14:32 CDT)

Jul 31, 2024

Approved as to Form by City Attorney RJM

Date



Jul 31, 2024

By City Manager

Date