

Contract Extension Request

RECEIVED

2019 NOV -1 AM 10:56

CITY SECRETARY  
DALLAS, TEXAS



**EXTENSION REQUEST**

Date: February 7, 2019

Company: Vion Corporation  
Attention: Lane Coffey  
Phone No: 703-707-0987

Contract for: Virtual Data Storage Platform System and Master Agreement for additional hardware and software. DSV-2018- 00007786

Dear Vendor:

Your company is currently supplying the City of Dallas on the above referenced master agreement. The term of this agreement will expire as of September 30, 2019. It is our wish to extend the contract term through September 30, 2020 or until funds are depleted.

**Please complete the section below and return via email to Shannon Nealy at the email address listed below.**

Name, Title: Shannon Nealy, Sr. Contract Compliance Admin.  
Email: Shannon.nealy@dallascityhall.com  
Phone No: 214-671-5085

Yes, our company does agree to the extension on the above referenced contract  
 No, our company does not wish to continue this agreement

[Signature] 2/11/19  
Authorized Signature Date

Chhunny Chhean

Procurement Director

[Signature]  
Title

*[Handwritten initials]*



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER
<b>191363</b>
EFFECTIVE DATE
<b>10/30/19</b>

### INSTRUCTIONS

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

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 CITY SECRETAR  
 DALLAS, TEXAS

<b>VENDOR NAME</b>	Tiseo Paving Company	<b>VENDOR NUMBER</b>	011466
<b>CONTRACT NAME</b>	Sylvan Avenue from Fort Worth Avenue to Singleton Boulevard (PB06U802)	<b>DEPARTMENT</b>	Public Works

**ACTION REQUESTED**

Authorize Change Order No. 5 to the construction contract with Tiseo Paving Company for Sylvan Avenue from Fort Worth Avenue to Singleton Boulevard for installation of 120 linear feet of handrail on Sylvan Avenue. This is a zero-change order and will not increase the contract amount.

<b>CONTRACT NUMBER:</b> STS-2017-00003532	<b>CONTRACT TERM:</b> Apr. 2017 To Dec. 2019
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**BACKGROUND**

During construction, it was decided to install 120 linear feet of handrail underneath the Union Pacific Railroad bridge at Sylvan Avenue for pedestrian safety. Underutilized pay items will be adjusted to offset this additional cost. See attached Exhibit "A" for more details.

**FUNDING**

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
							\$0.00

PROGRAM NO.: **PB06U802**      COMMODITY CODE:      FINANCING:

**M/WBE INFORMATION**

Place an  in the appropriate boxes:

African-American       Hispanic

Caucasian: Female  Male

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

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

**CHANGE ORDER DATA**

Change Order No.	<b>5</b>	Original CR/AA No.	<b>16-1070</b>
Original CR/AA Date	<b>6/22/2016</b>	Original CR/AA Amount	<b>\$7,663,717.75</b>
Total of Previous Change Orders	<b>\$143,240.99</b>		
Change Amount Including this Order	<b>\$143,240.99</b>		
Total Change Order Percentage	<b>1.87%</b>		

**APPROVAL**

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

BY DEPARTMENT DIRECTOR	DATE
<i>[Signature]</i>	<b>10/30/19</b>



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191364

EFFECTIVE DATE

10/30/19

RECEIVED  
CITY SECRETARIAT  
DALLAS, TEXAS  
NOV - 5 11 02 AM '19

### INSTRUCTIONS

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

<b>VENDOR NAME</b>	Texas Standard Construction, Ltd.	<b>VENDOR NUMBER</b>	508379
<b>CONTRACT NAME</b>	Street Group 12-464 (Crenshaw Dr. - PB12S418 & Michigan Ave. - PB12S423)	<b>DEPARTMENT</b>	Public Works

### ACTION REQUESTED

Authorize Change Order No. 1 to the construction contract with Texas Standard Construction, Ltd., for Street Group 12-464. This action will add \$4,110.95 to the contract and will increase the contract amount to \$992,584.32.

<b>CONTRACT NUMBER:</b>	PBW-2018-00007032	<b>CONTRACT TERM:</b>	5/13/2019 To 1/17/2020
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### BACKGROUND

The newly installed 8" water main on Crenshaw Dr. has failed several testing attempts. Consequently, DWU has requested to have a new flush point location installed to perform the required testing needed to put the water main in service. This will require reducing the quantities of some existing items that are no longer needed and adding a new item to the contract. Also, it is necessary to add days to the contract to compensate the contractor for the time lost due to relocation of the existing gas main. All items needed for this change order are listed in the attachment.

### FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
2115	DWU	PW42		4550	718031	CX-PBW-2018-00007032	4,110.95

<b>PROGRAM NO.:</b>	PB12S418	<b>COMMODITY CODE:</b>	91200	<b>FINANCING:</b>	WATER IMPROVEMENT CAPITAL IMPROVEMENT D FUND
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### M/WBE INFORMATION

Place an  in the appropriate boxes:

African-American  Hispanic

Caucasian: Female  Male

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

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

### CHANGE ORDER DATA

Change Order No. 1 Original CR/AA No. 18-1429  
 Original CR/AA Date 9/26/2018 Original CR/AA Amount \$988,473.37

Total of Previous Change Orders \$0.00  
 Change Amount Including this Order \$4,110.95

Total Change Order Percentage 0.42%

### APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE

10/30/19

191365

RECEIVED

Master Agreement Extension Request

2019 NOV -5 AM 3:51

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS  
Business Development and Procurement Services

**EXTENSION REQUEST**

Date: 7/3/19

Company: Lane Staffing, Inc.  
Attention: Carla Lane  
Phone No.: 832-816-5800  
Email Address: [clane@lanestaff.com](mailto:clane@lanestaff.com)

Master Agreement Name: Temporary Day Labor  
Master Agreement Number: BEZ1606

Dear Vendor:

Your company is currently supplying the City of Dallas on the above referenced master agreement. The term of this agreement will expire as of 11/5/2019. It is our wish to continue this contract at the same terms and conditions for 1 year or until funds are depleted.

**Please complete the section below and return via email by Friday, July 19, 2019.**

Buyer Name, Title: Maria Cobar, Buyer III  
Email: [maria.cobar@dallascityhall.com](mailto:maria.cobar@dallascityhall.com)  
Phone No.: 214-671-9298  
Fax No.:

*Chhunny Chhean*  
Contract Officer (7/3/19)

Nov 5, 2019

Yes, our company does agree to the extension on the above referenced contract  
 No, our company does not wish to continue this agreement

Carla K Lane  
Printed Name  
President & Chief Executive Officer  
Title

*[Signature]*  
Authorized Signature  
07/03/2019  
Date

*[Handwritten mark]*



**Memorandum**

RECEIVED

2019 DEC 10 PM 3:36

CITY SECRETARY  
DALLAS, TEXAS

191366



CITY OF DALLAS

De December 6, 2019

TO Bilierae Johnson, City Secretary

SUBJECT **Correction to Administrative Change Order No. 19-1366 dated 11/8/2019**

It has come to our attention that the following information is incorrect on the original document:

Administrative Change Order Street Group 12-465

Incorrect: Authorize Change Order No. 1

Correct: Authorize Change Order No. 2

Please make the necessary corrections to the permanent records. Should you have any questions, please contact Liang So, P.E., Project Manager at 214-948-4570

A handwritten signature in black ink, appearing to read 'Robt Perez'.

Robert Perez, Director  
Department of Public Works

Attachment

c: Project Manager  
File

8 12/11/19



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER  
**191366**

EFFECTIVE DATE  
**11/8/19**

### INSTRUCTIONS

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

CITY SECRETARY  
DALLAS, TEXAS  
2019 NOV 11 PM 2:11  
REGISTRATION

<b>VENDOR NAME</b>	Camino Construction, L.P.	<b>VENDOR NUMBER</b>	144735
<b>CONTRACT NAME</b>	Street Group 12-465 - Hendricks Ave & Meek Street	<b>DEPARTMENT</b>	Public Works

### ACTION REQUESTED

Authorize Change Order No. 1 to the construction contract with Camino Construction, L.P. for Street Group 12-465 in the amount of \$27,976.00. This action will increase the contract amount from \$1,051,736.50. to 1,079,712.50

**CONTRACT NUMBER:** PBW-2019-00009022      **CONTRACT TERM:** 7/8/2019 To 5/18/2020

### BACKGROUND

During the construction of Hendricks Street, old concrete pavement was uncovered that was not anticipated but need to be removed. Also, there are several conflicting gas service lines that need to be located and cleared. This will require adding new items to the contract and compensating the contractor for time lost. All items needed for this change order are listed in the attachment.

### FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
4U22	PBW	S603	TGTN	4510	PB12S603	PBW-2019-00009022	\$27,976.00

**PROGRAM NO.:** PB12S603      **COMMODITY CODE:**      **FINANCING:** 2012 BOND FUND

### M/WBE INFORMATION

Place an 'X' in the appropriate boxes:

<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Hispanic
Caucasian: Female <input type="checkbox"/>	Male <input type="checkbox"/>
<input type="checkbox"/> Other Minority (Asian-Pacific, Asian-American Native American)	

**M/WBE Certification Number:** HMDB38344N0620

### CHANGE ORDER DATA

Change Order No. <u>2</u>	Original CR/AA No. <u>19-0353</u>
Original CR/AA Date <u>2/27/2019</u>	Original CR/AA Amount <u>\$1,047,136.50</u>
Total of Previous Change Orders	<u>\$4,600.00</u>
Change Amount Including this Order	<u>\$32,576.00</u>
Total Change Order Percentage	<u>3.11%</u>

### APPROVAL

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

BY DEPARTMENT DIRECTOR

*for Ali Hafiz*

DATE

**11/8/19**



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER
<b>191367</b>
EFFECTIVE DATE
11/12/19 <i>[Signature]</i>

### INSTRUCTIONS

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

CITY SECRETARY  
DALLAS, TEXAS  
NOV 19 PM 4:17

<b>VENDOR NAME</b>	Supreme Roofing, LP	<b>VENDOR NUMBER</b>	VC20040
<b>CONTRACT NAME</b>	Emergency Roof Repairs Lower A/B Lobby Roof Project	<b>DEPARTMENT</b>	Convention & Event Services

### ACTION REQUESTED

Athorise an increase in the contract with Supreme Roofing, LP for the Emergency Lower A/B Lobb Roof Repair Project, Increasing the amount \$2,050.00 from \$62,500.00 to \$64,550.00 and extending the contract term 30 days to October 11, 2019

<b>CONTRACT NUMBER:</b>	CCT-2019-00010057	<b>CONTRACT TERM:</b>	7/31/199/ To 9/11/2019
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### BACKGROUND

This action will authorize Change Order No. 1 to the contract with Supreme Roofing, LP, increasing the contractor's scope of work for the improvement of the mechanically attached roofing edge detail and flashing closure - \$2,050.00

### FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
0082	CCT	W111	CCIM	3210	CCTCW111	CCT-2019-00010057	\$2,050.00

<b>PROGRAM NO.:</b>	CCTCW111	<b>COMMODITY CODE:</b>	92500	<b>FINANCING:</b>	Convention Center Capital Construction Fund
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### M/WBE INFORMATION

Place an 'X' in the appropriate boxes:

<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic
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Caucasian: Female <input type="checkbox"/>	Male <input type="checkbox"/>
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Other Minority (Asian-Pacific, Asian-American Native American)

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

### CHANGE ORDER DATA

Change Order No.	<u>1</u>	Original CR/AA No.	<u>19-0979</u>
Original CR/AA Date	<u>6/26/2019</u>	Original CR/AA Amount	<u>\$62,500.00</u>
Total of Previous Change Orders	<u>\$0.00</u>		
Change Amount Including this Order	<u>\$2,050.00</u>		
Total Change Order Percentage	<u>3.28</u>		

### APPROVAL

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

BY DEPARTMENT DIRECTOR *[Signature]* 11/16/19

DATE 11/12/19



City of Dallas  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

RECEIVED  
OFFICE OF PROCUREMENT SERVICES  
CITY OF DALLAS

10/24/19

Carbon Sales, Inc. (VS0000056371)  
Attention: Matt Dewees  
375 Johnson Street  
Wilkes Barre Twp., PA 18702  
mdewees@carbon-sales.com  
(570) 823-7664 Ext. 231

RE: Master Agreement Name: Anthracite Filter Media  
MA: BP1307  
Res: 13-1670

Dear Carbon Sales, Inc.,

Your company is currently supplying goods and/or services as a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 11/5/19. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 11/5/20, 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 [Date].

- YES, Carbon Sales, Inc. agrees to extend this agreement through 11/5/20.
- NO, Carbon Sales, Inc. declines to extend this agreement.

\_\_\_\_\_  
Authorized Signature 11-4-19  
Date

\_\_\_\_\_  
Matthew Dewees President  
Printed Name and Title

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

Thank you,  
William Lambert, Buyer III  
william.lambert@dallascityhall.com  
(214) 671-9422

\_\_\_\_\_  
*Chhunny Chhean*  
Chhunny Chhean (Nov 11, 2019)  
Assistant Director or Director  
Office of Procurement Services  
Nov 11, 2019

**Changes to vendor accounts may be completed online at <https://vendors.dallascityhall.com>, or by filling out the Vendor Update Form and submitting it to [CODVendorregistrations@dallascityhall.com](mailto:CODVendorregistrations@dallascityhall.com).  
Note: name and tax ID number changes cannot be made online.**

RECEIVED



2019 NOV 15 AM 8:56

City of Dallas  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

CITY SECRETARY  
DALLAS, TEXAS

November 11, 2019

Christopher James Lofton dba Edens Touch Landscape Management (VC15712)  
Christopher Lofton  
500 E. Arapaho Road, Suite 302  
Richardson, TX 75081  
Edenstouchlandscape@gmail.com  
972-589-0521

RE: Grounds Maintenance Services for Dallas Public Library  
MA: BQZ1614  
AA/Res: Resolution: 16-1797

Dear Industrial/Organizational Solutions, Inc.,

Your company is currently supplying goods and/or services as a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires on November 8, 2019. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through February 29, 2020, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by November 20, 2019.

YES, Christopher James Lofton dba Edens Touch Landscape Management agrees to extend this agreement through February 29, 2020.

NO, Christopher James Lofton dba Edens Touch Landscape Management declines to extend this agreement.

*Chris Lofton*

11-11-19

Authorized Signature

Date

*CHRIS LOFTON OWNER*

Printed Name and Title

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

Thank you,  
Emily Grose, Senior Buyer  
emily.grose@dallascityhall.com  
214-670-3391

*Chunmy Chhean*  
Chunmy Chhean (Nov 12, 2019)

Assistant Director or Director  
Office of Procurement Services

Changes to vendor accounts may be completed online at <https://vendors.dallascityhall.com>, or by filling out the

*Handwritten initials*



RECEIVED



2019 NOV 15 AM 9:05

City of Dallas  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

CITY SECRETARY  
DALLAS, TEXAS  
November 5, 2019

S & S Worldwide, Inc. (003083)  
Attention: Josh Oliveri  
75 Mill Street  
Colchester, CT 06415  
bids@ssww.com  
800-642-7354

RE: Youth Sports Gear, Supplies, and Equipment  
MA: BT1701  
AA/Res: Resolution: Resolution 17-0573

Dear S & S Worldwide, Inc.,

Your company is currently supplying goods and/or services as a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires on April 11, 2020. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through April 11, 2021, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by November 13, 2019.

- YES, S & S Worldwide, Inc. agrees to extend this agreement through April 11, 2021.
- NO, S & S Worldwide, Inc. declines to extend this agreement.

[Signature] Authorized Signature 11/7/2019  
Date

Corey McWhorter  
Printed Name and Title

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

Thank you,  
Emily Grose, Senior Buyer  
emily.grose@dallascityhall.com  
214-670-3391

Chhunny Chhean  
Chhunny Chhean (Nov 11, 2019)

Assistant Director or Director  
Office of Procurement Services

Changes to vendor accounts may be completed online at <https://vendors.dallascityhall.com>, or by filling out the Vendor Update Form and submitting it to [CODVendorregistrations@dallascityhall.com](mailto:CODVendorregistrations@dallascityhall.com).

Note: name and tax ID number changes cannot be made online.

[Handwritten mark]



City of Dallas  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

REMOVED  
NOV 15 AM 9:10  
CITY SECRETARY  
DALLAS, TEXAS

November 12, 2019

Brainfuse, Inc. (VS0000055261)  
Attention: Francesco Lecciso  
271 Madison Avenue  
New York, NY 10016  
requests@brainfuse.com  
866-272-4638

RE: Real-Time, On-Demand, Online Tutoring, Homework Support and Adult Education  
MA: BTZ1306  
AA/Res: Resolution: Resolution 13-2051

Dear Brainfuse, Inc.,

Your company is currently supplying goods and/or services as a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires on January 16, 2020. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through July 16, 2020, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by November 20, 2019.

- YES, Brainfuse, Inc. agrees to extend this agreement through July 16, 2020.
- NO, Brainfuse, Inc. declines to extend this agreement.

11/14/2019

Authorized Signature

Date

**Troy Weiman, Director of Accounts**

Printed Name and Title

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

Thank you,  
Emily Grose, Senior Buyer  
emily.grose@dallascityhall.com  
214-670-3391

*Chhunny Chhean*  
Chhunny Chhean (Nov 14, 2019)

Assistant Director or Director  
Office of Procurement Services

**Changes to vendor accounts may be completed online at <https://vendors.dallascityhall.com>, or by filling out the Vendor Update Form and submitting it to [CODVendorregistrations@dallascityhall.com](mailto:CODVendorregistrations@dallascityhall.com).  
Note: name and tax ID number changes cannot be made online.**



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191465

EFFECTIVE DATE

11/13/19  
RECEIVED  
NOV 19 AM 11:43  
CITY SECRETARY  
DALLAS, TEXAS

### INSTRUCTIONS

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

<b>VENDOR NAME</b>	Webber, LLC	<b>VENDOR NUMBER</b>	VS85843
<b>CONTRACT NAME</b>	Walcrest Pump Station and Reservoir Improvements	<b>DEPARTMENT</b>	Dallas Water Utilities

### ACTION REQUESTED

Request approval of Milestone No. 1, 2, and 3 extensions to the construction project with Webber LLC for the construction of improvements to the Walcrest Pump Station and Reservoir. The contract milestones dates are revised as follows:  
 Milestone No.1 (for Pump Station/ Reservoir Cell 1 Construction and Testing complete and accepted by DWU): 2/23/2020  
 Milestone No.2 (for Reservoir Cell 2 Construction and Testing complete and accepted by DWU): 3/31/2021  
 Milestone No.3 (for Final Completion): 6/30/2021.  
 This action has no cost consideration to the City

<b>CONTRACT NUMBER:</b>	DWU-2017-00002699	<b>CONTRACT TERM:</b>	11/9/2015 To 6/30/2021
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### BACKGROUND

On July 9, 2015, City Council authorized the construction of improvements to Walcrest Pump Station and Reservoir with Webber LLC in an amount not to exceed \$36,850,500.00 for duration of 1,461 days by Resolution No. 15-1782. On August 23, 2017, City Council authorized Change Order No.1 for unforeseen construction conditions and SCADA improvements in an amount of \$558,604.31, increasing the contract from \$36,850,500 to \$37,409,104.31 by Resolution No.17-1331. On June 26, 2019, City Council authorized Change Order No.2 for unforeseen construction conditions and ONCOR services in an amount of \$1,731,751.71, increasing the contract from \$37,409,104.31 to \$39,140,856.02 by Resolution No.19-1036.

### FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
PROGRAM NO.: _____ COMMODITY CODE: _____ FINANCING: _____							0.00 T.E. O.H.

### M/WBE INFORMATION

Place an X in the appropriate boxes:

African-American  Hispanic

Caucasian: Female  Male

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

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

### CHANGE ORDER DATA

Change Order No. 3 Original CR/AA No. 15-1782  
 Original CR/AA Date 7/9/2015 Original CR/AA Amount \$36,850,500  
 Total of Previous Change Orders \$2,290,356.02  
 Change Amount Including this Order \$2,290,356.02  
 Total Change Order Percentage 6.21%

### APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE

11/13/19

RECEIVED

2019 NOV 21 PM 2: 05



City of Dallas

OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT/CONTRACT EXTENSION REQUEST

CITY SECRETARY  
DALLAS, TEXAS

10/1/19

Kelly Moore Paint Company, Inc.  
John Clopton  
[jclopton@kellymoore.com](mailto:jclopton@kellymoore.com)  
817-687-8643

RE: BE1503 Paint & Sundries

Dear Mr. Clopton,

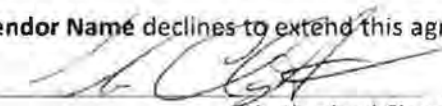
Your company is currently supplying goods and/or services as a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **October 13, 2019**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **BE1503/April 13, 2020**, 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 **October 7, 2019**.

**YES, Vendor Name** agrees to extend this agreement through **MA/Contract Extension Date**.

**NO, Vendor Name** declines to extend this agreement.

  
Authorized Signature  
11/4/19  
Date  
John Clopton Sales Representative  
Printed Name and Title

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

Thank you,  
Maria Cobar, Buyer III  
[Maria.cobar@dallascityhall.com](mailto:Maria.cobar@dallascityhall.com)  
214-671-9298

  
Chhunny Chhean (Nov 15, 2019)

Nov 15, 2019

Assistant Director or Director  
Office of Procurement Services

**Changes to vendor accounts may be completed online at <https://vendors.dallascityhall.com>, or by filling out the Vendor Update Form and submitting it to [CODVendorregistrations@dallascityhall.com](mailto:CODVendorregistrations@dallascityhall.com).**

**Note: name and tax ID number changes cannot be made online.**

RECEIVED

2019 NOV 21 PM 2:08



City of Dallas

OFFICE OF PROCUREMENT SERVICES

CITY SECRETARY  
DALLAS, TEXAS

MASTER AGREEMENT/CONTRACT EXTENSION REQUEST

10/1/19

PPG Architectural Finishes, Inc.

Mary Goltz

[goltz@ppg.com](mailto:goltz@ppg.com)

910-515-0538

**RE: BE1503 Paint & Sundries**

Dear Mrs. Goltz,

Your company is currently supplying goods and/or services as a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **October 13, 2019**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **BE1503/April 13, 2020**, 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 **October 7, 2019**.

**YES, Vendor Name** agrees to extend this agreement through **MA/Contract Extension Date**.

**NO, Vendor Name** declines to extend this agreement.

11.4.2019

Authorized Signature

Date

Amy Mercante Director, Business Development

Printed Name and Title

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

Thank you,

Maria Cobar, Buyer III

[Maria.cobar@dallascityhall.com](mailto:Maria.cobar@dallascityhall.com)

214-671-9298

Chhunmy Chhean (Nov 15, 2019)

Nov 15, 2019

Assistant Director or Director

Office of Procurement Services

**Changes to vendor accounts may be completed online at <https://vendors.dallascityhall.com>, or by filling out the Vendor Update Form and submitting it to [CODVendorregistrations@dallascityhall.com](mailto:CODVendorregistrations@dallascityhall.com).**

**Note: name and tax ID number changes cannot be made online.**



RECEIVED

2019 NOV 21 PM 2:05

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS  
Business Development and Procurement Services

**EXTENSION REQUEST**

Date: 10-23-19

Company: Holt Texas Ltd.  
Attention: Christopher Simon  
Phone No.: (972)-721-6640  
Email Address: [Christopher.Simon@holteat.com](mailto:Christopher.Simon@holteat.com)

Master Agreement Name: Heavy Equipment Rental II  
Master Agreement Number: BN1802 (POM-2018-00005854)

Dear Vendor:

Your company is currently supplying the City of Dallas on the above referenced master agreement. The term of this agreement expired as of 06-12-19. It is our wish to continue this contract at the same terms and conditions for 36 months **or until funds are depleted.**

**Please complete the section below and return via email by 10/14/19.**

Buyer Name, Title: Mario Torres  
Email: [mario.torres@dallascityhall.com](mailto:mario.torres@dallascityhall.com)  
Phone No.: 214-671-9829  
Fax No.: 214-670-4793

*Chunmy Chhean*  
Chunmy Chhean (Nov 15, 2019)

Nov 15, 2019

Yes, our company does agree to the extension on the above referenced contract  
 No, our company does not wish to continue this agreement

Brent Pemberton  
Printed Name

*Brent Pemberton*  
Authorized Signature

Government Jobs Representative  
Title

10/25/19  
Date

RECEIVED

2019 NOV 21 PM 4:00

CITY SECRETARY  
DALLAS, TEXAS  
[10/30/2019]



CITY OF DALLAS  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

Tommy's Mobile Boat and Motor Service Inc., VS0000034191  
Tommy Yetts  
2315 Hwy 276  
Rockwall, TX 75032  
Tommy@rockwallmarine.com  
(972) 771-4442

**RE: Master Agreement BX1520, Boat and Motor Repair**

Tommy's Mobile Boat and Motor Service Inc. is currently a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires **10/12/2019**. The City of Dallas requests to continue this agreement, under the same terms and conditions, for **1 year, 10/12/2020**, or until the funds are depleted.


Please complete the information requested below, and email a scanned copy to me by **11/5/2019**.

**YES**, [Vendor Name] agrees to extend this agreement for [1 Year].

**PLEASE UPDATE CONTACT INFORMATION**

Vendor Name:	Tommy's Mobile Boat + Motor Serv. Inc dba Rockwall Marine
Attention:	Tommy Yetts
Vendor Street Address:	2315 Hwy 276
Vendor City, State Zip:	Rockwall, TX 75032
Vendor Email:	Tommy@Rockwallmarine.com
Vendor Phone No.:	972-771-4442
Contract Signer Name & Title:	Tommy Yetts PRESIDENT

**NO**, [Vendor Name] declines to extend this agreement for [Term].

Authorized Signature 

10/30/19  
Date

Printed Name & Title  
Tommy Yetts PRESIDENT

Please let me know if you have any questions, or if I may provide any other information.

Thank you,  
Melissa Anderson, Buyer III  
Melissa.Anderson@dallascityhall.com  
(214) 243-2128

  
Chhunny Chhean (Nov 18, 2019)

Nov 18, 2019

RECEIVED

2017 NOV 21 PM 5:03

CITY SECRETARY  
DALLAS, TEXAS



**CITY OF DALLAS  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST**

[7/18/2019]

Taser International, 517440  
Matthew Moore  
P.O. BOX 29661-2018  
Phoenix, AZ 85038  
mmoore@taser.com  
(480) 905-2068

**RE: Master Agreement BT1501, Taser Electronic Control Weapons**

**Taser Electronic Control Weapons** is currently a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires **9/23/2019**. The City of Dallas requests to continue this agreement, under the same terms and conditions, for **1 year, 9/23/2020**, or until the funds are depleted.

Please complete the information requested below, and email a scanned copy to me by **7/22/2019**.

**YES, [Vendor Name] agrees to extend this agreement for [1 Year].**

**PLEASE UPDATE CONTACT INFORMATION**

Vendor Name: Axon Enterprise, Inc.  
Attention: Contracts  
Vendor Street Address: 17800 W. 85th St.  
Vendor City, State Zip: Scottsdale, AZ 85255  
Vendor Email: contracts@axon.com  
Vendor Phone No.: (800) 988-2737  
Contract Signer Name & Title: Robert Driscoll, VP-Legal

**NO, [Vendor Name] declines to extend this agreement for [Term].**

Authorized Signature

10/3/2019

Date

Robert Driscoll, VP-Legal  
Printed Name & Title

Please let me know if you have any questions, or if I may provide any other information.

Thank you,  
Melissa Anderson, Buyer III  
Melissa.Anderson@dallascityhall.com  
(214) 243-2128

*Chhunny Chhean*  
City of Dallas Buyer III (02)

Nov 18, 2019



City of Dallas  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT/CONTRACT EXTENSION REQUEST

RECEIVED

2019 NOV 22 PM 4:20

CITY SECRETARY  
DALLAS, TEXAS

November 20, 2019

Torres Hazley Enterprise, LLC VC13854  
Veronica Torres Hazley  
723 Bizerte Avenue  
Dallas, TX 75204  
[info@v12yoga.com](mailto:info@v12yoga.com)  
214-280-1708

**RE: BMZ1430 Instructors/Entertainers – Continental Ave. Bridge & Gateway**  
AA/Res: No. 15-5513  
Prior Actions: No(s). 18-5344

Dear Veronica Torres Hazley,

Your company is currently supplying goods and/or services as a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **May 17, 2019**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **March 1, 2020**, or until the funds are depleted, whichever is sooner.

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

Please complete the information requested below and send the completed form to me via email by **November 25, 2019**.

**YES**, Torres Hazley Enterprise, LLC agrees to extend this agreement **March 1, 2020**.

**NO**, Torres Hazley Enterprise, LLC declines to extend this agreement.

*Veronica Torres Hazley*  
Veronica Torres Hazley (Nov 21, 2019)

Nov 21, 2019

Authorized Signature

Date

Veronica Torres Hazley, Owner

Printed Name and Title

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

Thank you,  
Gehan Asaad  
[gehan.asaad@dallascityhall.com](mailto:gehan.asaad@dallascityhall.com)  
214-671-9516

*Chhunny Chhoan*  
Chhunny Chhoan (Nov 21, 2019)

Nov 21, 2019

Director  
Office of Procurement Services

Changes to vendor accounts may be completed online at <https://vendors.dallascityhall.com>,  
or by filling out the Vendor Update Form and submitting it to [CODVendorregistrations@dallascityhall.com](mailto:CODVendorregistrations@dallascityhall.com).  
Note: name and tax ID number changes cannot be made online.



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER
<b>191554</b>
EFFECTIVE DATE
<b>NOV 15 2019 MAM</b>

### INSTRUCTIONS

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

RECEIVED  
 NOV 21 PM 3:55  
 CITY SECRETARY  
 DALLAS, TEXAS

<b>VENDOR NAME</b>	Artografx, Inc.	<b>VENDOR NUMBER</b>	357173
<b>CONTRACT NAME</b>	Park ID Signs (Group IV) at Various Locations	<b>DEPARTMENT</b>	Park and Recreation

**ACTION REQUESTED**  
 Authorize Change Order #2, an increase in the construction contract with Artografx, Inc. in the amount of \$9,025; thereby increasing the contract from \$685,013 to \$694,038.

<b>CONTRACT NUMBER:</b>	PKR-2018-00005662	<b>CONTRACT TERM:</b>	11/15/2019 To 1/2/2020
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**BACKGROUND**  
 Change Order #2 consists of relocating one sign and refurbishing 2 additional signs. See attached contractor's change request dated October 1, 2019 for more details. The contractor has also requested a contract time extension of 35 additional calendar days (11/15/2019 to 1/2/2020), due to delays at no fault of their own. All changes are requested by the City of Dallas Park and Recreation Department.

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
4T00	PKR	T249	CWPK	4599	PK06T249	CX-PKR-2018-00005662	\$9,025.00

PROGRAM NO.: See Program      COMMODITY CODE: 90640      FINANCING: Park and Recreation Facilities Fund

**M/WBE INFORMATION**

Place an  in the appropriate boxes:

African-American       Hispanic

Caucasian: Female  Male

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

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

**CHANGE ORDER DATA**

Change Order No. 2      Original CR/AA No. 180549

Original CR/AA Date 4/11/18      Original CR/AA Amount \$637,970

Total of Previous Change Orders \$47,043

Change Amount Including this Order \$56,068

Total Change Order Percentage 8.79%

**APPROVAL**

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

BY DEPARTMENT DIRECTOR	DATE
15 Nov. 19	
21 Nov 19	
Attested by	DATE
	11/21/19

Robert Abtahi, President  
 Park and Recreation Board

Anthony Becker, Secretary  
 Park and Recreation Board





CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191555

EFFECTIVE DATE

NOV 15 2019

### INSTRUCTIONS

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

RECEIVED  
 NOV 21 PM 3:55  
 CITY SECRETARY  
 DALLAS, TEXAS

<b>VENDOR NAME</b>	Big Sky Construction Company, Inc.	<b>VENDOR NUMBER</b>	VS0000016146
<b>CONTRACT NAME</b>	Aquatic Phase II Bahama Beach, Exline, Harry Stone	<b>DEPARTMENT</b>	Park and Recreation

**ACTION REQUESTED**

Authorize Change Order # 1, an increase in the construction contract with Big Sky Construction Company, Inc. in the amount of \$28,543.00; thereby increasing the contract from \$14,580,000.00 to \$14,608,543.00.

<b>CONTRACT NUMBER:</b>	PKR-2019-00010413	<b>CONTRACT TERM:</b>	252 Working Days
-------------------------	-------------------	-----------------------	------------------

**BACKGROUND**

Change Order # 1 consists of the following items:

Increased scope for the removal of two trees at Harry Stone Aquatic Center (VK29) and for a replacement supply water line at Exline Aquatic Center (VB02).

- All changes are owner requested.

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
IV00	PKR	VK29	AQFC	4599	PK17VK29	PKR-2019-00010413	\$2,656.50
IV00	PKR	VB02	AQFC	4599	PK17VB02	PKR-2019-00010413	\$25,886.50

PROGRAM NO.: See Program      COMMODITY CODE: 91200      FINANCING:

**M/WBE INFORMATION**

Place an  in the appropriate boxes:

African-American       Hispanic

Caucasian: Female  Male

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

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

**CHANGE ORDER DATA**

Change Order No. 1      Original CR/AA No. 19-0904

Original CR/AA Date 6/12/2019      Original CR/AA Amount \$14,580,000.00

Total of Previous Change Orders \$0.00

Change Amount Including this Order \$14,608,543.00

Total Change Order Percentage 0.2%

RTW 11/4/19      APPROVAL      SL 11/4/19

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

BY DEPARTMENT DIRECTOR: John Jenkins      DATE: 15 Nov. 19

Calvert Collins-Bratton      11/21/19      Attested by: Anthony Becker      Date: 11/19/19

Calvert Collins-Bratton, President      Park and Recreation Board      Anthony Becker, Secretary      Park and Recreation Board



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

196821

EFFECTIVE DATE

Oct 4, 2019 *sc*

RECEIVED  
 OCT 15 11:55 AM '19  
 CITY SECRETARY  
 DALLAS TEXAS

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

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

Vendor Name: Bound Tree Medical LLC Vendor No. 507833

Subject: Emergency and Non-Emergency Medical Supplies

Lead Dept: Office of Procurement Services (OPS)

Action Requested: Authorize Supplemental Agreement No. 1, a consent to assignment and assumption of services from Concordance Healthcare Solutions, LLC to Bound Tree Medical LLC, under the same terms and conditions.

Contract Number: POM-2019-00008736 Contract Term: 1/09/2019 to 1/08/2022 *sc*

Background: On January 23, 2019, City Council awarded Bound Tree Medical LLC and Concordance Healthcare Solutions, LLC, along with other vendors, a thirty-six-month <sup>sc</sup> contract (BL1830) in the amount of \$6,456,675.71 with Resolution No. 19-0098, for emergency and non-emergency medical supplies for citywide use. *Master Agreement Total by sc*

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						- POM-2019-00008736	\$0.00	
						-		
						-		
Financing:							TOTAL:	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Suppl' Agreement Percentage
	1	19-00986	1/23/2019	\$6,456,675.71	\$0.00	\$6,456,675.71	0%

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

Chhunhy Chhean  
Chhunhy Chhean (Oct 4, 2019)

By Department Director

Oct 4, 2019

Date

*[Signature]*

Approved as to Form by City Attorney

10/25/19

Date

*KY*  
KY

Oct 4, 2019

*[Signature]*  
Joey Zapata (Oct 4, 2019)

By City Manager

Oct 4, 2019

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

196822

EFFECTIVE DATE

Sep 30, 2019

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

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

RECEIVED  
 2019 NOV -1 AM 8:37  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Vendor Name: Christine Hixson Vendor No. VS14144

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Christine Hixson. The vendor will provide Round Dance classes to the citizens of Dallas.  
Contact: Steve Baker (214) 670-8885

Contract Number:	PKR-2019-00011698	Contract Term:	NTP to 09/30/2020
------------------	-------------------	----------------	-------------------

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	0001	PKR		N/A	3064	N/A	CX PKR-2019-00011698	\$10,000.00
	Financing:							TOTAL:

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

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

*Willis Winters*  
 By Department Director

Sep 30, 2019  
 Date

*Christine Lannore*  
 Approved as to Form by City Attorney  
 Oct 18, 2019  
 Date

*Jeffrey Bass*  
 By City Manager

Sep 30, 2019  
 Date





# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**  
**196823**  
**EFFECTIVE DATE**  
Nov 1, 2019

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

RECEIVED  
 2019 NOV -4 PM  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Vendor Name: Gold Systems, Inc. Vendor No. VS0000002043

Subject: LearningZen Training Platform Services

Lead Dept: Information and Technology Services

Action Requested: Authorize payment for services rendered for the use of the LearningZen software, through Ratification Justification form for dates of service 12/1/2018 – 9/30/2019.

Contract Number: DSV-2020-00007184 Contract Term: 12/1/2018 to 9/30/2019

Background: LearningZen is a hosted, web-based software products used by the City of Dallas, Management Services Office. This action will render payment for maintenance and support services already provided of the LearningZen enterprise unlimited training courses platform and portal administration page.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	1256		3070		CX DSV-2020-00007184	\$17,841.12
						-	
						-	
Financing:		Data Services Funds				TOTAL:	\$17,841.12

Contract Amendment Information:	Supplemental Agreement No.	Base CR/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.**

Shale Robinson  
By Department Director  
Nov 1, 2019  
Date

Ch...  
Approved as to Form by City Attorney  
Nov 4, 2019  
Date

J...  
By City Manager  
Nov 1, 2019  
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

196824

EFFECTIVE DATE

Nov 4, 2019

2019 NOV-4 PM 3:25  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

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

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

Vendor Name: SHI Government Solutions Vendor No. 502145

Subject: Adobe Enterprise License Agreement

Lead Dept: Information and Technology Services

Action Requested: Authorize Supplemental Agreement No. 1 to amend the existing Adobe Enterprise License subscription and maintenance agreement to add digital media stock images pursuant to the terms and conditions of BuyBoard cooperative contract #498-15.

Contract Number:	DSV-2019-00008480	Contract Term:	10/1/2019	to	1/1/2022
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Background: The Adobe Enterprise License subscription and maintenance agreement is utilized citywide to assist with performing daily duties throughout City departments. This amend will allow for the use of stock images (digital media), which is used by Information and Technology Services (ITS) and Public Affairs and Outreach (PAO) departments. These stock images are utilized to support website development and public affairs publications. This amendment will co-term with the current Adobe enterprise license agreement.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0198	DSV	1650		3099		CX DSV-2019-00008480	\$39,703.90
						-	
						-	
Financing: Data Services Fund (subject to annual appropriations)						TOTAL:	\$39,703.90

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
	1	18-1705	11/28/2018	\$1,081,340.00	\$0.00	\$1,121,043.90	3.67%

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

Hugh Miller  
Hugh Miller (Oct 10, 2019)  
By Department Director

Oct 10, 2019  
Date

Don Knight  
Don Knight (Nov 4, 2019)  
Approved as to Form by City Attorney  
Nov 4, 2019  
Date

SR  
SR

Jenny Zapata  
Jenny Zapata (Nov 4, 2019)  
By City Manager  
Nov 4, 2019  
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.	196825
		EFFECTIVE DATE
		9/18/19 <i>J.G.</i>

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

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

Vendor Name: The Brandt Companies, LLC Vendor No. VS0000070771

Subject: BSD Plumbing Services

Lead Dept: Building Services Department

Action Requested: Authorize services of The Brandt Companies, LLC to perform plumbing services for the Building Services Department.

Contract Number:	BSD-2019-00010819	Contract Term:	9/23/2019	to	12/28/2020
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Background: This action will authorize services of The Brandt Companies, LLC to perform plumbing services for the Building Services Department. These services are required due to the expiration of the Plumbing Services Citywide master agreement.

The selection of the firm was based on the BuyBoard Cooperative Purchasing Agreement, Contract #558-18

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	0001	BSD	3061		3210		-	\$17,500.00
	0001	BSD	3062		3210		-	\$17,500.00
	0001	BSD	3064		3210		-	\$17,500.00
	0001	BSD	3188		3210		-	\$17,500.00
Financing:							TOTAL:	\$70,000.00

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

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

*[Signature]*  
By Department Director

9/11/2019  
Date

*[Signature]*  
Approved as to Form by City Attorney

10/25/19  
Date

*[Signature]*  
By City Manager

09/18/19  
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

## 196826

EFFECTIVE DATE

Oct 1, 2019

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

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

CITY OF DALLAS, TEXA  
 OCT 1 2019  
 4:29 PM  
 VS84092

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

Vendor Name: Elizabeth Hoover Vendor No. VS84092  
 Subject: Contract Fee Instructor  
 Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Elizabeth Hoover. The vendor will provide Fitness classes to the citizens of Dallas.  
 Contact: Leatrice Newhouse (214) 670-8847  
 Contract Number: PKR-2019-00011699 Contract Term: NTP to 09/30/2020

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PER-2019-00011699	\$10,000.00	
Financing:							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 Suppl Agreement Percentage
						\$ 0.00	%

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

*Willis Winters*  
 By Department Director

Sep 30, 2019  
 Date

*Christine Lannert*  
 Approved as to Form by City Attorney

Oct 7, 2019  
 Date

*[Signature]*  
 By City Manager

Oct 1, 2019  
 Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

**196827**

EFFECTIVE DATE

Sep 30, 2019

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

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

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

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

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

Vendor Name: Patricia McGrath Vendor No. VC01617

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Patricia McGrath. The vendor will provide Yoga classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number: PKR-2019-00011618 Contract Term: NTP to 09/30/2020

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011618	\$10,000.00

Financing: **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 Suppl Agreement Percentage
						\$ 0.00	%

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

*Willis Winters*

By Department Director

Sep 30, 2019

Date

*John... [Signature]*

By City Manager

*[Signature]*  
Assistant City Attorney (Oct 23, 2019)

Approved as to Form by City Attorney

Oct 23, 2019

Date

Sep 30, 2019

Date

*[Signature]*  
City Secretary

REV 1/1/2018



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

## 196828

EFFECTIVE DATE

Sep 30, 2019

CITY OF DALLAS  
CITY SECRETARY'S  
OFFICE  
DALLAS, TEXAS  
2019 OCT 4 PM 2:56

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

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

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

Vendor Name: Tom Wakefield Vendor No. VC14246

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Tom Wakefield. The vendor will provide Dodgeball classes to the citizens of Dallas.

Contact: Steve Baker (214) 670-8885

Contract Number:	PKR-2019-00011620	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011620	\$10,000.00	
Financing:							<b>TOTAL:</b>	\$10,000.00

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

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

*Willis Winters*

By Department Director

Sep 30, 2019

Date

*Jason Bass*

By City Manager

*AW*

Approved as to Form by City Attorney

Oct 23, 2019

Sep 30, 2019

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

## 196829

EFFECTIVE DATE

Sep 30, 2019

DALLAS TEXAS  
SEP 30 4 28 55 PM '19

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

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

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

Vendor Name: Minnie D. Thomas Vendor No. V579968

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Minnie D. Thomas. The vendor will provide Martial Arts classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR 2019-00011617	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011617	\$10,000.00
<b>TOTAL:</b>							\$10,000.00

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

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

*Willis Winters*

By Department Director

Sep 30, 2019

Date

*ETW*

Heather Novack, Assistant City Attorney (214) 23-7917

Approved as to Form by City Attorney

Oct 23, 2019

Date

*John Baker*

By City Manager

Sep 30, 2019

Date

ORIGINAL - City Secretary

10/23/2019





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

# 196830

EFFECTIVE DATE

Sep 30, 2019

CITY SECRETARY  
DALLAS, TEXAS  
PR 2:55

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

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through internal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
*NOTE: All other services and/or repairs not exceeding \$5,000 and which do not require a contract should be processed by requisition.*

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

Vendor Name: Osvert Polanco DBA Excelencia Macial USA Vendor No. VC14489

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Osvert Polanco DBA Excelencia Macial USA. The vendor will provide Tae Kwon Do classes to the citizens of Dallas

Contact: Leatrice Newhouse (214) 670-8847

Contract Number: PKR 2019 00011615 Contract Term: NTP to 09/30/2020

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011615	\$10,000.00	
Financing:							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 Suppl' Agreement Percentage
						\$ 0.00	%

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

*Willis Winters*  
By Department Director

Sep 30, 2019  
Date

*[Signature]*  
Approved as to Form by City Attorney

Oct 23, 2019  
Date

*[Signature]*  
By City Manager  
Date: Sep 30, 2019



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

## 196831

EFFECTIVE DATE

Sep 30, 2019

RECEIVED  
CITY SECRETARY'S  
OFFICE  
DALLAS, TEXAS  
SEP 30 2019 PM 2:57

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

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

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

<b>Vendor Name:</b>	Shedrack Anderson	<b>Vendor No.</b>	100493
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<b>Subject:</b>	Contract Fee Instructor
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<b>Lead Dept:</b>	PKR
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**Action Requested:** Authorize a contract fee instructor agreement of \$10,000.00 with Shedrack Anderson. The vendor will provide Martial Arts classes to the citizens of Dallas.

**Contact:** Leatrice Newhouse (214) 670-8847

<b>Contract Number:</b>	PKR-2019-00011614	<b>Contract Term:</b>	NTP	<b>to</b>	09/30/2020
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**Background:** Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
0001	PKR		N/A	3064	N/A	CX	PKR-2019-00011614	\$10,000.00
<b>TOTAL:</b>								10,000.00

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

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

*Willis Winters*  
By Department Director

Sep 30, 2019  
Date

*ehw*  
Approved as to Form by City Attorney

Oct 23, 2019  
Date

*Joynt*  
By City Manager

Sep 30, 2019  
Date



# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**  
**196832**  
**EFFECTIVE DATE**  
11/04/2019

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

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

CITY SECRETARY'S OFFICE  
DALLAS TEXAS  
NOV 17 2019  
AM 8:38

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

Vendor Name: **Toter, LLC** Vendor No. 333498  
Subject: Price Adjustment 11/1/2019 – 1/31/20  
Lead Dept: Sanitation Services (SAN)

Action Requested: Authorize Administrative Action Amendment to Master Agreement (MA) Contract No. **SAN-2019-00009028** to grant a price adjustment from manufacturer for three months (November 1, 2019 thru January 31, 2020) under the terms of the Agreement and as stated in the Contract Amendment (Exhibit A).

Contract Number:	SAN-2019-00009028	Contract Term:	01/23/2019	to	01/23/2022
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Background: Council authorized a three-year MA for the purchase of waste and recycle collection roll carts with Toter, LLC (333498) through Council Resolution No. 19-0194. In accordance with the cooperative purchasing agreement (120576), the vendor is allowed to make quarterly price adjustments upon written notice of market changes surrounding the cost of resin. The attached documents reflect price adjustments approved by the City of Tuscan and Toter, LLC which will go into effect on May 1, 2019.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0440	SAN	3504		2890		MA SAN-2019-00009028	\$0.00
						-	
						-	
Financing: Current Funds						<b>TOTAL:</b>	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	2	19-0194	01/23/2019	\$4,500,000.00	\$0.00	\$ 0.00	N/A

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

 By Department Director  
 Approved as to Form by City Attorney  
 By City Manager  
 10/24/19 Date  
 11/4-2019 Date  
 11/04/19 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

# 196833

### EFFECTIVE DATE

Oct 16, 2019

FILED  
CITY SECRETARY  
DALLAS, TEXAS  
OCT 16 2019  
AM 9:00

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

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

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

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

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

Vendor Name: Dallas Tennis Association Vendor No. 516683

Subject: NJTL Tennis Program

Lead Dept: Park and Recreation Department

Action Requested: Authorize a master agreement of \$24,750.00 for the Dallas Tennis Association (DTA). The vendor provided tennis instructors, and all supplies necessary to implement the program during the youth summer camps held at the City of Dallas recreation centers. (Services Rendered)  
Contact: John Lawrence (214) 670-8860

Contract Number:	PKR-2019-00010406	Contract Term:	06/01/2019	to	05/31/2020
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Background: The Dallas Tennis Association (DTA) is a certified and registered program with the National Junior Tennis League (NJTL) and the only program within the area authorized to offer NJTL tennis curriculum and educational programming. The DTA and the City of Dallas have partnered for more than forty years to bring NJTL to more than 2,500 children each summer and the City of Dallas has historically supported a percentage of the program's annual fees.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR	5271		3099		CX PKR-2019-00010406	\$24,750.00	
Financing:							TOTAL:	\$24,750.00

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

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

*Willis Winters*  
By Department Director

Oct 16, 2019  
Date

*Benjamin N. Samples, II*  
Approved as to Form by City Attorney

Oct 28, 2019  
Date

*John Lawrence*  
By City Manager

Oct 16, 2019  
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

196834

EFFECTIVE DATE

Oct 16, 2019

2019 OCT 16 AM 9:00  
DALLAS, TEXAS

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

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

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

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

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

Vendor Name: The First Tee of Greater Dallas Vendor No. VS91954

Subject: First Tee Program for Youth Golf Instruction

Lead Dept: Park and Recreation Department

Action Requested: Authorize an encumbrance of \$8,500.00 for The First Tee of Greater Dallas (TFTGD). TFTGD provided all instructions, equipment and staffing necessary to participants during the term of this agreement which shall be for one (1) year. (Services Rendered)  
Contact: John Lawrence, Sr. Park Manager (214) 670-8860

Contract Number: PKR-2019-00010416 Contract Term: 06/01/2019 to 05/31/2020

Background: The First Tee of Greater Dallas (TFTGD) has been offering youth golf instruction at each of the City's six (6) courses over the last 15 years. TFTGD and the Park and Recreation Department will partner to offer the TFTGD curriculum of youth golf instruction and life skills development at each of its six (6) golf courses. This program reaches over 1,000 youth annually and provides opportunities through TFTGD'S proprietary curriculum, weaving life skills and golf skills to be taught to youth simultaneously, and is the only organization offering this kind of developmentally structured curriculum intended for participants to learn both golf and life skills.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR	5272		3099		CX PKR-2019-00010416	\$1,700.00	
0001	PKR	5273		3099		CX PKR-2019-00010416	\$1,700.00	
0001	PKR	5274		3099		CX PKR-2019-00010416	\$1,700.00	
0001	PKR	5275		3099		CX PKR-2019-00010416	\$1,700.00	
0001	PKR	5276		3099		CX PKR-2019-00010416	\$1,700.00	
Financing:							TOTAL:	\$8,500.00

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

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

*Willis Winters*

By Department Director

Oct 16, 2019

Date

*Benjamin N. Samples, II*

Approved as to Form by City Attorney

Oct 28, 2019

Date

*John Lawrence*

By City Manager

Oct 16, 2019

Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196835

EFFECTIVE DATE

10/14/2019 *JG*

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

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

CITY SECRETARY  
 DALLAS, TEXAS  
 2019 NOV - 11 AM 10:58

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

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

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

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

Vendor Name: Matrix Consulting Group, Ltd. Vendor No. VS0000003695

Subject: Cost Allocation Plan Department: Office of Budget

Action Requested: This is the third of three one-year renewal options of the contract with Matrix Consulting Group, Ltd to conduct the City's Cost Allocation Plan. The consultant will provide a City-Wide Central Services Cost Allocation Plan, Departmental Indirect Cost Rate, and Budget Full-Cost Central Service Cost Allocation Plan. This contract has no additional renewal option.

Contract Number: BMS-2018-00007912 Contract Term: 10/1/2019 To 9/30/2020

Background: BDPS solicited an RFCSP (BKZ1611) for a Cost Allocation Plan. A comprehensive evaluation of all proposals was conducted utilizing an evaluation committee of City employees from various departments. Through this selection process it was determined that Matrix Consulting Group, Ltd. was the most advantageous proposer of 3.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	BMS	2798		3070		MASC - BMS2798CA2019	\$15,000.00
<b>TOTAL:</b>							<b>\$15,000.00</b>

Project No: Commodity Code: 94600 Financing: General Fund

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

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

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

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

*Jackie Lind*  
By Department Director

10/14/19  
DATE

*Walter D. Sims*  
Approved as to form by City Attorney

11/1/19  
DATE

*[Signature]*  
By Assistant City Manager

10/14/19  
DATE

*MER*



# 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

196836

EFFECTIVE DATE

Oct 29, 2019

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

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

CITY SECRETARY  
 DALLAS, TEXAS  
 RECEIVED  
 OCT 29 2019

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

Vendor Name: **SLAPPY AND MONDAY'S FOUNDATION FOR LAUGHTER** Vendor No. VS97435

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present The Petite Circus which is a European-style circus with different acts performing at various shows. The production is part circs, part variety show, and part cabaret. Consultant shall present eighteen performances (four shows a day) from October 17 through November 3, 2019. The show will also provide matinee performances for young children and evening shows aimed for adult audiences. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2019-00011372 (CR-00024839)	Contract Term:	11/1/2019	to	11/4/2019
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Background: The fee for this service is **\$2,900.00** to be paid in accordance with the terms of the contract. Compensation will be payable upon satisfactory completion of all required services as determined by the Director, approval of the program evaluation, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4833		3089	BHCC	CX OCA-2019-00011372	\$2,900.00
						-	
						-	
Financing: General Fund						TOTAL:	\$2,900.00

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

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

Jennifer Scripps  
Jennifer Scripps (Oct 29, 2019)  
By Department Director

Oct 29, 2019  
Date


MPS  
Marchello Samples (Nov 4, 2019)  
Approved as to Form by City Attorney

Nov 4, 2019  
Date

José Zapata  
José Zapata (Oct 29, 2019)  
By City Manager

Oct 29, 2019  
Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	196837	EFFECTIVE DATE
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	

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

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

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

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

Vendor Name:	San Antonio Equipment Repair, Inc. dba EMSAR of Texas	Vendor No.:	VS0000026727
Subject:	Ambulance Power Stretchers Service and Repair		
Lead Dept:	Office of Procurement Services (OPS)		

Action Requested: Authorize Supplemental Agreement No. 1, a \$45,712.50 increase in funds to the service contract, under the same terms and conditions, and document the contract term extensions. *sc*

Contract Number:	DFD-2018-00006233	Contract Term:	9/5/2019	to	9/5/2020
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**Background:**

On September 9, 2015, City Council awarded San Antonio Equipment Repair, Inc. dba EMSAR of Texas a thirty-six-month contract (BV1508) in the amount of \$182,850.00 with Resolution No. 15-1644, for fitness and exercise equipment.

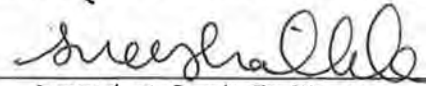
Prior Actions:  
 Ext. No. 19-1193, a twelve-month extension  
 AA No. 18-5816, a twelve-month extension

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						- DFD-2018-00006233	\$45,712.50
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	\$45,712.50

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	2	15-1644	9/9/2015	\$182,850.00	\$0.00	\$228,562.50	25%

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

<u>Chhunny Chhean</u> <small>Chhunny Chhean (Oct 11, 2019)</small> By Department Director	Oct 11, 2019 Date	 Approved as to Form by City Attorney	10/29/19 Date
<u>Joey Zapata</u> <small>Joey Zapata (Oct 11, 2019)</small> By City Manager	Oct 11, 2019 Date		





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196838

EFFECTIVE DATE

11/1/19 VB

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

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

CITY SECRETARY  
 DALLAS, TEXAS  
 NOV 2 11 51 AM '19

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

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

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

Vendor Name: Texas Department of Transportation (TxDOT) Vendor No. 020318

Subject: TXDOT Bid Overrun

Lead Dept: Department of Transportation

Action Requested: Authorize a warrant check in the amount of \$24,657.80 to meet the City's obligation to cover Bid overrun costs associated with the Local Project Advance Funding Agreement (LPAFA) for a 2014 Highway Safety Improvement Program (HSIP) Project (CSJ #0918-47-123, 125, and 127)

Contract Number: TRN-2020-00012053 Contract Term: to

Background: The City of Dallas entered into an agreement with TxDOT to design, build and install traffic signals through a 2014 HSIP LPAFA, approved by Council on October 14, 2015, by Resolution #15-1885. The City is obligated through this contract to cover 100% of any over-runs for the projects. This action authorizes the payment totaling \$24,657.80 to TxDOT for this overrun

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	TRN	3049	PB24	4820		GAX TRN-2020-00012053	\$24,657.80 7 VB
Financing: Operating Fund						TOTAL:	\$24,657.80 7 VB

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

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


 By Department Director Date 11/3/19

 Approved as to Form by City Attorney Date 11-5-19  

 By City Manager Date 11/1/19



# 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

196839

EFFECTIVE DATE

10.9.19 SR

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

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

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

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

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

Vendor Name: Teal Engineering Service, Inc. Vendor No. 518517  
Subject: Central Management Software Subsystem (For traffic signal equipment)  
Lead Dept: Transportation

Action Requested: Requesting an extension of Teal Engineering Services Contract to September 1, 2020 to allow Teal to continue providing technical assistance to the City to deliver its Central Management Software Subsystem.  
Contract Number: STS-2016-00000412 Contract Term: NTP to September 1, 2020


Background: The referenced contract between the City and Teal was executed on August 31, 2016. The services to be provided under the contract were associated with providing assistance to the City during the implementation, testing and acceptance of the Central Management Software Subsystem (CMSS) procured by the City under a separate agreement. The execution of the contract coincided with the start date of the CMSS implementation. Due to several factors beyond the contract of Teal, the implementation of the project has extended beyond the initial completion date of August 23, 2019. The new completion date is scheduled to be September 1, 2020.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
						-		
						-		
						-		
Financing:							TOTAL:	792,195.22

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 Suppl Agreement Percentage
	1	16-1346	8/31/16	\$792,195.22	0.00	\$ 792,195.22	0%

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

By Department Director Date 10/16/19  
 Approved as to Form by City Attorney Date 10/17/19  
 By City Manager Date 10/9/19  
 for

 CITY OF DALLAS	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	196854
		EFFECTIVE DATE

C.T.

OCT 16 2019  
CITY SECRETARY  
DALLAS TEXAS  
11:00 AM - 6:00 PM

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

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

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

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

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

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

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

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

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

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

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

C.T. Vendor Name: Black Business Directory LLC Vendor No. VC0000004415

Subject: Non-Legal Advertising Space City-Wide

Lead Dept: Office of Procurement Services (POM/OPS)

Action Requested: Authorize a thirty-six-month Service Contract in the amount of \$50,000.00 for non-legal advertising space city-wide.

Contract Number: POM-2020-00011892 Contract Term: 10/2019 to 10/1/2021

Background: Request for a thirty-six-month Service Contract in the amount of \$50,000.00 to continue to provide non-legal advertising space city-wide, on an as needed basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						- POM-2020-00011892	\$50,000.00
						-	
						-	
<b>Financing:</b> Current Funds						<b>TOTAL:</b>	\$50,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$ 0.00	0%

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

Chhunny Chhean  
Chhunny Chhean (Oct 16, 2019)  
By Department Director

Oct 16, 2019  
Date

Christina Amabile  
Christina Amabile (Nov 6, 2019)  
Approved as to Form by City Attorney

Nov 6, 2019  
Date

KY  
KY  
Oct 16, 2019

Joey Zapata  
Joey Zapata (Oct 16, 2019)  
By City Manager

Oct 16, 2019  
Date





# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**  
**196855**  
**EFFECTIVE DATE**  
 9/26/19

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

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

CITY SECRETARY  
 DALLAS, TEXAS  
 09/26/19 11:11 AM

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

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

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

Vendor Name: Baker & Taylor Vendor No. 028976

Subject: CollectionHQ Subscription

Lead Dept: Library

Action Requested: Authorize payment to Baker & Taylor for annual subscription to a web-based database in the amount of \$34,425.00

Contract Number:	LIB-2019-00011072	Contract Term:	10/25/2019 to 10/25/2020
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Background: CollectionHQ is a web-based application that helps library staff in the acquisitions and management of library materials. The application provides modules for selection, collection management, marketing, and performance of library materials. CollectionHQ is a fully hosted web application accessible via a browser on a PC.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	LIB	5392		3341		- LIB-2019-00011072	\$34,425.00	
						-		
						-		
<b>Financing:</b>							<b>TOTAL:</b>	\$34,425.00

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

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

*By Department Director*

09.25.19  
Date

*Approved as to Form by City Attorney*

10/14/19  
Date

*By City Manager*

9/26/19  
Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196856

EFFECTIVE DATE

OCT 01 2019 MAM

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

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

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

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

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

Vendor Name: Dunaway Associates, L.P. Vendor No. VS0000059194

Subject: Six Spraygrounds – Various Locations

Lead Dept: Park and Recreation Department

Action Requested: Authorize Supplemental Agreement # 2 with Dunaway Associates, L.P. in the amount of \$34,400.00, thereby increasing the contract from \$925,800.00 to \$960,200.00.

Contract Number: PKR-2018-00006681 Contract Term: N/A to N/A

Background: The Supplemental Agreement #2 is for revisions to the design specific to the restroom buildings including site plan changes incurred during the permitting process for the spraygrounds and for the preparation of construction documents specific to the restroom buildings at six spraygrounds located in Grauwylar Park, K.B. Polk Park, Nash-Davis Park, Jaycee Zaragoza Park, Kleberg Park and Timberglen Park. All changes are owner requested.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
1T00	PKR	W109	AQFC	4111	PK06W109.4	CX- PKR-2018-0006681	\$6,400.00	
1T00	PKR	W109	AQFC	4111	PK06W109.7	CX- PKR-2018-0006681	\$5,400.00	
1T00	PKR	W109	AQFC	4111	PK06W109.2	CX- PKR-2018-0006681	\$6,400.00	
1T00	PKR	W109	AQFC	4111	PK06W109.6	CX- PKR-2018-0006681	\$5,400.00	
1T00	PKR	W109	AQFC	4111	PK06W109.1	CX- PKR-2018-0006681	\$5,400.00	
1T00	PKR	W109	AQFC	4111	PK06W109.5	CX- PKR-2018-0006681	\$5,400.00	
Financing:		2006 Bond Fund Park and Recreation Facilities					TOTAL:	\$34,400.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl'l Agreement Percentage
	2	18-0996	6/27/2018	\$878,000.00	\$47,800.00	\$ 960,200.00	9.36%

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

*John Seal*  
By Department Director

5 Nov. 19  
9-25-19  
Date

*Christine Tanner*  
Approved as to Form by City Attorney  
10-28-19  
Date

*Byrdman*  
By City Manager  
10/01/19  
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

196857

EFFECTIVE DATE

Oct 24, 2019

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

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

CITY SECRETARY  
DALLAS, TEXAS  
NOV 5 AM 3:57

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

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

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

Vendor Name: **LENOTHA BARNETT** Vendor No. 246533

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present performances or workshops as directed by the Office of Cultural Affairs that use Afro-Latin and Afro-Caribbean traditional music, jazz, modern rhythms and spoken word. Consultant shall use rhythms and instruments to present professional, high energy explorations of drumming, percussion and music, which can be presented to adults and children of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy.

Contract Number: OCA-2019-00011368 (CR-00024761) Contract Term: 10/28/2019 to 9/30/2020

Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$20,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4878		3089	CAP	MASC OCA-2019-00011368	\$20,000.00
						-	
						-	
Financing:		General Fund				TOTAL:	\$20,000.00

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

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

Jennifer Scripps  
Jennifer Scripps (Oct 24, 2019)  
By Department Director


Oct 24, 2019  
Date

Ashley Stockton  
Ashley Stockton (Oct 24, 2019)  
Approved as to Form by City Attorney

Oct 24, 2019  
Date

Joey Zapata  
Joey Zapata (Oct 24, 2019)  
By City Manager

Oct 24, 2019  
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.	196858
		EFFECTIVE DATE
		Nov 5, 2019

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

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

Vendor Name: **RENEE MICHE'AL JONES** Vendor No. 513892

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present workshops or residencies as directed by the Office of Cultural Affairs that shall provide theatre workshops that introduce students to theatre acting and writing techniques. Students shall have the opportunity to develop their inner creativity and will better understand working in teams, and self-confidence. The consultant shall also provide instruction on African textiles and creating their own fabric. This instruction can be presented to adults and children of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy.

Contract Number: OCA-2019-00011368 (CR-00024766) Contract Term: 11/8/2019 to 9/30/2020

Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$10,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4878		3089	CAP	MASC OCA-2019-00011368	\$10,000.00
						-	
						-	
<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$10,000.00

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

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

*Jennifer Scripps*  
 Jennifer Scripps (Nov 5, 2019)  
 By Department Director

Nov 5, 2019  
 Date

*Ashley Stockton*  
 Ashley Stockton (Nov 5, 2019)  
 Approved as to Form by City Attorney

Nov 5, 2019  
 Date

*Joey Zapata*  
 Joey Zapata (Nov 5, 2019)  
 By City Manager

Nov 5, 2019  
 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

196859

EFFECTIVE DATE

Nov 1, 2019

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

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

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

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

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

Vendor Name: **JAZZ BECUZZ ARTS GROUP, INC.** Vendor No. VC20557

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present performances, workshops and residencies which focus on literature, music, and movement. Programming involves music and artistic performances, creative writing and read-in sessions, music history and the future of music. These artistic services will showcase various styles of African American music which can be presented to adults and children of all ages. Consultant shall also provide programming specifically created for senior citizens that includes live jazz music and movement called, "Get Up and Move". All services are subject to the approval of the City of Dallas Office of Cultural Affairs.

Contract Number: OCA-2019-00011368- CR-00024855 Contract Term: 11/4/2019 to 9/30/2020

Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$25,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4878		3089	CAP	MASC OCA-2019-00011368	\$25,000.00
						-	
						-	
Financing: General Fund						<b>TOTAL:</b>	\$25,000.00

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

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

*Jennifer Scripps*  
Jennifer Scripps (Nov 1, 2019)  
By Department Director

Nov 1, 2019  
Date


*Joey Zapata*  
Joey Zapata (Nov 1, 2019)  
By City Manager

*Quintyn*  
Approved as to Form by City Attorney

Nov 1, 2019  
Date

Nov 5, 2019  
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.	196860
		EFFECTIVE DATE
		Nov 1, 2019

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

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

Vendor Name:	AMELIA MACISZEWSKI	Vendor No.	VC16885
Subject:	Professional Services		
Lead Dept:	Office of Arts and Culture		

**Action Requested:** Consultant shall provide a production titled "South Asian Music and Dance Meets the World". The multidisciplinary project will bring together two multi-sited, multi-disciplinary community music and arts projects in Dallas. The first portion of the project is the "Global Legacy 2019" which is a concert honoring Grammy-nominated sarode maestro, Ustad Aashish Khan. The second portion of the project consists of a World Music Open Stage series held in community venues such as the Bath House Cultural Center and the Emmet J. Conrad High School. Consultant shall provide the Dallas community with an opportunity to experience the traditional music and dance culture of South Asia through collaborative, interdisciplinary, cross-cultural shows and workshops. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.

Contract Number:	OCA-2019-00011738 (CR-00024891)	Contract Term:	11/4/2019	to	9/30/2020
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**Background:** The fee for this service is \$7,500.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or \$3,750.00 of the total awarded amount upon completion of deliverables one through three and receipt of the consultant's first invoice, (1) payment of 50%, or \$3,750.00, of the award will be payable upon satisfactory completion of subsequent deliverables and all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880		3089	ArtsAct – R1	MASC OCA-2019-00011738	\$7,500.00
						-	
						-	
<b>Financing:</b>						General Fund	
						<b>TOTAL:</b>	\$7,500.00

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

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

*Jennifer Scripps*  
Jennifer Scripps (Nov 1, 2019)  
By Department Director

Nov 1, 2019  
Date

*Arden H. Lee*  
Approved as to Form by City Attorney

Nov 5, 2019  
Date

*Jay Byrd*  
Jay Byrd (Nov 1, 2019)  
By City Manager

Nov 1, 2019  
Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196861

EFFECTIVE DATE

Oct 29, 2019

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

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

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

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

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

Vendor Name: **SLAPPY AND MONDAY'S FOUNDATION FOR LAUGHTER** Vendor No. VS97435

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present The Petite Circus which is a European-style circus with different acts performing at various shows. The production is part circs, part variety show, and part cabaret. Consultant shall present eighteen performances (four shows a day) from October 17 through November 3, 2019. The show will also provide matinee performances for young children and evening shows aimed for adult audiences. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2019-00011372 (CR-00024839)	Contract Term:	11/1/2019	to	11/4/2019
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Background: The fee for this service is **\$2,900.00** to be paid in accordance with the terms of the contract. Compensation will be payable upon satisfactory completion of all required services as determined by the Director, approval of the program evaluation, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4833		3089	BHCC	CX OCA-2019-00011372	\$2,900.00
						-	
						-	
Financing: General Fund						TOTAL:	\$2,900.00


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

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

Jennifer Scripps  
Jennifer Scripps (Oct 29, 2019)  
By Department Director Date

MPS  
Marichelle Samples (Nov 4, 2019)  
Approved as to Form by City Attorney Date

Jenny Zapata  
Jenny Zapata (Oct 29, 2019)  
By City Manager Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b> <b>196862</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>EFFECTIVE DATE</b> September 10, 2019

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

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

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

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

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

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

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

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

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

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

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

Vendor Name: RDG IA Inc. Vendor No. VC20306

Subject: Love Field Gateway Art Project

Lead Dept: Office of Cultural Affairs RDG IA Inc.

Action Requested: Authorization to procure artistic services of Ed Carpenter, for the production of a concept design proposal for the Gateway Public Art Project at Dallas Love Field Airport. The artist will make a presentation to the Selection Panel in October 2019.

Contract Number: OCA-2019-00011337 Contract Term: 9/30/2019 to 01/31/2020

Background: The Public Art Program of the City of Dallas Office of Cultural Affairs requests the submission of a concept proposal for review by a Selection Panel for the design, fabrication and installation of a free-standing, outdoor public artwork gateway sculpture at Dallas Love Field Airport. This is a new art opportunity at the corner of Herb Kelleher Way and Mockingbird.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0121	DWU	CS95		3070	7PUBAR6	CX OCA-2019-00011337	\$2,800.00
0131	AVI	W167	AVIW	3089	AVIW167	CX OCA-2019-00011337	\$1,850.00
Financing: DWU Public Art Fund and Aviation Construction Fund						TOTAL:	\$4650.00

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

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

*Jennifer Scripps*  
 Jennifer Scripps (Sep 10, 2019)  
 By Department Director

09/10/2019  
 Date

*MPS*  
 Marichelle Samples (Oct 28, 2019)  
 Approved as to Form by City Attorney

10/28/2019  
 Date

*Jessica Zahra*  
 Jessica Zahra (Sep 10, 2019)  
 By City Manager

09/10/2019  
 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

196863

EFFECTIVE DATE

11/6/19

CITY SECRETARY  
DALLAS, TEXAS  
NOV 7 11:51 AM

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

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

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

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

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

Vendor Name: 3E COMPANY Vendor No. VS0000032750

Subject: Software for Safety Data Sheet (SDS)

Lead Dept: Dallas Fire-Rescue Department

Action Requested: Authorize a three-year price agreement, with two one-year renewal options, for the purchase of software for the management of Safety Data Sheets

Contract Number: DFD-2019-00011575 Contract Term: 10-1-19 to 9-30-22

Background: Dallas Fire-Rescue Department is seeking a contract for online Safety Data Sheet (SDS) management. In accordance with federal Right to Know regulations, employers must provide 24/7 access to SDS for any chemical/product an employee may come in contact with at their workplace, and mandatory 30-year record retention. A Safety Data Sheet is a document/database which provides information on chemical products that may be hazardous. A SDS includes information on identification of the chemical / product along with health and chemical hazards. This service will provide online access of SDS and ensures information is up to date.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DFR	TR02		3099		- MASC19-00011575	\$10,509.00
						-	
						-	
Financing: General						<b>TOTAL:</b>	\$10,509.00

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

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

[Signature]  
By Department Director

Nov 5, 2019  
Date

[Signature]  
Approved as to Form by City Attorney

Nov 6, 2019  
Date

[Signature]  
By City Manager

Nov 6, 2019  
Date





# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**

**196864**

**EFFECTIVE DATE**

**NOV 07 2019**

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

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

RECEIVED  
 NOV 8 AM 9:00  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

**Vendor Name:** Leads Online, Inc. **Vendor No.:** 352238

**Subject:** Extension of Subscription to PowerPlus Investigation System Service

**Lead Dept:** Communication & Information Services

**Action Requested:** Authorize Supplemental Agreement No. 3 for a contract extension for the City's subscription to Leads Online database of secondhand property transactions.

**Contract Number:** DSV-2019-00008331 **Contract Term:** 10/1/2019 to 3/31/2020

**Background:** The Dallas Police Department (DPD) uses the PowerPlus Investigation System Services to gain access to an online database of secondhand property transactions.

Leads Online, Inc. is a sole-source provider of this subscription.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0412	DPD	6368		3070		CT DSV20LEADSON	\$37,595.00	
						-		
						-		
<b>Financing:</b>							<b>TOTAL:</b>	\$37,595.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	3	10-2802	1/1/2011	\$86,400.00	\$364,100.00	\$488,095.00	464.92%

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

*Hugh Miller*  
 Hugh Miller (Oct 17, 2019)  
 By Department Director

Oct 17, 2019  
 Date

*Don Knight*  
 Don Knight (Nov 7, 2019)  
 Approved as to Form by City Attorney *DK*  
 Nov 7, 2019  
 Date

*Joey Zapata*  
 SR  
 Joey Zapata (Nov 7, 2019)  
 By City Manager

Nov 7, 2019  
 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

196865

EFFECTIVE DATE

Sep 30, 2019

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

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

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

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

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

Vendor Name: Marc Wilson DBA Wilson Elite Training Vendor No. VS99994

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Marc Wilson. The vendor will provide Basketball classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847  
Contract Number: PKR-2019-00011619 Contract Term: NTP to 09/30/2020

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011619	\$10,000.00	
Financing:							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 Suppl Agreement Percentage
						\$ 0.00	%

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

*Willis Winters*  
By Department Director

Sep 30, 2019  
Date

*Christine Lammers*  
Approved as to Form by City Attorney

Oct 25, 2019  
Date

*[Signature]*  
By City Manager

Sep 30, 2019  
Date

ORIGINAL - City Secretary

REV 11/2018



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

# 196866

### EFFECTIVE DATE

Oct 28, 2019

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

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

RECEIVED  
 NOV - 9 PM 12:33  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Vendor Name: Jon Fewell Vendor No. VC00836

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$20,000.00 with Jon Fewell. The vendor will provide Ballet and Tap classes to the citizens of Dallas.

Contact: Leatrice Newhouse, 214-670-8847

Contract Number:	PKR-2020-00011909	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00011909	\$20,000.00	
Financing:							TOTAL:	\$20,000.00

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

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

*John Jenkins*  
 By Department Director

Oct 28, 2019  
 Date

*Milton Henderson*  
 Approved as to Form by City Attorney  
 Nov 8, 2019  
 Date

*John Jenkins*  
 By City Manager

Oct 28, 2019  
 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

196867

EFFECTIVE DATE

11/1/19 NH

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

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

RECEIVED  
 2019 OCT 31 PM 3:30  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Vendor Name:	Metro Christian Academies of Dallas, Inc., dba Metropolitan Christian Academy	Vendor No.	518139
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Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with Metro Christian Academies of Dallas, Inc. dba Metropolitan Christian Academy to pay invoices for additional, authorized services rendered during the term of the agreement in the amount of \$3,500.00, thereby increasing the agreement from \$25,000.00 to \$28,500.00.

Contract Number:	MGT-2019-00008380	Contract Term:	N/A	to	N/A
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Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
								CD18
Financing:							<b>TOTAL:</b>	\$3,500.00

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	18-1372	10-1-18	\$25,000.00	N/A	\$28,500.00	1%

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

By Department Director

10/25/19  
 Date  
  
 By City Manager

11/8/19  
 Approved as to Form by City Attorney  
 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

196868

EFFECTIVE DATE

11/1/19 NH

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

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

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

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

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

Vendor Name: N'Goyala Community Learning Center, Inc. dba American Care Academy Vendor No. VS0000056574

Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with N'Goyala Community Learning Center, Inc. dba American Care Academy to pay invoices for additional, authorized services rendered during the term of the agreement in the amount of \$2,600.00, thereby increasing the agreement from \$25,000.00 to \$27,600.00.

Contract Number: MGT-2019-00008380 Contract Term: N/A to N/A

Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
CD18	MGT	812C		3070		MGT-2019-00008380	\$2,600.00
						-	
						-	
Financing:						<b>TOTAL:</b>	\$2,600.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	18-1372	10-1-18	\$25,000.00	N/A	\$27,600.00	1%

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

196869

EFFECTIVE DATE

11/1/19 NH

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

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

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
NOV 19 2019  
PH 3:30

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

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

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

Vendor Name: Kaleidoscope Child Development Center, Inc. Vendor No. 513152

Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with Kaleidoscope Child Development Center, Inc., to pay invoices for additional, authorized services in the amount of \$3,000.00, thereby increasing the agreement from \$25,000.00 to \$28,000.00.

Contract Number:	MGT-2019-00008380	Contract Term:	N/A	to	N/A
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Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
CD18	MGT	812C		3070		MGT-2019-00008380	\$3,000.00	
Financing:							TOTAL:	\$3,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
	1	18-1372	10-1-18	\$25,000.00	N/A	\$28,000.00	1%

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

By Department Director

Date 10/25/19  
By City Manager

Approved as to Form by City Attorney  
Date 11/1/2019



# ADMINISTRATIVE ACTION

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

<b>ADMINISTRATIVE ACTION</b>
<b>196870</b>
<b>EFFECTIVE DATE</b>
11/1/19 NH

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

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

RECEIVED  
 CITY SECRETARY  
 DALLAS, TEXAS  
 2019-11-01 PM 3:00

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

Vendor Name: Golden Eagle Program, LLC Vendor No. VS96364

Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with Golden Eagle Program, LLC to pay invoices for additional, authorized services rendered during the term of the agreement in the amount of \$8,200.00, thereby increasing the agreement from \$25,000.00 to \$33,200.00.

Contract Number:	MGT-2019-00008380	Contract Term:	N/A	to	N/A
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Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
CD18	MGT	812C		3070		MGT-2019-00008380	\$8,200.00	
<b>Financing:</b>							<b>TOTAL:</b>	\$8,200.00

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
	1	18-1372	10-1-18	\$25,000.00	N/A	\$33,200.00	1%

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

 By Department Director	 By City Manager	 Approved as to Form by City Attorney	 Date
	11/25/19	11/8/19	11/1/2019





# 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

196871

EFFECTIVE DATE

11/1/19 N+H

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

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

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

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

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

Vendor Name: TL Ward Inc., dba Heavenly Christian Academy Vendor No. VS0000013797

Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with TL Ward Inc. dba Heavenly Christian Academy, to pay invoices for additional, authorized services rendered during the term of the agreement in the amount of \$5,100.00, thereby increasing the contract from \$25,000.00 to \$30,100.00.

Contract Number: MGT-2019-00008380 Contract Term: N/A to N/A

Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
CD18	MGT	812C		3070		MGT-2019-00008380	\$5,100.00	
						-		
						-		
Financing:							TOTAL:	\$5,100.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	18-1372	10-1-18	\$25,000.00	N/A	\$30,100.00	1%

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

*[Signature]*  
By Department Director

*[Signature]*  
Date 10/25/19

*[Signature]*  
Approved as to Form by City Attorney Date 11/8/19

*[Signature]*  
By City Manager Date 11/1/2019





# 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

196872

EFFECTIVE DATE

11/1/19 NH

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

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

CITY SECRETARY  
 DALLAS, TEXAS  
 2019-10-31 PM 3:38  
 10/31/2019

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

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

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

Vendor Name: TL Ward Inc., dba Heavenly Learning Center Vendor No. 346147

Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with TL Ward Inc., dba Heavenly Learning Center, to pay invoices for additional, authorized services rendered during the term of the agreement in the amount of \$2,050, thereby increasing the agreement from \$25,000.00 to \$27,050.00.

Contract Number: MGT-2019-00008380 Contract Term: N/A to N/A

Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
CD18	MGT	812C		3070		MGT-2019-00008380	\$2,050.00
						-	
						-	
Financing:						<b>TOTAL:</b>	\$2,050.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	18-1372	10/1/18	\$25,000.00	N/A	\$27,050.00	1%

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

By Department Director: Date: 10/25/19  
 By City Manager: Date: 11/1/2019  
 Approved as to Form by City Attorney: Date: 11/8/19



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

196873

EFFECTIVE DATE

11 | 1 | 19

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

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

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

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

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

Vendor Name: Good Street Learning Center, Incorporated Vendor No. 169527

Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with Good Street Learning Center, Incorporated to pay invoices for additional, authorized services rendered during the term of the agreement in the amount of \$400.00, thereby increasing the agreement from \$25,000.00 to \$25,400.00.

Contract Number:	MGT-2019-00008380	Contract Term:	N/A	to	N/A
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Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
CD18	MGT	812C		3070		MGT-2019-00008380	\$400.00
						-	
						-	
Financing:						<b>TOTAL:</b>	\$400.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	18-1372	10-1-18	\$25,000.00	N/A	\$25,400.00	1%

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

By Department Director

Date 10/25/19  
By City Manager

Approved as to Form by City Attorney  
Date 11/8/19



# 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

196874

EFFECTIVE DATE

11/06/19 EW

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

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

RECEIVED  
 NOV - 8 AM 9:00  
 CITY SECRETARY  
 DALLAS, TEXA

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

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

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

Vendor Name: Stantec Consulting Services, Inc. Vendor No. VS0000016149

Subject: Contract Agreement – EPA Brownfields Grant

Lead Dept: Office of Environmental Quality & Sustainability

Action Requested: Authorize a Contract and Administrative Action allowing Stantec Consulting Services, Inc. to provide grant writing services for drafting and submittal of an EPA Brownfields Grant only. If grant is awarded and secured, another contract will be drafted for environmental services for the EPA Grant. No cost consideration to the City.

Contract Number: OEQ-2020-00012025 Contract Term: 11/11/2019 to 01/31/2020

Background: Through the Request for Proposal process, Stantec Consulting Services, Inc. was the Procurement recommended vendor to be awarded the solicitation to provide grant writing services towards drafting and submitting an EPA Brownfields Grant.

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

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

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

By Department Director

11/6/19  
Date

Approved as to Form by City Attorney

11/6/19  
Date

By City Manager  
for

11/6/19  
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

196875

EFFECTIVE DATE

September 10, 2019

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

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

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

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

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

Vendor Name: RDG IA Inc. Vendor No. VC20306

Subject: Love Field Gateway Art Project

Lead Dept: Office of Cultural Affairs RDG IA Inc.

Action Requested: Authorization to procure artistic services of Ed Carpenter, for the production of a concept design proposal for the Gateway Public Art Project at Dallas Love Field Airport. The artist will make a presentation to the Selection Panel in October 2019.

Contract Number: OCA-2019-00011337 Contract Term: 9/30/2019 to 01/31/2020

Background: The Public Art Program of the City of Dallas Office of Cultural Affairs requests the submission of a concept proposal for review by a Selection Panel for the design, fabrication and installation of a free-standing, outdoor public artwork gateway sculpture at Dallas Love Field Airport. This is a new art opportunity at the corner of Herb Kelleher Way and Mockingbird.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0121	DWU	CS95		3070	7PUBAR6	CX OCA-2019-00011337	\$2,800.00
0131	AVI	W167	AVIW	3089	AVIW167	CX OCA-2019-00011337	\$1,850.00
Financing: DWU Public Art Fund and Aviation Construction Fund						TOTAL:	\$4650.00

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

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

Jennifer Scripps  
Jennifer Scripps (Sep 10, 2019)  
By Department Director

09/10/2019  
Date

MPS  
MariChelle Samples (Oct 28, 2019)  
Approved as to Form by City Attorney

10/28/2019  
Date

Joey Zapata (Sep 10, 2019)  
By City Manager

09/10/2019  
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

196876

EFFECTIVE DATE

Oct 23, 2019

CITY SECRETARY  
DALLAS, TEXAS  
NOV 08 AM 10:15  
RECEIVED

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

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

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

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

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

Vendor Name: Osman Akan Vendor No. VS100511

Subject: Love Field Gateway Art Project

Lead Dept: Office of Cultural Affairs

Action Requested: Authorization is requested to procure artistic services of Osman Akan, for the production of a concept design proposal for the Gateway Public Art Project at Dallas Love Field Airport. The artist will make a presentation to the Selection Panel in October 2019.

Contract Number: OCA-2019-00011337 (00024853) Contract Term: 09/30/19 to 01/31/2020

Background: The Public Art Program of the City of Dallas Office of Cultural Affairs requests the submission of a concept proposal for review by a Selection Panel for the design, fabrication and installation of a free-standing, outdoor public artwork gateway sculpture at Dallas Love Field Airport. This is a new art opportunity at the corner of Herb Kelleher Way and Mockingbird.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0121	DWU	CS95		3070	7PUBAR6	MASC OCA-2019-00011337	\$2,800.00
0131	AVI	W167	AVIW	3089	AVIW167	MASC OCA-2019-00011337	\$1,850.00
Financing: DWU Public Art Fund and Aviation Construction Fund						TOTAL:	\$4,650.00

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

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

Jennifer Scripps  
Jennifer Scripps (Oct 23, 2019)  
By Department Director

Oct 23, 2019

Date

Jay Bass  
By City Manager

Taylor Floyd  
Taylor Floyd (Oct 23, 2019)  
Approved as to Form by City Attorney

Nov 4, 2019

Date

Oct 23, 2019

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

196877

EFFECTIVE DATE

Oct 22, 2019

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

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
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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  
 OCT 22 2019  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Vendor Name: Gallery Systems, Inc. Vendor No. 353646

Subject: Public Art Collection database and web kiosk

Lead Dept: Office of Arts and Culture

Action Requested: Authorization is requested to renew one-year license for the EmbARK Collection Manager Database and Web Kiosk. EmbARK Collection Manager Database is used to manage information for the City of Dallas Public Art Collection. Office of Arts and Culture uses EmbARK to catalogue the Public Art collection. This is a renewal of the database service. The Public Art Collection has been maintained in the EmbARK database.

Contract Number:	OCA-2019-00011776	Contract Term:	10/1/2019	to	9/30/2020
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Background: EmbARK is an industry standard for public art collections. It is a database used to make the collection information accessible for research by interested parties. EmbARK features a wide variety of tools to streamline cataloging, from customizable object views for data entry, to replace options for global changes and powerful import functionality. It also consolidates acquisition and donor data, and concurrently catalogues content and images. For FY2018 informal proposals were requested, EmbARK was the most advantageous and OAC would like to renew this license.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4804		3070		CX OCA-2019-00011776	\$2,785
						-	
						-	
Financing: General Funds						TOTAL:	2,785

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

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

*Jennifer Scripps*  
 Jennifer Scripps (Oct 22, 2019)  
 By Department Director


Oct 22, 2019  
 Date

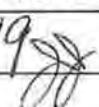
*Christina Sevoulas*  
 Christina Sevoulas (Oct 22, 2019)  
 Approved as to Form by City Attorney

Oct 22, 2019  
 Date

*Joey Zapata*  
 Joey Zapata (Oct 22, 2019)  
 By City Manager

Oct 22, 2019  
 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.	196878
		EFFECTIVE DATE

9/13/19  
  
 CITY SECRETARY  
 DALLAS, TEXAS  
 SEP 13 2019 2:14 PM  
 RECEIVED

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

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

Vendor Name: Oncor Electric Delivery Vendor No. \_\_\_\_\_

Subject: Installation of ONCOR utilities for Commemorative Air Force Development

Lead Dept: **Aviation**

Action Requested: Request approval for utility access agreement for ONCOR to provide electrical equipment, conduit and services for the Commemorative Air Force museum and hangar development project at Dallas Executive Airport.


Contract Number: AVI-2019-00011565 Contract Term: N/A to \_\_\_\_\_

Background: The Commemorative Air Force is developing a new museum and hangar at Dallas Executive Airport and need utility services provide by ONCOR. This access agreement will allow ONCOR onto airport property to provide the necessary utilities to support this new development. No cost to the City of Dallas.

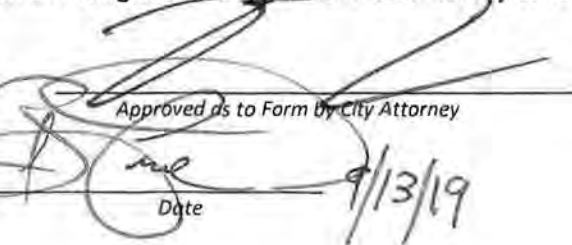
	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	N/A						- N/A	0.00
							-	
							-	
	Financing:						<b>TOTAL:</b>	<u>0.00</u>

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

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

 9/9/19  
 By Department Director Date

 9/13/19  
 By City Manager Date

 09/18/19  
 Approved as to Form by City Attorney Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196879

EFFECTIVE DATE

10/29/2019 FH

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

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

CITY SECRETARY  
 DALLAS, TEXAS  
 11/1/19 PM 3:18

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

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

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

Vendor Name: Consolidated Restaurant Operations, Inc. Vendor No. VS0000004727

Subject: Service Contract for Catering Services

Lead Dept: City Controller's Office

Action Requested: To approve a Service Contract for catering services with Consolidated Restaurant Operations, Inc.

Contract Number: CCO-2020-00011945 Contract Term: 11/1/2019 to 12/1/2019

Background: The City of Dallas, via the City Controller's Office, will be hosting the inaugural Dallas Investor Conference on November 12, 2019, at Love Field Airport. The conference will be a one-day seminar conference with regional bond issuers and potential bond investors. Catering services will be needed to provide snacks, lunch and a post-conference reception. The cost of the event will be paid for with revenue from ticket sales.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	CCO	1126		2290		2019- INVESTORCCO191112	15,000.00
Financing: No cost consideration							TOTAL: 15,000.00

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

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

[Signature] for Sheri Kowalski 10/18/19 By Department Director Date  
 Sheri Kowalski 11/11/19 Date  
 [Signature] Approved as to Form by City Attorney 10/31/19 Date  
 [Signature] By City Manager 10/29/19 Date

MER





# 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

196880

EFFECTIVE DATE

10/29/19 *(Signature)*

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

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
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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.

CITY SECRETARY  
 DALLAS, TEXAS  
 OCT 29 12 AM 8:2

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

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

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

Vendor Name: Studio Six Art Conservation Vendor No. VS90658

Subject: Cleaning of Hatcher "Sky" Sculpture

Lead Dept: AVI

Action Requested: Authorize Administrative Action for vendor to clean Hatcher "Sky" Sculpture at Dallas Love Field. Cost to clean sculpture will not exceed \$7,750.00. (3 quotes attached)

Contract Number: AVI-2020-00011858 Contract Term: 10/8/19 to 10/7/2020


Background: Dallas Love Field has various art fixtures and sculptures for the modernization of the airport. Vendor will clean the Hatcher "Sky" Sculpture and supply condition report. Vendor recommended from OCA and has experience in similar sculpture cleaning, also has lowest bid. Report and cleaning will not exceed \$7,750.00. (3 quotes attached)

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
130	AVI	7717		3320		CX AVI-2020-00011858	\$7,750.00
Financing: FY2020 Operating Fund						TOTAL:	\$7,750.00

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

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

*(Signature)* By Department Director  
 10/8/19 Date  
*(Signature)* Approved as to Form by City Attorney  
 11/11/19 Date  
*(Signature)* By City Manager  
 10/29/19 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.	196881
		EFFECTIVE DATE
		11/12/2019 <i>BM</i>

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

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

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

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

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

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

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

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

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

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

Vendor Name:	Dallas County	Vendor No.	014003
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Subject: Household Hazardous Waste Increase to FY18-19

Lead Dept: Sanitation Services

**Action Requested:** Approve an increase in the Interlocal Agreement with Dallas County by \$3,060.19 for increased collection of Oxidizers, Used electronics, CFLs and Mercury Containing material in FY18-19. The Interlocal Agreement addresses quarterly membership in the Dallas County HHW and estimated costs associated with the collection and disposal of household hazardous waste (HHW) originating in the City of Dallas. City Council Resolution #171843 approved on December 13, 2017 (attached) appropriated \$918,344.16 in the FY 18-19 Sanitation Budget for HHW services from Dallas County.

Contract Number:	SAN-2018-0004552*1*	Contract Term:	10/01/2018	to	09/30/2019
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**Background:** Since August 24, 1994, Dallas City Council Resolution 94-3064 first authorized an Interlocal Agreement with Dallas County to undertake a variety of activities necessary to coordinate planning and implementation of an HHW collection system and approved annual renewal, subject to annual appropriations.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0440	SAN	3598		3099	HHW	- SAN-2018-0004552*1*	\$3,060.19
							-	
							-	
<b>Financing:</b>							<b>TOTAL:</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
<b>Contract Amendment Information:</b>		SAN2018-00004552	12/13/2017	\$918,344.16	0	\$ 921,404.35	0.33%

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

*[Signature]*  
By Department Director

*[Signature]* 11/4/19  
Date

*[Signature]* 11/12/2019  
Approved as to Form by City Attorney  
Date

*[Signature]* 11/12/19  
By City Manager  
Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196882

EFFECTIVE DATE

Nov 5, 2019

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

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

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

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

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

Vendor Name: **ELROY JOHNSON** Vendor No. VS90368

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall provide a project entitled "Building the Bridge". This project will be a short documentary focusing on the lack of exposure students in the Oak Cliff area of Dallas receive through S.T.E.M. programming. The documentary short explores how youth of color are being exposed to STEM programming and how arts intersect with S.T.E.M. to create S.T.E.A.M. opportunities for students of color. Subsequent to the creation of the documentary, there will be an open-to-the-public film screening followed by a panel discussion. The panel discussion will include non-profit founders and leaders and the youth who participate in the programming. All services are subject to the approval of the City of Dallas Office of Cultural Affairs in accordance with the City of Dallas Cultural Policy.

Contract Number: OCA-2019-00011738 (CR-00024892) Contract Term: 11/11/2019 to 4/30/2020

Background: The fee for this service is **\$4,680.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or **\$2,340.00** 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 **\$2,340.00** upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880		3089	ArtsAct-R1	MASC OCA-2019-00011738	\$4,680.00
						-	
						-	
Financing: General Fund						TOTAL:	\$4,680.00

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

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

*Jennifer Scripps*  
By Department Director

Nov 5, 2019  
Date

*MPS*  
Approved as to Form by City Attorney

Nov 11, 2019  
Date

*[Signature]*  
By City Manager

Nov 5, 2019  
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

196883

EFFECTIVE DATE

Oct 28, 2019

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

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

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

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

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

Vendor Name: **AVANCE-DALLAS, INC.** Vendor No. VC17067

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall hold a residency program entitled, Educational Toy Making Class. Participants who are parents from the local community, will create inexpensive toys with materials they can find at home under the guidance of a toymaker instructor. A toymaker instructor will assist participants with creating the toy from cutting the patterns, sewing, to completion of the final product. Each toy will be accompanied by a song and a possibility sheet that gives ideas on how to utilize the toy with their child to stimulate their child's learning. Participants will also create an original toy that will be entered into a toymaking competition. The original toys from each site will be displayed at AVANCE's headquarters where a panel of judges composed of local community members will select an overall winner. This class will occur concurrently at 15 sites across Dallas once a week for 28 sessions. This class will begin in October and will be completed in May. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number: OCA-2019-000011738 (CR 00024859) Contract Term: 10/30/2019 to 6/30/2020

Background: The fee for this service is **\$20,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$5,000.00** 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 **\$10,000.00** 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 **\$5,000.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R1	MASC OCA-2019-000011738	\$20,000.00
						-	
						-	
Financing: General Fund						TOTAL:	\$20,000.00

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

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

Jennifer Scripps  
Jennifer Scripps (Oct 28, 2019)  
By Department Director

Oct 28, 2019  
Date

MMS  
Marichelle Samples (Nov 11, 2019)  
Approved as to Form by City Attorney

Nov 11, 2019  
Date

Joey Zapata  
Joey Zapata (Oct 28, 2019)  
By City Manager

Oct 28, 2019  
Date





# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**  
**196884**  
**EFFECTIVE DATE**  
Nov 12, 2019

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

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

Vendor Name: **TAMMY BARDWELL** Vendor No. VC000007154

Subject: Professional Services

Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall provide a project entitled Cultural Creativity: STEAM for Girls. This project will involve a series of workshops for girls that will be held at the Julius Dorsey Elementary School in the city of Dallas. The program will be open to girls in the kinder through the fifth grade for an 18-week period, and it focuses and celebrates a variety of cultures in Dallas through the fusion of Science, Technology, Engineering, Art, and Math (STEAM). Each child will take home their finished product which include paper engineered Day of the Dead skills and altars, spinning Rangolis to celebrate Diwali-India, dancing nesting dolls, and kinetic African masks. This 18-week program will encourage girls in artistic creativity, problem solving and science knowledge. All services are subject to the approval of the City of Dallas Office of Cultural Affairs in accordance with the City of Dallas Cultural Policy.

Contract Number: OCA-2019-00011738 (CR-00024893) Contract Term: 11/15/2019 to 5/31/2020

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

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0001	OCA	4880		3089	ArtsAct-R1	MASC OCA-2019-00011738	\$7,500.00
							-	
							-	
	<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$7,500.00

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

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

*Jennifer Scripps*  
By Department Director

Nov 12, 2019  
Date

*Guido*  
Approved as to Form by City Attorney

Nov 12, 2019  
Date

*Jorge*  
By City Manager

Nov 12, 2019  
Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196885

EFFECTIVE DATE

10/11/19 VB

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

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

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

Vendor Name:	Inland Port Transportation Management Association	Vendor No.	
Subject:	Inland Port Transportation Management Association Membership Agreement		
Lead Dept:	TRN		
Action Requested:	Authorization of an agreement for membership in the newly established Inland Port Transportation Management Association		
	Contract Number:	2020-TRN-00011810	Contract Term: 10/01/2019 to 09/30/2021

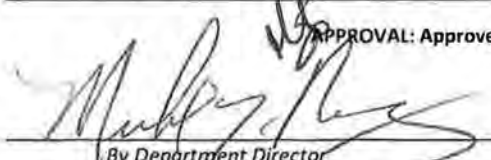
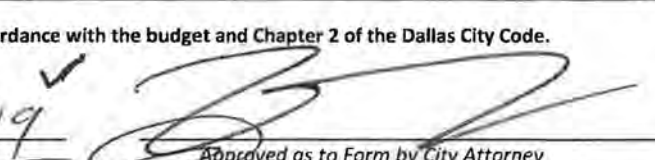
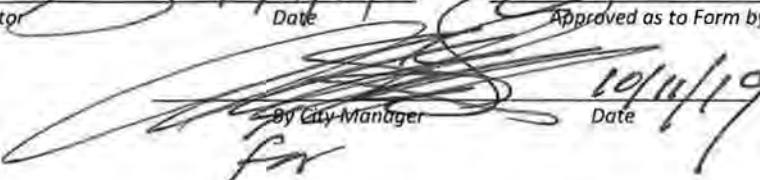
**Background:** Updates to the Transit Legislation gave DART the flexibility to contract with private entities to provide transit outside the member cities serve area. As such, the DART Board approved \$40,000.00 for the creation of the Inland Port Transportation Management Association (TMA). Since residents of the City of Dallas need access to the Inland Port area for job opportunities and since access is not currently available under the DART service plan for non-member cities, the City of Dallas is partnering with DART in funding contributions to the Inland Port TMA.

The Inland Port TMA was incorporated on August 30, 2018 as a non-profit association comprised of public and private sector members. The public-private arrangement of the TMA enables a flexible collaboration between the public sector with funding and experience to design, build and operate transportation systems, and the private sector with financing and expertise to deploy entrepreneurial, performance-based approaches to commuting arrangements. This allows the TMA to use all the tools available to increase the numbers of people using mobility options as they travel to, from, and around the Inland Port area. Membership in the TMA helps manage the demand for new and costly infrastructure, increases economic growth potential, and increases the health, safety, and quality of life for the residents and employees in the Inland Port area.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	TRN	3036	PB13	3429		- 2020-TRN-00011810	\$40,000.00
Financing:		General Fund				<b>TOTAL:</b>	\$40,000.00

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

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

 By Department Director 10/11/19 Date  
 Approved as to Form by City Attorney 10/11/19 Date  
 By City Manager 10/11/19 Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196886

EFFECTIVE DATE

10/24/19

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

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

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

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

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

Vendor Name: Postmaster, U.S.P.S. Vendor No. VC0000000330

Subject: Postal Box Fee - 660025

Lead Dept: Dallas Water Utilities

Action Requested: Approve the annual renewal fee for the United States Postal Service (USPS) for the use of Post Office Box number 660025

Contract Number: DWU-2020-00011804 Contract Term: 11/01/2019 to 10/31/2020

Background: The post office box is used for utility customer correspondence only. It allows us to keep the regular correspondence separate from mailed payments

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0100	DWU	7230	902C	2252		CX- DWU-00011804	\$1390.00	
						-		
						-		
Financing:							TOTAL:	\$1390.00

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

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

 By Department Director  
 Approved as to Form by City Attorney  
 for  
 Date: 10/12/19 Date: 11/12/19 Date: 10/24/19





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

196887

EFFECTIVE DATE

10/29/19 *JK*

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

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

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

Vendor Name: Postmaster, U.S.P.S. Vendor No. VC0000000330

Subject: Postal Box Fee - 139076

Lead Dept: Dallas Water Utilities

Action Requested: Approve the annual renewal fee for the United States Postal Service (USPS) for the use of Post Office Box number 139076

Contract Number:	DWU-2020-00011805	Contract Term:	11/20/2019	to	10/31/20 <del>19</del> 20
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Background: The post office is used for the Special Collections utility customer correspondence only. It allows us to keep the regular correspondence, returned mail, applications and utility payments separate from non-Special Collection mailed payments and correspondence.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0100	DWU	1252	902C	2252		cx- DWU-2020-00011805	\$1310.00	
Financing:							TOTAL:	\$1310.00

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

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

*JK*  
By Department Director *[Signature]* Date *10/24/19*

*[Signature]* Approved as to Form by City Attorney *11/12/19* Date

*[Signature]* By City Manager *[Signature]* Date *10/29/19*

*For*



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

**196888**  
EFFECTIVE DATE

Oct 16, 2019

CITY SECRETARY  
DALLAS, TEXAS  
OCT 16 2019 3:37 PM

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

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

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

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

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

Vendor Name: Hyatt Regency Vendor No. 237705

Subject: 2020 Volunteer Appreciation Venue

Lead Dept: Park and Recreation

Action Requested: Authorize an encumbrance of \$37,750.00 for Hyatt Regency. The vendor will provide the venue for the 2020 Volunteer Appreciation Luncheon taking place on April 25, 2020 from 11am-2:00pm and they will provide tables, chairs, stage, linen, flatware, wait staff, food and non-alcoholic beverages.  
Contact: Betty Swiners (214) 670-8538

Contract Number:	PKR-2019-00011185	Contract Term:	4/25/2020	to	4/25/2020
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Background: This is the 5<sup>th</sup> Annual Dallas Park and Recreation Volunteer Appreciation Luncheon honoring individual volunteers, civic groups and corporations. Previous attendance is 300-400 volunteers. 2020 attendance is anticipated to be 700+ volunteers.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR	5292		3020		CX PKR-2019-00011185	\$37,750.00	
<b>Financing:</b>							<b>TOTAL:</b>	\$37,750.00

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

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

*Willis Winters*  
By Department Director

Oct 16, 2019  
Date

*Christine Lannare*  
Approved as to Form by City Attorney

Nov 1, 2019  
Date

*[Signature]*  
By City Manager

Oct 16, 2019  
Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196889

EFFECTIVE DATE

Nov 12, 2019

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

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

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

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

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

Vendor Name: **DEEP VELLUM PUBLISHING, INC.** Vendor No. VS9051

Subject: Professional Services

Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall publish a series of book length works by local Dallas writers that reflect the diversity of the city. The writers who will be published are Donna Wilhelm (Nonfiction/Memoir) in November 2019, Fowzia Karimi (Autobiographical Novel) in April 2020, David Marquis (Nonfiction/Essay) in May 2020, Zac Crain in May 2020 (Photography/Essay), and Mike Soto (Poetry) June 2020. There will be an open-to-the-public book launch event for each book that are spread out throughout the city. The book launch events will occur throughout December 2019- May 2020. During these events the author will have a chance to share their book with the public. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.

<b>Contract Number:</b>	OCA-2019-00011738 (CR-00024866)	<b>Contract Term:</b>	11/15/2019	to	7/31/2020
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**Background:** The fee for this service is **\$15,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$3,750.00** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or **\$7,500.00** of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice and one (1) payment of 25%, or **\$3,750.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	OAC	4880		3089	AAct R1	MASC OCA-2019-00011738	\$15,000.00	
						-		
						-		
<b>Financing:</b>						General Fund	<b>TOTAL:</b>	\$15,000.00

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

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

*Jennifer Scripps*  
Jennifer Scripps (Nov 12, 2019)

Nov 12, 2019

*Judith*

Nov 12, 2019

By Department Director

Date

Approved as to Form by City Attorney

Date


*Joselyn*  
Joselyn (Nov 12, 2019)

Nov 12, 2019

By City Manager

Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	196890	
	EFFECTIVE DATE	
	Nov 11, 2019	
See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.		

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

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

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

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

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

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

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

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

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

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

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

<b>Vendor Name:</b>	<b>AMERICAN BAROQUE OPERA COMPANY</b>	<b>Vendor No.</b>	VS100220
<b>Subject:</b>	Professional Services		
<b>Lead Dept:</b>	Office of Arts and Culture		

**Action Requested:** Consultant shall partner with Avant Chamber Ballet to produce a new work entitled, "Orphee." The music of French composer Marc-Antoine Charpentier<sup>1</sup> will accompany a ballet of the story of Orpheus and Euridice in the underworld. This performance will combine instrumental and vocal music of the baroque with modern ballet. The performance will include outreach events and master classes in select DISD schools, as well as in a retirement community. The cumulative performance will take place at Sammons Center for the Arts in November 2019. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.

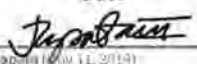
<b>Contract Number:</b>	OCA-2019-00011738 (CR-00024865)	<b>Contract Term:</b>	11/13/2019	<b>to</b>	12/31/2019
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**Background:** The fee for this service is **\$5,000** to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or **\$2,500** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, and one (1) payment of 50%, or **\$2,500.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
<b>Funding:</b>	0001	OAC	4880		3089	AAct R1	MASC OCA-2019-000011738	\$5,000.00	
							-		
							-		
<b>Financing:</b>		General Fund						<b>TOTAL:</b>	\$5,000.00

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

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

 Jennifer Scripps (Nov 11, 2019) _____ By Department Director	Nov 11, 2019 _____ Date	 _____ Approved as to Form by City Attorney	Nov 13, 2019 _____ Date
 _____ By City Manager	Nov 11, 2019 _____ 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

196891

EFFECTIVE DATE

Oct 21, 2019

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

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

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

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

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

Vendor Name: **JUAN CRUZ** Vendor No. VC19953

Subject: Professional Services

Lead Dept: Office of Art and Culture

Action Requested: Consultant shall present workshops and residencies making painting and clay modeling accessible to participants. Consultant will provide training to workshop attendees using artistic tools that allow them to learn basic perspective, shapes, and color as a medium to express emotion. The workshops shall be presented to children and adults of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy.

Contract Number: OCA-2019-00011368 (CR-00024759) Contract Term: 10/25/19 to 9/30/20

Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$5,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4878		3089	CAP	MASC OCA-2019-00011368	\$5,000.00
						-	
						-	
Financing: General Fund						<b>TOTAL:</b>	\$5,000.00

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

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

Jennifer Scripps  
Jennifer Scripps (Oct 21, 2019)  
By Department Director


Oct 21, 2019  
Date

Christen Sutton  
Christen Sutton (Nov 6, 2019)  
Approved as to Form by City Attorney

Nov 6, 2019  
Date

Joey Zupara  
Joey Zupara (Oct 21, 2019)  
By City Manager

Oct 21, 2019  
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>
		<b>196892</b>
		<b>EFFECTIVE DATE</b>
		Nov 4, 2019

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

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

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

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

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

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

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

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

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

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

Vendor Name:	MICHELLE GIBSON	Vendor No.	VS000036514
Subject:	Professional Services		
Lead Dept:	Office of Arts and Culture		

**Action Requested:** Consultant shall present workshops and residencies as directed by the Office of Cultural Affairs that use movement, music and memory exercises via personal interviews that shall serve as mental and physical stimuli for elderly participants to tell their stories. She also shall teach students about the culture and traditions of the New Orleans African diaspora through the Consultant's original Second Line dance technique through the New Orleans Original Buckshop Workshop. Consultant shall also provide senior movement workshops and educational sessions on cultural diversity and inclusion through dance and arts which can be presented to adults and children of all ages. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.

Contract Number:	OCA-2019-00011368 (CR-00024763)	Contract Term:	11/7/2019	to	9/30/2020
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**Background:** Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$10,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4878		3089	CAP	MASC OCA-2019-11368	\$10,000.00
						-	
						-	
<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$10,000.00

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

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

Jennifer Scripps  
Jennifer Scripps (Nov 4, 2019)  
By Department Director

Nov 4, 2019  
Date

Christen Sutton  
Christen Sutton (Nov 6, 2019)  
Approved as to Form by City Attorney

Nov 6, 2019  
Date

Joey Zapata  
Joey Zapata (Nov 4, 2019)  
By City Manager

Nov 4, 2019  
Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196893

EFFECTIVE DATE

11/12/19 KB

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

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

RECEIVED  
 NOV 14 AM 11:33  
 CITY SECRETARY'S  
 OFFICE  
 DALLAS, TEXAS

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

Vendor Name: Association of Persons Affected by Addiction (APAA) Vendor No. 517572

Subject: Subrecipient Agreement - Veterans Treatment Court Grant

Lead Dept: City Attorney's Office

Action Requested: Authorize a contract between the City of Dallas and Association of Persons Affected by Addiction (APAA) to provide recovery support services to program participants in the Veterans Treatment Court (VTC). This contract shall not exceed \$7,500.

Contract Number: ATT-2020-00012149 Contract Term: 7/1/2019 to 6/30/2020

Background: On June 26, 2019, City Council by Resolution No. 19-0974, authorized acceptance of the Veterans Treatment Court Grant from the Texas Veterans Commission Fund for Veterans' Assistance. The Commission awarded the City a one-year grant with the project period from July 1, 2019 to June 30, 2020. The VTC seeks to identify veterans with chemical dependency who have at least one unadjudicated City of Dallas criminal citation. Eligible veterans will be offered an opportunity to participate in the VTC Program where their criminal citations will be adjudicated and they will be assessed and assigned a case manager and referred to services such as alcohol/drug treatment and recovery support services.

The VTC docket will be held at the South Oak Cliff Community Court, which is located inside the Dallas Area Rapid Transit Police Headquarters at 2111 South Corinth Street. APAA will provide recovery support services to program participants in the VTC. This contract shall not exceed \$7,500.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
S339	ATT	3883		3070		MASC ATT-2020-00012149	\$7,500.00	
Financing:							TOTAL:	\$7,500.00

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

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

*W. Powers*  
By Department Director

11.12.19  
Date

*[Signature]*  
Approved as to Form by City Attorney  
11/13/2019  
Date

*[Signature]*  
By City Manager  
11/12/19  
Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196894

EFFECTIVE DATE

11/12/19

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

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

RECEIVED  
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 CITY SECRETARY  
 DALLAS, TEXAS

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

Vendor Name: Transformance, Inc. Vendor No. VS0000063662

Subject: Subrecipient Agreement – South Dallas Drug Court

Lead Dept: City Attorney's Office

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

Contract Number: ATT-2020-00012093 Contract Term: 9/30/19 to 9/29/2020

Background: On September 11, 2019, City Council by Resolution No. 19-1384, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$326,335.00 for year two of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2019, through September 29, 2020. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Under this contract, Transformance, Inc. will provide financial literacy classes to program participants at the South Dallas Drug Court. This contract shall not exceed \$5,730.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
F599	ATT	4162		3070		MASC ATT-2020-00012093	\$5,730.00	
						-		
						-		
Financing:							TOTAL:	\$5,730.00

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.

*W. Powers*  
By Department Director 11.8.19 Date

*John S. Ussie*  
Approved as to Form by City Attorney 11/13/2019 Date

*[Signature]*  
By City Manager 11/12/19 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

196895

EFFECTIVE DATE

11/21/19 KB

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

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

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

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

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

Vendor Name: Soul's Harbor Inc. Vendor No. VS0000052577

Subject: Subrecipient Agreement – South Dallas Drug Court

Lead Dept: City Attorney's Office

Action Requested: Authorize a contract between the City of Dallas and Soul's Harbor Inc. to provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$40,000.

Contract Number: ATT-2020-00012087 Contract Term: 9/30/19 to 9/29/2020

Background: On September 11, 2019, City Council by Resolution No. 19-1384, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$326,335.00 for year two of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2019, through September 29, 2020. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Under this contract, Soul's Harbor Inc. will provide recovery support services to program participants at the South Dallas Drug Court as provided by the engagement letter dated October 2, 2019. This contract shall not exceed \$40,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
F599	ATT	4162		3070		MASC ATT-2020-00012087	\$40,000.00	
						-		
						-		
Financing:							TOTAL:	\$40,000.00

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

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

*[Signature]*  
By Department Director

11.12.19  
Date

*[Signature]*  
Approved as to Form by City Attorney  
Date 11/15/2019

*[Signature]*  
By City Manager  
Date 11/12/19





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

196896

EFFECTIVE DATE

11/2/19 1B

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

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

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CITY SECRETARY  
DALLAS, TEXAS  
NOV 14 AM 11:09

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

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

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

Vendor Name: Nexus Recovery Center, Inc. Vendor No. VS0000008490

Subject: Subrecipient Agreement – South Dallas Drug Court

Lead Dept: City Attorney's Office

Action Requested: Authorize a contract between the City of Dallas and Nexus Recovery Center, Inc. to provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$15,000.

Contract Number: ATT-2020-00012092 Contract Term: 9/30/19 to 9/29/2020

Background: On September 11, 2019, City Council by Resolution No. 19-1384, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$326,335.00 for year two of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2019, through September 29, 2020. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Under this contract, Nexus Recovery Center, Inc. will provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$15,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
F599	ATT	4162		3070		MASC ATT-2020-00012092	\$15,000.00	
						-		
						-		
Financing:							TOTAL:	\$15,000.00

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

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

*[Signature]*  
By Department Director

11.12.19  
Date

*[Signature]*  
Approved as to Form by City Attorney

11/13/2019  
Date

*[Signature]*  
By City Manager  
Date 11/12/19



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

196897

EFFECTIVE DATE

11/2/19

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

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

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

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

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

Vendor Name: Homeward Bound, Inc. Vendor No. 359492

Subject: Subrecipient Agreement – South Dallas Drug Court

Lead Dept: City Attorney's Office

Action Requested: Authorize a contract between the City of Dallas and Homeward Bound, Inc. to provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$30,000.

Contract Number: ATT-2020-00012089 Contract Term: 9/30/19 to 9/29/2020

Background: On September 11, 2019, City Council by Resolution No. 19-1384, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$326,335.00 for year two of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2019, through September 29, 2020. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Under this contract, Homeward Bound, Inc. will provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$30,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
F599	ATT	4162		3070		MASC ATT-2020-00012089	\$30,000.00	
						-		
						-		
Financing:							TOTAL:	\$30,000.00

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

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

*[Signature]*  
By Department Director

11-12-19  
Date

*[Signature]* 11/15/2019  
Approved as to Form by City Attorney Date

*[Signature]*  
By City Manager Date 11/12/19



# 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

196898

EFFECTIVE DATE

11/12/19 KB

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

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

CITY SECRETARY  
 DALLAS, TEXAS  
 NOV 14 AM 11:10

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

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

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

Vendor Name: Association of Persons Affected by Addiction (APAA) Vendor No. 517572

Subject: Subrecipient Agreement – South Dallas Drug Court

Lead Dept: City Attorney's Office

Action Requested: Authorize a contract between the City of Dallas and Association of Persons Affected by Addiction (APAA) to provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$24,000.

Contract Number: ATT-2020-00012091 Contract Term: 9/30/19 to 9/29/2020

Background: On September 11, 2019, City Council by Resolution No. 19-1384, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$326,335.00 for year two of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2019, through September 29, 2020. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Under this contract, Association of Persons Affected by Addiction (APAA) will provide recovery support services to program participants at the South Dallas Drug Court. This contract shall not exceed \$24,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
F599	ATT	4162		3070		MASC ATT-2020-00012091	\$24,000.00	
						-		
						-		
Financing:							TOTAL:	\$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 Suppl Agreement Percentage
							%

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

 11-12-19 Date  
 By Department Director

 11/13/2019 Date  
 Approved as to Form by City Attorney

 11/12/19 Date  
 By City Manager





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196899

EFFECTIVE DATE

11/12/19 KB

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

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- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

CITY SECRETARY  
DALLAS, TEXAS  
NOV 15 AM 11:11

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

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

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

Vendor Name: Abounding Prosperity Incorporated Vendor No. VS0000010641

Subject: Subrecipient Agreement – South Dallas Drug Court

Lead Dept: City Attorney's Office

Action Requested: Authorize a contract between the City of Dallas and Abounding Prosperity Incorporated to provide health related screenings and counseling to program participants at the South Dallas Drug Court. This contract shall not exceed \$7,500.

Contract Number: ATT-2020-00012086 Contract Term: 9/30/19 to 9/29/2020

Background: On September 11, 2019, City Council by Resolution No. 19-1384, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$326,335.00 for year two of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2019, through September 29, 2020. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Under this contract, Abounding Prosperity Incorporated will provide health related screenings and counseling to program participants at the South Dallas Drug Court. This contract shall not exceed \$7,500.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
F599	ATT	4162		3070		MASC ATT-2020-00012086	\$7,500.00	
						-		
						-		
Financing:							TOTAL:	\$7,500.00

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

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

*[Signature]*  
By Department Director

11.12.19  
Date

*[Signature]* 11/13/2019  
Approved as to Form by City Attorney Date

*[Signature]* 11/12/19  
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

196900

EFFECTIVE DATE

Nov 13, 2019

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

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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):  
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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

Vendor Name: ESPN Productions, Inc. Vendor No. VC18227

Subject: 9-1-1 Agency Partnership Campaign

Lead Dept: Information and Technology Services

Action Requested: Authorize 9-1-1 Public Education 2019 Partnership Awareness campaign public safety fair for the First Responder Bowl on 12/30/2019.

Contract Number: DSV-2020-00011863 Contract Term: 12/30/2019 to 3/31/2020

Background: This campaign will allow 9-1-1 media advertising for the City of Dallas at the First Responder Bowl event. Dallas will have a dedicated booth and other advisement material to educate the public on the crucial role 911 plays in an emergency and how to properly use and understand its role in an emergency.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0191	DSV	2911		2261		CX DSV-2020-00011863	\$ 8,000.00
Financing: 9-1-1 System Operations Fund						TOTAL:	\$ 8,000.00

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

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

Hugh Miller  
Hugh Miller (Nov 13, 2019)  
By Department Director


Nov 13, 2019  
Date

Christina Sevoukas  
Christina Sevoukas (Nov 14, 2019)  
Approved as to Form by City Attorney

Nov 14, 2019  
Date

Donna Eason  
Donna Eason (Nov 13, 2019)  
By City Manager

Nov 13, 2019  
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.	196901
		EFFECTIVE DATE
		Oct 28, 2019

RECEIVED  
 2019 NOV 14 PM 4:10  
 CITY SECRETARY  
 DALLAS, TEXAS

1. Place an "X" in the appropriate box for the approval of:
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 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	William Watley	Vendor No.	VS99934
Subject:	Contract Fee Instructor		
Lead Dept:	PKR		

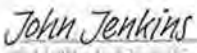
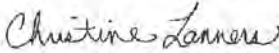

Action Requested:	Authorize a contract fee instructor agreement of \$10,000.00 with William Watley. The vendor will provide Karate classes to the citizens of Dallas.  Contact: Leatrice Newhouse, 214-670-8847						
	Contract Number:	PKR-2020-00011910	Contract Term:	NTP	to	09/30/2020	

**Background:** Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
<i>Funding:</i>	0001	PKR		N/A	3064	N/A	CX PKR-2020-00011910	\$10,000.00	
							-		
							-		
	<b>Financing:</b>							<b>TOTAL:</b>	\$10,000.00

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

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

 By Department Director	Oct 28, 2019 Date	 Approved as to Form by City Attorney	Nov 14, 2019 Date
	 By City Manager	Oct 28, 2019 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

196902

EFFECTIVE DATE

OCT 15 2019

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

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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);  
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CITY SECRETARY  
DALLAS, TEXAS  
2019 NOV 14 PM 4:10

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

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

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

Vendor Name: Attila Vari Vendor No. VS72733

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Attila Vari. The vendor will provide Karate classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011828	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
Financing:							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 Suppl Agreement Percentage
						\$ 0.00	%

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

*Winn Winn* 10-09-19  
By Department Director Date

*Christine Lanner* 11-11-2019  
Approved as to Form by City Attorney Date

*Jay...* 10/15/19  
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

196903

EFFECTIVE DATE

OCT 15 2019

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

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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.

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CITY SECRETARY  
DALLAS, TEXAS  
OCT 15 2019 PM 4:10

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

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

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

Vendor Name: Amy Upchurch Vendor No. VS100348

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Amy Upchurch. The vendor will provide Line Zumba classes to the citizens of Dallas.  
Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011838	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
Financing:							TOTAL:	\$10,000.00

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

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

*[Signature]* 10.9.19 *Christine Lanier* 11-11-2019  
 By Department Director Date Approved as to Form by City Attorney Date

*[Signature]* 10/15/19  
 By City Manager Date

ORIGINAL - City Secretary



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196904

EFFECTIVE DATE

OCT 15 2019

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RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
NOV 14 PM 4:10

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

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

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

Vendor Name: Tracy Genheimer Vendor No. VS86457

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Tracy Genheimer. The vendor will provide Dance classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011842	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$10,000.00

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

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

*[Signature]* 10.9.19  
By Department Director Date

*[Signature]* 11-11-2019  
Approved as to Form by City Attorney Date

*[Signature]* 10/15/19  
By City Manager Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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File the approved form and all necessary documentation with the  
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ADMINISTRATIVE ACTION

196905

EFFECTIVE DATE

11/11/19 BB

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  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
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RECEIVED  
 CITY SECRETARY  
 DALLAS, TEXAS  
 NOV 14 PM 4:27

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

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

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

Vendor Name: National CineMedia LLC Vendor No. VS0000014740

Subject: Movie Theater Recruiting Advertising

Lead Dept: DPD

Action Requested: Authorize contract to advertise in movie theaters for recruiting efforts in Louisiana.

Contract Number:	DPD-2020-00011958	Contract Term:		to	
------------------	-------------------	----------------	--	----	--

Background: The Dallas Police Department is conducting an offsite testing event at Grambling State University in Louisiana in February 2020. Four different theaters in different parts of town will advertise this event in an effort to reach a diverse audience in an effort to achieve the hiring goals for the department.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2115		3320		CX- DPD-2020-00011958	\$9,885.00
						-	
						-	
Financing:						<b>TOTAL:</b>	\$9,885.00

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

196906

EFFECTIVE DATE

11/11/19 PR

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

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CITY SECRETARY  
DALLAS, TEXAS  
NOV 14 PM 4:30  
RECEIVED

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

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

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

Vendor Name: The Employment Guide 1.7.2 Vendor No. VC0000007175

Subject: Advertisement for DPD Recruiting Unit

Lead Dept: DPD

Action Requested: Authorize advertising for recruitment efforts for 13 weeks with Employment Guide.

Contract Number: DPD-2020-00011951 Contract Term: to

Background: This advertisement will reach 5 major markets and run for 13 weeks. This effort has proven in the past to increase the number of applications received.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	DPD	2115		3320		CX- DPD-2020-00011951	\$26,000	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$26,000

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

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

By Department Director

11/6/19  
Date

Approved as to Form by City Attorney

11/14/19  
Date

By City Manager

11/11/19  
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  
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ADMINISTRATIVE ACTION

196907

EFFECTIVE DATE

11/11/19 BR

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

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

Vendor Name: Del Carmen Consulting, LLC Vendor No. VC0000006507

Subject: Amendment to Scope of Consulting Services Contract for Racial Profiling

Lead Dept: Dallas Police Department

Action Requested: Authorize amendment of the scope of work for the Dallas Police Department's racial profiling consulting services contract.

Contract Number:	DPD-2019-00011156	Contract Term:	N/A	to	N/A
------------------	-------------------	----------------	-----	----	-----

Background: This action will amend the scope of services of the contract to address deficiencies found in the initial compliance audit.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	19-6539	9-16-19	\$24,500	\$0.00	\$ 24,500.00	0%

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

*Ca*  
Renzo Hall (Nov 9, 2019)

By Department Director

Date

*Jon Fortune*  
Jon Fortune (Nov 11, 2019)

By City Manager

*Don Knight*  
Don Knight (Nov 11, 2019)

Approved as to Form by City Attorney

Date

*AK*

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

196908

EFFECTIVE DATE

11/14/19  
CITY SECRETARY  
DALLAS, TEXAS  
NOV 14 4:27 PM '19

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

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

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

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

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

Vendor Name: HBCU Connect Vendor No. VC20663

Subject: Online advertisement for DPD Recruiting Unit

Lead Dept: DPD

Action Requested: Authorize online advertising for recruitment efforts at HBCU colleges.

Contract Number: DPD-2020-00011953 Contract Term: to

Background: The Dallas Police Department is conducting an offsite testing event at Grambling State University in February 2020. This advertising will assist to reach a diverse audience in an effort to achieve the hiring goals for the department.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	DPD	2115		3320		CX- DPD-2020-00011953	\$3,299	
						-		
						-		
Financing:							TOTAL:	\$3,299

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

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

By Department Director

Date

11/6/19

By City Manager

Approved as to Form by City Attorney

Date

11/14/19

11/11/19



# 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

196909

EFFECTIVE DATE

11/15/19 2:28 PM  
RECEIVED  
CITY SECRETARY'S OFFICE  
DALLAS TEXAS

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

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

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

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

Vendor Name: Scantron Vendor No. 117076

Subject: Purchase and service of scanner

Lead Dept: DPD

Action Requested: Authorize the purchase of OpScan scanner to score psychological tests that are required to be administered. The purchase of the scanner includes installation and service maintenance.

Contract Number: DPD-2020-00011959 Contract Term: to

Background: DPD's applicant processing unit is in need of a scanner that can read both sides of the tests that are administered to applicants.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2115		3099		CX- DPD-2020-00011959	5,558.00
						-	
						-	
Financing:						TOTAL:	5,558.00

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

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

By Department Director: 11/6/19 Date

Approved as to Form by City Attorney: 11/14/19 Date

By City Manager: 11/11/19 Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196910

EFFECTIVE DATE

Nov 13, 2019

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

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

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

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

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

Vendor Name: Cat Behavior Solutions Vendor No. VC20744  
Subject: Cat behavior modification and cat enrichment programs at DAS  
Lead Dept: Dallas Animal Services

Action Requested: Authorize Professional Service contract with Cat Behavior Solutions to assist DAS in the development of Cat programs to help increase the cat live release rate.  
Contract Number: DAS-2019-00011558 Contract Term: 11/11/19 to 11/10/20

Background: Over 2,000 cats are owner-surrendered to DAS each year. A little over 16% of those are euthanized (average of 2018 and YTD 2019.) The average length of stay for owner-surrendered cats at DAS is over 8 days. These cat programs will decrease both of these statistical numbers as well as increase the quality of life of all cats at DAS. Even the most confident, self-assured cat can become nervous, aggressive or bored when they are suddenly in a noisy shelter or unfamiliar foster home. Behavior Issues, the most common reason owners surrender cats to shelters, are the #1 cause of death in cats in the U.S. due to shelter euthanasia. These programs will provide behavior modification for the fearful, aggressive, and shut-down kittens and cats. The cat enrichment program will provide a regular outlet for natural behaviors in the shelter setting, resulting in reduced stress, increased confidence, and contentment. These programs will save lives by improving cats' quality of life in our shelter.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DAS	3574		3070		MASC-DAS-2019-00011558	\$12,255.00
						-	
						-	
Financing: Current funds						TOTAL:	\$12,255.00

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

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

By Department Director

Nov 7, 2019  
Date

Approved as to Form by City Attorney

Nov 13, 2019  
Date

By City Manager

Nov 13, 2019  
Date

SC





# 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

196911

EFFECTIVE DATE

Nov 12, 2019

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

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

Vendor Name: **SOUTH DALLAS CONCERT CHOIR** Vendor No. 246150

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present performances as directed by the Office of Cultural Affairs that use "African American Classics" including a diverse repertoire of solo and ensemble selections including Negro spirituals, classics, show tunes and contemporary gospel, which can be presented to adults and children of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy.

Contract Number: OCA-2019-00011368 (CR-00024770) Contract Term: 11/15/2019 to 9/30/2020

Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$4,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4878		3089	CAP	MASC OCA-2019-00011368	\$4,000.00
						-	
						-	
Financing: General Fund						<b>TOTAL:</b>	<b>\$4,000.00</b>

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

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

*Jennifer Scripps*  
Jennifer Scripps, Nov 12, 2019  
By Department Director

Nov 12, 2019  
Date

*Arden H. Ste...*  
Approved as to Form by City Attorney  
Date

Nov 15, 2019  
Date

*Joy...*  
By City Manager

Nov 12, 2019  
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.	196912
		EFFECTIVE DATE
		Nov 14, 2019

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

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

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

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

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

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

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

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

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

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

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

<b>Vendor Name:</b>	TEATRO HISPANO DE DALLAS	<b>Vendor No.</b>	243541
<b>Subject:</b>	Professional Services		
<b>Lead Dept:</b>	Office of Arts and Culture		

**Action Requested:** Consultant shall present workshops and residencies as directed by the Office of Cultural Affairs that will provide bilingual theatre residencies and workshops designed to use theatre to include visual, musical, spoken word, performance art, and other cutting-edge artistic expressions that deal with the personal, familial, social and political human to teach the importance of learning languages and developing the cognitive senses. Students shall be exposed to music and creative writing to be able to write their own original stories or shall culminate with a theatre production performed by the participants, which can be presented to adults and children of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy.

<b>Contract Number:</b>	OCA-2019-00011368 (CR-00024771)	<b>Contract Term:</b>	11/18/2019	<b>to</b>	9/30/2020
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**Background:** Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$15,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0001	OCA	4878		3089	CAP	MASC OCA-2019-00011368	\$15,000.00
							-	
							-	
	<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$15,000.00

<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 Suppl' Agreement Percentage
						\$ 0.00	%

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

*Jennifer Scripps*  
 Jennifer Scripps (Nov 14, 2019)  
 By Department Director

Nov 14, 2019  
 Date

*Joyce Zepeda*  
 Joyce Zepeda (Nov 14, 2019)  
 By City Manager

*Lyndee A. Stone*  
 Approved as to Form by City Attorney

Nov 14, 2019  
 Date

Nov 15, 2019  
 Date



# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**

**196913**

**EFFECTIVE DATE**

Nov 15, 2019

CITY SECRETARY  
 WILLAS  
 11/15/2019 5:00 AM

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

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

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

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

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

Vendor Name: SHI Government Solutions Vendor No. 502145

Subject: LearningZen Training Platform Services

Lead Dept: Information and Technology Services

Action Requested: Authorize subscription agreement to access the LearningZen Premium training portal and maintenance and support services pursuant to the terms and conditions of BuyBoard cooperative contract #579-19.

Contract Number: DSV-2019-00009878      Contract Term: 10/1/2019 to 9/30/2020

Background: LearningZen is a hosted, web-based software products used by the City of Dallas, Management Services Office. This contract will allow continuous maintenance and support services of the LearningZen enterprise unlimited training courses platform and portal administration page and services.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PER	1432		3361		CX DSV-2019-00009878	\$ 23,942.00
						-	
						-	
Financing: General Funds						<b>TOTAL:</b>	\$23,942.00

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.**

Hugh Miller  
Hugh Miller (Oct 17, 2019)  
By Department Director

Oct 17, 2019  
Date

Barbara A. McAninch  
Barbara A. McAninch (Nov 18, 2019)  
Approved as to Form by City Attorney BAMC  
Date

Joey Zapata  
Joey Zapata (Nov 15, 2019)  
By City Manager

Nov 15, 2019  
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

196914

EFFECTIVE DATE

11/15/2019

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

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

CITY SECRETARY  
DALLAS, TEXAS  
NOV 8 PM 1:40  
RECEIVED

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

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

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

Vendor Name: Talx/Equifax Vendor No. VC00000057403

Subject: Ratification Justification

Lead Dept: Human Resources

Action Requested: Authorize payment for services rendered for the use of Equifax

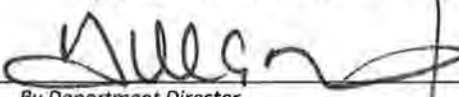
Contract Number: PER-2017-0003197 Contract Term: 1/1/2019 to 12/1/2019


Background: Equifax provides the City of Dallas Dept. the ability to electronically verify current and/or previous employment for pre-employment screening purpose. Equifax Workforce Solutions (The Work Number) provides this service to each City of Dallas Department for a per person rate of \$10 for all inactive employment verification and \$10 for all active verification.

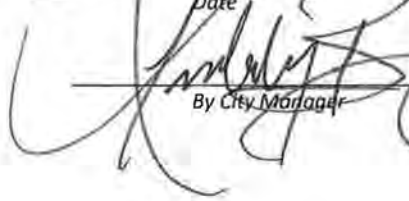
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PER	1432		3070		PER-2017-0003197	20,544.50	
						-		
						-		
Financing:							TOTAL:	\$20,544.50

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
				\$0.00		\$ .00	%

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

 11-8-19  
 By Department Director Date

 11/18/20  
 Approved as to Form by City Attorney Date

 11/15/19  
 By City Manager Date

mer



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

**196915**

EFFECTIVE DATE

Nov 14, 2019

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

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  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Vendor Name: **DANIELLE KAMICA KING** Vendor No. VS99724

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present musical performances and workshops, as directed by the Office of Cultural Affairs, that use live acoustic music and multi-genre compositions to educate participants and create positive change. Services will include live Afro-Caribbean music as well as Spanish language music such as Tejano and Rancheras which can be presented to adults and children of all ages in the City of Dallas. All services are subject to the approval of the City of Dallas Office of Cultural Affairs.

Contract Number: OCA-2019-00011368 (CR-00024760) Contract Term: 11/18/2019 to 9/30/2020

Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$6,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880		3089	CPF	MASC OCA-2019-00011368	\$6,000.00
						-	
						-	
Financing: General Fund						<b>TOTAL:</b>	\$6,000.00

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

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

*Jennifer Scripps*  
By Department Director

Nov 14, 2019  
Date

*Wiley Ashten*  
Approved as to Form by City Attorney

Nov 18, 2019  
Date

*Joyntress*  
By City Manager

Nov 14, 2019  
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

196916

EFFECTIVE DATE

Nov 15, 2019

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

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

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

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

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

Vendor Name: **THE ARTIST OUTREACH, INC.** Vendor No. VS90290

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall provide in-school and afterschool arts programming in conjunction with Dallas Independent School District (DISD) from its *STREAMliners* educational arts programming series in the months of November 2019 through April 2020 at multiple DISD campuses and non-profits such as Rainbow Days and the YMCA. The cross-curricular supplemental learning activities will primarily include these program areas: The Song Creation Subject (Math); The Geo-Dance Subject (Geometric Shapes); and the Audio Story Book Subject (History and Creative Writing). All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2019-00011738 (CR-00024867)	Contract Term:	11/20/2019	to	5/31/2020
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Background: The fee for this service is **\$15,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$3,750.00** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or **\$7,500.00** of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice and one (1) payment of 25%, or **\$3,750.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R1	MASC OCA-2019-000011738	\$15,000.00
						-	
						-	
Financing: General Fund						TOTAL:	\$15,000.00

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

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

*Jennifer Scripps*  
Jennifer Scripps (Nov 15, 2019)  
By Department Director

Nov 15, 2019  
Date  
*Jeffrey Zapata*  
Jeffrey Zapata (Nov 15, 2019)  
By City Manager

*Ashley Stockton*  
Ashley Stockton (Nov 18, 2019)  
Approved as to Form by City Attorney

Nov 18, 2019  
Date

Nov 15, 2019  
Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196917

EFFECTIVE DATE

11/19/2019

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

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

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

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

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

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

Vendor Name: Fernando Torres Vendor No. n/a

Subject: HOME Homebuyer Assumption Agreement Department: HOU

Action Requested: Execution of City of Dallas Homebuyer Written Assumption Agreements (HOME)

Contract Number: HOU-2020-00012080 Contract Term: To

Background: Mr. Torres was approved for purchase of property at 4000 Metropolitan Ave constructed with HOME funds from the City. The City entered into a loan agreement with South Dallas Fair Park Inncity Community Development Corporation authorized by Resolution No. 15-1080 on June 10, 2015, as amended, to build eleven (11) single-family homes for homebuyers at or below 80% of the AMI. To track this agreement, an AA is required.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							\$0.00
<b>TOTAL:</b>							<b>\$0.00</b>

Project No: n/a Commodity Code: n/a Financing: n/a

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
0	n/a		\$0.00	\$0.00	\$0.00	0.00%

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

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	n/a

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

By Department Director

*[Signature]*  
DATE 11/15/19

Approved as to form by City Attorney

*[Signature]*  
DATE 11/19/2019

11/19/19  
DATE

By Assistant 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

196918

EFFECTIVE DATE

11/15/19 sc <sup>KJB</sup>

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

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

CITY SECRETARY  
DALLAS TEXAS  
NOV 20 AM 10:00

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

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

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

Vendor Name: Value Line Publishing L.L.C. Vendor No. VS98377

Subject: Value Line Research Center Digital

Lead Dept: Library

Action Requested: Authorize payment to Value Line Publishing L.L.C. for renewal of Value Line Research Center Digital online database for \$9,995.00

Contract Number:	LIB-2020-00012178	Contract Term:	11/1/2019	to	10/31/2020
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Background: Value Line Research Center Digital is an online database that will provide access to financial investment research tools covering 3,500 publicly traded companies across 100+ industries as well as every U.S. Exchange Traded Fund, 20,000+ mutual funds and 200,00+ stock option contracts. This service will be provided 24/7 and can be accessed remotely.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	LIB	5392		3341		- LIB-2020-00012178	\$9,995.00	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$9,995.00

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

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

*My Gindica*  
By Department Director

11.14.19  
Date

*Srinivasulu*  
Approved as to Form by City Attorney

11/20/19  
Date

*Japan*  
By City Manager

11-15-19  
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

196919

EFFECTIVE DATE

OCT 08 2019

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

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

CITY SECRETARY  
MAY 10 10:25 AM '19  
CITY OF DALLAS

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

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

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

Vendor Name: **Jaster-Quintanilla Dallas, LLP** Vendor No. **VS342401**

Subject: Supplemental Agreement #5 for Janie C. Turner Recreation Centers Structural Engineering Services

Lead Dept: Park and Recreation Department

Action Requested: Authorize a Supplemental Agreement #5 with JQ Engineering, LLP in the amount of \$20,800.00 thereby increasing the contract amount from \$113,281.00 to \$134,081.00.

Contract Number:	PKR-2017-00001937	Contract Term:	NA	to	NA
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Background: Consulting scope change includes the preparation of construction documents and provision of professional services during bidding and construction administration for repairs to the load bearing masonry walls on the west and south sides of the gymnasium at Janie C. Turner Recreation Center, 6424 Elam Road, Dallas TX.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
6R05	PKR	P624	MMCF	3070	PK06T177	CT- PKR14019431	\$20,800.00
Financing: 2003 Bond Funds						TOTAL:	\$20,800.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	05	14-0065	1/22/2014	\$23,900.00	\$88,881.00	\$134,081.00	461.01%

RTW 10/4/19 APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Willis Winters*  
By Department Director

Oct 8, 2019  
Date

*Christine Lannan*  
Approved as to Form by City Attorney

Nov 20, 2019  
Date

*[Signature]*  
By City Manager

Oct 8, 2019  
Date

LE





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

196920

EFFECTIVE DATE

11/19/19 VR

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

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): No Cost Space Agreement  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Vendor Name: U.S. Small Business Administration Vendor No. \_\_\_\_\_

Subject: Disaster Loan Outreach Center

Lead Dept: Library

Action Requested: Authorize execution and signature of a "No Cost Space Agreement" with the U.S. Small Business Administration's, Office of Disaster Assistance.

Contract Number: LIB-2020-00012143 Contract Term: \_\_\_\_\_ to \_\_\_\_\_

Background: The City of Dallas and U.S. Small Business Administration have partnered to open a Disaster Loan Outreach Center (DLOC) at the Bachman branch of the Dallas Public Library. The DLOC will offer services to local businesses, renters and homeowners impacted by the October 20, 2019 storms.

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

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

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

*[Signature]*  
By Department Director


11.15.19  
Date

*[Signature]*  
Approved as to Form by City Attorney

11-19-19 VR  
Date

*[Signature]*  
By City Manager

11-19-19  
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.	196921
		EFFECTIVE DATE
		11-19-19

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

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

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

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

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

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

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

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

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

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

Vendor Name: Fidelity Investments Management Trust Company Vendor No. VC0000010135

Subject: Trust Agreement and Recordkeeping Services

Lead Dept: City Controller's Office

Action Requested: Authorize a letter dated October 30, 2019 that removes a core investment option related to the City of Dallas 457 Deferred Compensation Plan, effective on December 31, 2019.

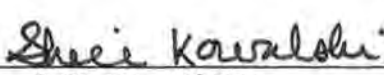
Contract Number:	CCO-2016-00000452	Contract Term:	to
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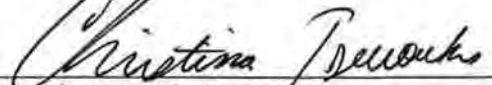
Background: The Plan Board reviewed investment option alternatives presented by the service provider and on September 30, 2019 voted in favor of mapping the Oakmark Select Fund to the Fidelity® 500 Index Fund. As a result, the Oakmark Select Fund will be frozen, contributions will be redirected and the frozen balances will be reallocated to the Fidelity® 500 Index Fund, effective as of market close (generally 4:00 p.m. Eastern time) on December 31, 2019.


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

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

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

 11/18/19  
 By Department Director Date

 11/20/19  
 Approved as to Form by City Attorney Date

 11/19/19  
 By City Manager Date

MER



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

196922

EFFECTIVE DATE

11-1-19 NH

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

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

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

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

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

Vendor Name: Tiny Academy, LLC dba Little Scholars Academy Vendor No. VS96545

Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with Tiny Academy, LLC dba Little Scholars Academy to pay invoices for additional, authorized services rendered during the term of the agreement in the amount of \$2,000.00, thereby increasing the agreement from \$25,000.00 to \$27,000.00.

Contract Number:	MGT-2019-00008380	Contract Term:	N/A	to	N/A
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Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
CD18	MGT	812C		3070		MGT-2019-00008380	\$2,000.00
						-	
						-	
Financing:						<b>TOTAL:</b>	\$2,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	18-1372	10-1-18	\$25,000.00	N/A	\$27,000.00	1%

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

By Department Director: Date: 10/25/19

By City Manager: Date: 11/1/2019

Approved as to Form by City Attorney: Date: 4/20/19





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

196923

EFFECTIVE DATE

11-13-19 N.H.

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

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

RECEIVED  
NOV 20 PM 4:10  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Vendor Name: Union Christian Academy Vendor No. VS000016546

Subject: Early Childhood and Out-of-School Services Program

Lead Dept: MGT - Office of Community Care

Action Requested: Authorize Supplemental Agreement No. 1 to the Child Care Provider Agreement with Union Christian Academy to pay invoices for additional, authorized services rendered during the term of the agreement in the amount of \$1,300, thereby increasing the agreement from \$25,000.00 to \$26,300.00.

Contract Number:	MGT-2019-00008380	Contract Term:	N/A	to	N/A
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Background: The Child Care Services Program promotes stability for low-moderate income working parents and teen parents who are full time high school students by reducing the cost of child care to enable them to strive for self-sufficiency. This program pays \$50.00 per week per child, directly to contracted child care providers for child care services for working parents whose income falls in the low -moderate income range of AMI. The Program pays 100% of the child care cost for teen parents who are enrolled in high school full time.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
CD18	MGT	812C		3070		MGT-2019-00008380	\$1,300.00	
						-		
						-		
Financing:							TOTAL:	\$1,300.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	18-1372	10/1/18	\$25,000.00	N/A	\$26,300.00	1%

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

By Department Director

10/25/19  
Date

By City Manager

Approved as to Form by City Attorney Date

11/13/2019  
Date

MPS



# 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

196924

EFFECTIVE DATE

10/29/19 AM

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

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

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

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

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

Vendor Name: National League of Cities Vendor No. 077705

Subject: Annual Membership Dues

Lead Dept: Office of Budget

Action Requested: Authorize payment to the National League of Cities for annual membership fees to provide specialized municipal-related services.

Contract Number: BMS-2020-00011918 Contract Term: 10/01/2019 to 09/30/2020

Background: National League of Cities provides the City an avenue for greater communication and cooperation with other municipalities and government entities, access to research and information of benefit to the City, as well as providing consultation with other agencies on the needs of the region, state and nation.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	BMS	1991		3340		- BMS-2020-00011918	\$36,322.00	
						-		
						-		
Financing:							TOTAL:	\$36,322.00

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

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

*[Signature]*  
By Department Director 10/18/19 Date

*[Signature]*  
Approved as to Form by City Attorney 11/19/19 Date

*[Signature]*  
By City Manager 10/29/19 Date

MER



# 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

196925

EFFECTIVE DATE

11/6/19

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

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

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

Vendor Name: North Central Texas Trauma Regional Advisory Council NCTTRAC Vendor No. N/A  
Subject: Memorandum of Agreement for Texas Emergency Medical Task Force (TXEMTF-MOA).  
Lead Dept: Dallas Fire-Rescue Department

Action Requested: Authorize a memorandum of agreement for the City of Dallas Fire-Rescue to participate in the Emergency Medical Task Force ("EMTF") Program managed by NCTTRAC.  
Contract Number: N/A Contract Term: N/A to N/A

Background: The Texas EMTF Program has eight regional task force teams that can be activated as resources on behalf of Texas on a State Mission Assignment (SMA) to provide a custom scalable approach to medical disaster response within each respective region and as requested within the State of Texas. The program has two key areas of participation: Emergency Medical and Wildland. DFR's recommend participation under each area with the following proposed asset and assistance: EMS (a full ambulance strike team, 5 MICU's and 1 Strike Team Leader), and Wildland (1 Wildland Paramedic Unit and 1 Rapid Extraction Unit). There is no cost in participating as the City would be reimbursed in case of deployment and DFR would solely determine the availability of resources to deploy after the City's needs are met. Participation in the EMTF Program ensures the City of Dallas has full access to all EMTF resources when needed and specialized training for the firefighters/medics involved.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	N/A					-	N/A
						-	
						-	
Financing:						TOTAL:	N/A

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

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

*[Signature]*  
By Department Director

11-5-19  
Date

*[Signature]* 11/20/19  
Approved as to Form by City Attorney Date

*[Signature]*  
By City Manager

11/6/19  
Date



Contract Required



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.

<b>ADMINISTRATIVE ACTION</b>
<b>196926</b>
<b>EFFECTIVE DATE</b>
<b>11-13-2019</b>

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

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

RECEIVED  
 NOV 21 AM 10:05  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Vendor Name: The Dallas Directory Inc. Vendor No. 351421

Subject: Deck The Plaza 2019

Lead Dept: Convention and Event Services

Action Requested: Authorization of a Service Contract for holiday themed amenities with The Dallas Directory Inc. for the Deck the Plaza 2019 holiday project.

Contract Number: CCT-2020-00011964 Contract Term: 11-22-2019 to 12-22-2019 <sup>01/21/20 MAF</sup>

Background: The 1<sup>st</sup> Annual Deck The Plaza event was coordinated by VisitDallas in 2018, however VisitDallas is taking the lead on the New Year's Eve watch party this year. The City of Dallas is spearheading the event planning and activation to make this holiday celebration a success.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0080	CCT	7840		3099		CCT-2020-00011964	\$32,500
Financing: Current Operating Fund						TOTAL:	\$32,500

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

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

 By Department Director  
 Approved as to Form by City Attorney  
 By City Manager

11/12/19 Date  
 11/21/19 Date  
 11-13-19 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

196927

EFFECTIVE DATE

Nov 14, 2019

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

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

RECEIVED  
 NOV 14 AM 11:18  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Vendor Name: Lisa M. Rogers DBA Anita N. Martinez Ballet Folklorico Vendor No. VS269236

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$25,000.00 with Lisa M. Rogers DBA Anita N. Martinez Ballet Folklorico. The vendor will provide Ballet Folklorico and Zumba classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2020-00012058	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00012058	\$25,000.00	
Financing:							TOTAL:	\$25,000.00

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

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

*John Jenkins*  
By Department Director

Nov 14, 2019  
Date

*Christine Lammers*  
Approved as to Form by City Attorney

Nov 18, 2019  
Date

*[Signature]*  
By City Manager

Nov 14, 2019  
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

196928

EFFECTIVE DATE

Nov 14, 2019

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

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

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NOV 21 AM 11:11  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Vendor Name: David Woods Vendor No. VS87079

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with David Woods. The vendor will provide Line Dance classes to the citizens of Dallas

Contact: Leatrice Newhouse (214) 670-8847 Contract Term:

Contract Number:	PKR-2020-00012056	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00012056	\$10,000.00	
Financing:							TOTAL:	\$10,000.00

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

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

*John Jenkins*  
By Department Director  
Nov 14, 2019  
Date

*Christine Lannan*  
Approved as to Form by City Attorney  
Nov 18, 2019  
Date

*John Jenkins*  
By City Manager  
Nov 14, 2019  
Date

ORIGINAL - City Secretary





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196929

EFFECTIVE DATE

Nov 14, 2019

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
NOV 15 2019 AM 11:18

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

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

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

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

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

Vendor Name: Bianca Vargas DBA Zumba by Queen B Vendor No. VC19136

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Bianca Vargas. The vendor will provide Zumba classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2020-00012054	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00012054	\$10,000.00	
Financing:							TOTAL:	\$10,000.00

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

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

*John Jenkins*  
By Department Director

Nov 14, 2019  
Date

*Christine Lannore*  
Approved as to Form by City Attorney  
Nov 15, 2019  
Date

*[Signature]*  
By City Manager  
Nov 14, 2019  
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

196930

EFFECTIVE DATE

Nov 14, 2019

RECEIVED  
CITY SECRETARY  
DALLAS TEXAS  
NOV 21 AM 11:13

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

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

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

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

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

Vendor Name: Friends of Crawford Park / Dallas Parks Foundation Vendor No. \_\_\_\_\_

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested: Authorize a Beautification Agreement with The Friends of Crawford Park/Dallas Parks Foundation. The vendor will fund amenities and service enhancements through various fundraisers to be held at the park and to perform services by picking up litter and debris and maintaining the ornamental beds at Crawford Park, all in coordination with the Park and Recreation Department.  
Contact: Jeremy McMahon (214) 671-0264

Contract Number:	PKR-2020-00011940	Contract Term:	1/23/20	to	1/22/21
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Background: The Friends of Crawford Park is a volunteer organization formed to support, maintain and beautify the park. This organization has made great strides with the city on enhancements to the trail and wishes to continue to do so.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
N/A	PKR	N/A	N/A	N/A	N/A	CX PKR-2020-00011940	\$0.00	
Financing:							TOTAL:	\$0.00

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

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

*John Jenkins*

By Department Director

Nov 14, 2019

Date

*Christine Zannera*

Approved as to Form by City Attorney

Nov 15, 2019

Date

*Jeremy McMahon*

By City Manager

Nov 14, 2019

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

196931

EFFECTIVE DATE

Nov 13, 2019

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DALLAS, TEXAS  
NOV 22 AM 11:19

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

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

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

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

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

Vendor Name: Tinkergarten Vendor No. \_\_\_\_\_

Subject: Approval of Outdoor Program Permits

Lead Dept: Parks and Recreation

Action Requested: Authorize the approval of an Outdoor Program Permit to Tinkergarten. The vendor will provide the use of various parks at the days and times listed in Agreement Exhibit A. The Contractor will adhere to the terms set in the Outdoor Program Agreement and the Outdoor Fee-Based Program Guidelines.  
Contact: John Lawrence 214-670-8860

Contract Number:	PKR-2019-00011869	Contract Term:	upon the date of execution	to	November 23, 2019
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Background: Tinkergarten has submitted an application for an Outdoor Fee-Based Permit at Tietze, Kidd Springs, and Peter Pan Parks. This is the first time this Contractor has requested a permit. These are permits approved by agreements for a term of no more than one (1) year.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	CX PKR-2019-00011869	\$0.00
Financing:						No Cost To The City	TOTAL: \$0.00

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

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

*John Jenkins*  
By Department Director

Nov 13, 2019  
Date

*Christine Lenners*  
Approved as to Form by City Attorney  
Nov 15, 2019  
Date

*[Signature]*  
By City Manager  
Nov 13, 2019  
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

196932

EFFECTIVE DATE

Oct 28, 2019

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

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

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

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

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

Vendor Name: North Oak Cliff Greenspace, Inc. Vendor No. N/A

Subject: Stevens Park Golf Course Beautification Agreement

Lead Dept: Park and Recreation Department

Action Requested: Authorize a Beautification Agreement with North Oak Cliff Greenspace, Inc. for Stevens Park Golf Course. The vendor will perform the following services: replace and maintain plants as specified by the City (one year minimum), and trim/remove weeds from around trees and other park amenities at Stevens Park Golf Course.  
Contact: John Lawrence, Sr. Park Manager (214) 670-8860

Contract Number: PKR-2020-00011844 Contract Term: 10/15/2019 to 10/14/2020

Background: North Oak Cliff Greenspace, Inc., was formed in 2012 and has committed to provide support for enhanced landscaping services to complement the terrain and character of Stevens Park Golf Course. The vendor will provide all necessary tools, non-power equipment, material, etc. and is prohibited from handling or applying pesticide or herbicide. All participants are required to fill out a City of Dallas Volunteer waiver form and the number of volunteer hours should be reported to the Director each month.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
N/A	N/A	N/A	N/A	N/A	N/A	CX PKR-2020-00011844	\$0.00	
Financing:							TOTAL:	\$0.00

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

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

*John Jenkins*  
By Department Director  
Oct 28, 2019  
Date

*Christine Lannan*  
Approved as to Form by City Attorney  
Nov 11, 2019  
Date

*Joey Zapata*  
By City Manager  
Oct 28, 2019  
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

196933

EFFECTIVE DATE

OCT 15 2019

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

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

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
OCT 15 11:19 AM

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

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

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

Vendor Name: Jessica King Vendor No. VS98291

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Jessica King. The vendor will teach Yoga skills and training to the citizens of Dallas.  
Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011836	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV "	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
						-		
						-		
Financing:							TOTAL:	\$10,000.00

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

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

*Wm Wynn* 10.9.19  
By Department Director Date

*OPM* 11-15-2019  
Approved as to Form by City Attorney Date

*Jayaram* 10/15/19  
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

# 196934

EFFECTIVE DATE

Sep 30, 2019

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

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

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

Vendor Name: William Walker DBA Diversified Youth Services Vendor No. 514971

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$25,000.00 with William Walker DBA Diversified Youth Services. The vendor will provide Self Defense, Cheer and Dance classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011623	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011623	\$25,000.00	
Financing:							TOTAL:	\$25,000.00

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

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

*Willis Winters*  
By Department Director  
Date: Sep 30, 2019

*Christine Lannan*  
Approved as to Form by City Attorney  
Date: Nov 11, 2019

*Jayant*  
By City Manager  
Date: Sep 30, 2019





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

# 196935

EFFECTIVE DATE

Nov 14, 2019

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

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): Advertising – Annual Campaign 2019-2020  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Vendor Name: WBAP - News Talk 820 AM- Cumulus dba WBAP Stream Vendor No. VC13371

Subject: Advertising – Annual Campaign 2019 - 2020

Lead Dept: Park and Recreation

Action Requested: Authorize a master agreement of \$2,000 for WBAP Stream. The vendor will provide a marketing campaign which will highlight golf in Dallas and encourage golfers to play all six municipal courses. The campaign will feature digital banner ads which will run across desktops, smart phones, mobile apps, and tablets.  
Contact: John Lawrence, Sr. Park Manager (214) 670-8860

Contract Number:	PKR-2020-00012063	Contract Term:	12/1/2019	to	9/30/2020
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Background: The City of Dallas operates six (6) public golf courses and five (5) tennis centers across Dallas. Golf and tennis play are a major source of revenue for the City of Dallas and it is essential to promote our quality golf courses and tennis centers as well as advertise our great value.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR	5271		3320		MASC PKR-2020-00012063	\$2,000.00	
						-		
						-		
Financing:							TOTAL:	\$2,000.00

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

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

*John Jenkins*  
John Jenkins, Director

By Department Director

Nov 14, 2019

Date

*Christine Lannan*

Approved as to Form by City Attorney

Nov 20, 2019

Date

*John Jenkins*

John Jenkins, City Manager

By City Manager

Nov 14, 2019

Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196936

EFFECTIVE DATE

10/29/19

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

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

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 DALLAS, TEXAS

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

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

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

Vendor Name: Pacheco Koch Consulting Engineers Vendor No. 342980

Subject: Bishop Avenue from Jefferson Boulevard to 8<sup>th</sup> Street

Lead Dept: Public Works

Action Requested: Authorize Supplemental Agreement No. 6 to the professional services contract with Pacheco Koch Consulting Engineers for the Bishop Avenue from Jefferson Boulevard to 8th Street in the amount of \$73,760.00. Underutilized tasks in the existing engineering services contract will be reduced to compensate the vendor for this work. Thus, the contract amount will not increase. This action will revise the construction plan set for Bishop Avenue from Jefferson Boulevard to 8th Street and separate Eighth Street from Madison Avenue to Zang Boulevard project from the group as standalone project.

Contract Number: PBW-2019-00011089 Contract Term: 4/14/2015 to 11/30/2019

Background: This action will allow Pacheco Koch Consulting Engineers to prepare construction plans for the 2017 Bond project of Bishop Avenue from 10th Street to Jefferson Boulevard and the standalone project of Eighth Street from Madison Avenue to Zang Boulevard. These two projects were originally part of the 2012 Bond project of Bishop Avenue from Jefferson Boulevard to 8th Street with Eighth Street being included due to the storm drainage improvements required by the increase in private developments in the Bishop Arts area. The construction plans were prepared as required. However, when the 2012 bond project was bid for construction, it was discovered that the bond funds allocated for the project was not sufficient to construct the complete project. Thus, the block of Bishop Avenue from 10th Street to Jefferson Boulevard and Eighth Street from Madison Avenue to Zang Boulevard were removed from the original 2012 bond project and placed on the 2017 Bond Program for construction funding. As a result, the original construction plan will require revisions to ensure that there is no overlap of what is already constructed under the 2012 bond project. Underutilized funds from the "Special Services" tasks will be reduced to compensate Pacheco Koch Consulting Engineers for their effort. See "Attachment A" for clarification of available funds in the existing professional services contract.

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

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage
6	09-1196	5/13/2009	\$314,835.00	\$896,920.00	\$ 0.00	285%

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

for *[Signature]* 10/24/19 Date Approved as to Form by City Attorney *[Signature]* 11-19-19 Date

By City Manager *[Signature]* 10/29/19 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

196937

EFFECTIVE DATE

Oct 8, 2019

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

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

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

Vendor Name: Friends of Randall Park Vendor No. \_\_\_\_\_

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested: Authorize a Beautification Agreement with the Friends of Randall Park. The vendor will pick up litter and debris from the park. They will also fund service enhancements and amenities through various fundraisers that would be held at Randall Park. All activities would be coordinated with the Park Maintenance and Operations Division.

Contact: Jeremy McMahon (214) 671-0264

Contract Number: PKR-2019-00011586 Contract Term: 12/9/2019 to 12/8/2020

Background: The Friends of Randall Park is a committed organization that performs volunteer services dedicated to the community in which they work, live, and serve.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT	
						CX	PKR-2019-00011586		
N/A	PKR	N/A	N/A	N/A	N/A			\$0.00	
Financing:								TOTAL:	\$0.00

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

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

*Willis Winters*  
By Department Director

OCT 08 2019

Date

*[Signature]*

By City Manager

*Christine Lannert*  
Approved as to Form by City Attorney

Nov 20, 2019

Date

OCT 08 2019

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

196938

EFFECTIVE DATE

Oct 28, 2019

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

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

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

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

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

Vendor Name: Sunsinee Vichitrananda DBA Dallas Badminton Club Vendor No. VC08312

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$15,000.00 with Sunsinee Vichitrananda. The vendor will provide Badminton classes to the citizens of Dallas.  
Contact: Leatrice Newhouse, 214-670-8847

Contract Number:	<u>PKR-2020-00011913</u>	Contract Term:	<u>NTP</u>	to	<u>09/30/2020</u>
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00011913	\$15,000.00	
Financing:							TOTAL:	\$15,000.00

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

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

John Jenkins  
By Department Director

Oct 28, 2019  
Date

Christine Lammere  
Approved as to Form by City Attorney

Nov 21, 2019  
Date

[Signature]  
By City Manager

Oct 28, 2019  
Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196939

EFFECTIVE DATE

OCT 15 2019

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

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

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

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

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

Vendor Name: Latisa O. Giles VC18908

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Latisa O.Giles . The vendor will provide Zumba Fitness Classes to the citizens of Dallas.  
Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011834	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
Financing:							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 Suppl Agreement Percentage
						\$ 0.00	%

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

*[Signature]* 10.9.19  
By Department Director Date

*[Signature]* 11-20-2019  
Approved as to Form by City Attorney Date

*[Signature]* 10/15/19  
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

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EFFECTIVE DATE

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

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- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Vendor Name: Oladipo Kuti DBA OK Sports Agility Vendor No. VS100376

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Oladipo Kuti. The vendor will provide Sports Agility Training classes to the citizens of Dallas.  
Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011835	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
Financing:							TOTAL:	\$10,000.00

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

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

*[Signature]* 10.9.19  
By Department Director Date

*[Signature]* 11-20-2019  
Approved as to form by City Attorney Date

*[Signature]* 10/15/19  
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

196941

EFFECTIVE DATE

OCT 15 2019

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- 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: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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OCT 15 2019 PM 2:05

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

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

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

Vendor Name: Tida Chambers Vendor No. VS70961

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Tida Chambers. The vendor will provide Yoga classes to the citizens of Dallas.  
Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011832	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
Financing:							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 Suppl Agreement Percentage
						\$ 0.00	%

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

*[Signature]* 10-9-19  
By Department Director Date

*[Signature]* 11-20-19  
Approved as to Form by City Attorney Date

*[Signature]* 10/15/19  
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

196942

EFFECTIVE DATE

OCT 15 2019

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

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

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DALLAS, TEXAS

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

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

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

Vendor Name: Vill Sivoravong Vendor No. VS91740

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Vill Sivoravong. The vendor will provide Badminton classes to the citizens of Dallas.  
Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011831	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
Financing:							TOTAL:	\$10,000.00

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

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

*[Signature]* 10.9.19  
By Department Director Date

*[Signature]* 11-15-19  
Approved as to Form by City Attorney Date

*[Signature]* 10/15/19  
By City Manager Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196943

EFFECTIVE DATE

Nov 12, 2019

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 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

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

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

Vendor Name: **PRISM MOVEMENT THEATER** Vendor No. **V593852**

Subject: Professional Services

Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall produce *CAPOEIRA*, a dance-influenced martial arts performance. The production will celebrate African/Indigenous Brazilian culture and will focus on the story of slaves who were captured in Angola and brought to the Brazil in the 1600's. Local Dallas artist, musicians, actors, and martial arts schools will collaborate to produce this performance. Consultant will also partner with spoken word and performance artist Iv Amenti and musician Mentiki Rice for story consultation, cultural design, and musical composition. Free public community workshops will take place in West Dallas that will introduce the basics of Capoeira. Workshops and performances will take place in April and May 2020. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2019-00011738 (CR 00024871)	Contract Term:	11/15/2019	to	6/30/2020
------------------	---------------------------------	----------------	------------	----	-----------

**Background:** The fee for this service is \$10,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,500.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$5,000.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2,500.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R1	MASC OCA-2019-000011738	\$10,000.00
						-	
						-	
<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$10,000.00

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

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

*Jennifer Scripps*  
Jennifer Scripps (Nov 12, 2019)  
By Department Director

Nov 12, 2019  
Date

*Quedyn*  
Approved as to Form by City Attorney  
Date

Nov 19, 2019  
Date

*Joey Zapata*  
Joey Zapata (Nov 12, 2019)  
By City Manager

Nov 12, 2019  
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

196944

EFFECTIVE DATE

11/20/19 BB

RECEIVED  
CITY SECRETARY  
DALLAS TEXAS  
NOV 21 11 41 AM '19

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

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
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- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
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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

Vendor Name: Lone Star Park Equine Hospital Vendor No. VS0000014740

Subject: Ratification of expenses related to surgery for Police horse

Lead Dept: DPD

Action Requested: Authorize \$5,491 in expenses to be paid to Lone Star Park Equine Hospital for surgery for Police horse.

Contract Number: DPD-2020-00011957 Contract Term: to

Background: This action will pay for services for surgery for a Police horse.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2157		3099		CX- DPD-2020-00011957	\$5,491.00
						-	
						-	
Financing:						TOTAL:	\$5,491.00

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

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

By Department Director

Date

By City Manager

Approved as to Form by City Attorney

Date

Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196945

EFFECTIVE DATE

Nov 13, 2019

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

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

Vendor Name: White Rock Lake Conservancy Vendor No. NA

Subject: Accept 8 donated bicycles and equipment for NE Patrol from the White Rock Lake Conservancy

Lead Dept: Dallas Police Department

Action Requested: Acknowledge the acceptance of 8 donated bicycles (and associated gear) to the Northeast Patrol Division.

Contract Number:	DPD-2020-00011917	Contract Term:	N/A	to	N/A
------------------	-------------------	----------------	-----	----	-----

Background: White Rock Lake Conservancy, located at 8300 Garland Rd. Dallas, TX 75218, purchased and donated eight bicycles and associated gear at a cost of \$1,927.88 each, making the gifted total \$15,423.04.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
N/A						-	N/A 0.00 <sup>99</sup>	
						-		
						-		
Financing:							TOTAL:	N/A 0.00 <sup>95</sup>

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

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

*Jon Fortune*  
Jon Fortune (Nov 13, 2019)

By Department Director

Date

*Jon Fortune*  
Jon Fortune (Nov 13, 2019)

By City Manager

*Don Knight*  
Don Knight (Nov 13, 2019)

Approved as to Form by City Attorney

Date

*AK*

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

196946

EFFECTIVE DATE

11/12/19 *nm*

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

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DALLAS, TEXAS  
NOV 22 AM 10:18

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

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

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

Vendor Name:	Terracon Consultants, Inc.	Vendor No.:	341409
Subject:	Construction Materials Testing and Inspection		
Lead Dept:	Bond Program Office		
Action Requested:	Authorize an engineering services contract with Terracon Consultants, Inc. in an amount not to exceed \$49,944.00		
Contract Number:	BON-2019-00011714	Contract Term:	November 2019 to November 2021

**Background:** A new Library facility will be constructed on city-owned property located at 9619 Greenville Avenue. Terracon Consultants, Inc. will observe, test, and report on testing of installed materials for specific construction phase activities conducted by the General Contractor, acting as an independent representative of the Owner. Through a Special Needs request, Terracon Consultants, Inc. will be procured as the most qualified firm for this project.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
IP42	BSD	W498	LIBF	4113	EB98W498	- BON-2019-00011714	\$49,944.00	
						-		
						-		
<b>Financing:</b>							<b>TOTAL:</b>	\$ 49,944.00

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

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

By Department Director

Date

11/12/19

Approved as to Form by City Attorney

Date

11-21-19

By City Manager

Date

11/12/19

for





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

196947

EFFECTIVE DATE

10-18-19<sup>EW</sup>

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)?  Yes  No

Vendor Name: ENTERCOM Communications Corp. **TEXAS, LLC AB** Vendor No. VC18451

Subject: Recycling Outreach

Lead Dept: Office of Environmental Quality and Sustainability **AB**

Action Requested: Authorize a service contract with **Entercom Texas, Intersection Media LLC** from October 31<sup>st</sup>, 2019 through January 31<sup>st</sup>, 2020 for \$45,720.00

Contract Number:	OEQ-2019-00011641	Contract Term:	October 31, 2019	to	January 31, 2020
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Background: This marketing campaign aims to educate and raise awareness about the City of Dallas Multifamily Recycling Ordinance that goes into effect on January 1<sup>st</sup>, 2020. The ordinance will provide recycling to multifamily residents living in a complex with eight or more dwelling units. The campaign will utilize radio ads, to help reach Dallas residents who live in apartment, condominiums, and other multi-family sites to educate them on the recycling ordinance.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	OEQS	MGT	5608	3320		OEQ-2019-00011641	\$45,720.00	
Financing:							<b>TOTAL:</b>	<b>\$45,720.00</b>

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

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





By Department Director Date 10/18/19 Approved as to Form by City Attorney Date 11/12/19  
 By City Manager Date 10/18/19





# 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

196948

EFFECTIVE DATE

November 22, 2019

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

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

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 2019 NOV 25 AM 11:00  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Vendor Name: Charter Communications Operating, LLC ("Spectrum") Vendor No. VC16839

Subject: Internet Services for Dallas Police Department

Lead Dept: Communication & Information Services

Action Requested: Authorize a three-year services contract for internet services for the Dallas Police Department (DPD).

Contract Number: DSV-2019-00010126 Contract Term: 11/1/2019 to 10/31/2022

Background: This services contract will provide the Internet Crimes Against Children (ICAC) division a dedicated, secure and reliable internet connect to respond to cyber tips and gather research for active cases.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
F509	DPD	2063	NA	3099	NA	MASC DSV-2019-00010126	\$8,279.28
						-	
						-	
Financing: Data Services Fund - Subject to Annual Appropriations						TOTAL:	\$8,279.28

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

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

Shelia Robinson  
Shelia Robinson (Nov 21, 2019)  
By Department Director

Nov 21, 2019  
Date

Don Knight  
Don Knight (Nov 22, 2019)  
Approved as to Form by City Attorney DK  
Date

Joey Zapata  
Joey Zapata (Nov 22, 2019)  
By City Manager

Nov 22, 2019  
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

196949

EFFECTIVE DATE

Nov 25, 2019

RECEIVED  
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DALLAS, TEXAS  
NOV 25 2019 PM 2:33

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

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- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): Ratification of services  
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3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

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

Vendor Name: Protegis, LLC Vendor No. VS87469

Subject: Payment of Invoice

Lead Dept: DPD

Action Requested: Authorize payment of invoice for annual fire alarm inspection.


Contract Number: DPD-2020-00012075 Contract Term: to

Background: This action will allow for the payment of fire alarm inspection services.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	DPD	2141		3210		CX- DPD-2020-00012075	\$5,932	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$5,932

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

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

  
Denise Har (Nov 19, 2019)

By Department Director

11-19-19  
Date

  
Don Knight (Nov 25, 2019)

Approved as to Form by City Attorney

11-25-19  
Date

  
MEQ

Jon Fortune (Nov 25, 2019)

By City Manager

11-25-19  
Date



# ADMINISTRATIVE ACTION

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

196984

EFFECTIVE DATE

11/20/19 vv

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- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
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 DALLAS, TEXA

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

Vendor Name: Culinaire International Inc DBA Food Glorious Food Vendor No. 500344

Subject: Catering

Lead Dept: DEV-Sustainable Development and Construction

Action Requested: Authorize a catering contract with Food Glorious Food for awards luncheon to be held on December 13, 2019 at Hall of State in Fair Park. vv

Contract Number: DEV-2020-00012209 Contract Term: 12/13/19 to 01/13/20

Background: Annual awards luncheon for Sustainable Development and Construction Department.

Funding:	FUND	DEPT	UNIT	ACT V	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0150	DEV	3141		3020	DEV-2020-00012209	DEV-2020-00012209
							-	
							-	
Financing:							<b>TOTAL:</b>	\$12,620.40

Contract Amendment Information:	Supplemental Agreement No.	Base CR/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		11/14/19		0	\$ 0.00	%

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

*[Signature]*  
By Department Director

11/18/19  
Date

*[Signature]*  
Approved as to Form by City Attorney

11/25/19  
Date

*[Signature]*  
By City Manager

11/20/19  
Date

2019



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

196985

EFFECTIVE DATE

Nov 25, 2019

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

Vendor Name: Hinga's Automotive Vendor No. VS000080306

Subject: Tear Down and Repair

Lead Dept: DPD

Action Requested: Authorize payment for service with Hinga's Automotive for repair, parts and labor for Dallas Police Department Narcotics Division covert vehicle.

Contract Number: DPD-2020-00011956 Contract Term: to

Background: These repairs were needed to return the covert vehicle to service.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0411	DPD	6367		3110		CX- DPD-2020-00011956	\$4,109.42
						-	
						-	

Financing: TOTAL: \$4,109.42

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

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

By Department Director

By Department Director

11-19-19  
Date

Date

Approved as to Form by City Attorney

Approved as to Form by City Attorney

11-25-19  
Date

Date

By City Manager



11-25-19  
Date

By City Manager

Date

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.	196986
		EFFECTIVE DATE
		10/30/19 

1. Place an "X" in the appropriate box for the approval of:
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  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
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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

Vendor Name: Reliant Energy Retail Services, LLC CARE Program Vendor No. 507500

Subject: Reliant CARE Program

Lead Dept: Office of Community Care

Action Requested: To authorize the acceptance of a \$25,000 donation from Reliant Energy Retail Services, LLC CARE Program to receive and deposit a donation for the West Dallas Multipurpose Center and the Martin Luther King, Jr. Community Center to provide energy assistance to City of Dallas residents experiencing a temporary financial crisis.


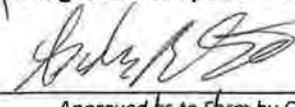
Contract Number: OCC 2019 00010830 Contract Term: 10/30/2019 to 10/30/2020

Background: The Energy Assistance Program is administered by the Office of Community Care. The Program is implemented under the guidelines of the respective funders. The Social Service Program units are located at the West Dallas Multipurpose Center and the Martin Luther King Jr. Community Center. The residents require assessment by City of Dallas Office of Community Care case managers to verify status, need and eligibility in accordance with the eligibility requirements specifically set forth by the Energy Company. Each household receives financial assistance according to funding source criteria and the availability of funds.


	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:							-	0
							-	
							-	
	Financing:						<b>TOTAL:</b>	-0-

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


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


10/30/19

11/25/2019

By Department Director Date Approved as to Form by City Attorney Date


10/30/2019

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.	196987
		EFFECTIVE DATE
		11/12/2019 <i>J.A.</i>

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

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

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

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

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

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

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

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

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

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

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

Vendor Name: Terracon Consultants, Inc. Vendor No. VS341409

Subject: Geotechnical Engineering Services and Structural Assessment at Fire Station 30

Lead Dept: Building Services Department

Action Requested: Authorize contract with Terracon Consultants, Inc. to provide geotechnical engineering services and structural assessment for Fire Station 30 located at 11381 Zodiac Lane, Dallas, Texas 75229.

Contract Number:	BSD-2019-00011903	Contract Term:	11/01/19	to	03/31/2020
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**Background:** This action will authorize the services of Terracon Consultants, Inc. to provide geotechnical engineering distress study and structural integrity review for Fire Station 30. Recently large cracks appeared in the brick wall and the foundation slabs. These cracks are widening, causing wall shifting and settlement, and falling brick veneer and as a result it presents a concern for potential further damage to the building which could possibly pose a safety risk to the Station occupants.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0671	BSD	W504		3210		CX BSD-2019-00011903	\$31,225.00
							-	
							-	
<b>Financing:</b>							<b>TOTAL:</b>	\$31,225.00

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

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

*EJH*  
By Department Director

11/7/2019  
Date

*[Signature]*  
Approved as to Form by City Attorney

11-25-19  
Date

*[Signature]*  
By City Manager

11/12/19  
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

196988

EFFECTIVE DATE

August 2, 2019

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

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

RECEIVED  
 AUG 25 PM 4:15  
 CITY SECRETAR  
 DALLAS, TEXA

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

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

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

Vendor Name: Communities Foundation of Texas Vendor No. 243760

Subject: 100<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment

Lead Dept: Office of Cultural Affairs

Action Requested: Authorization to procure the services of vendor to produce with local partners a nine-month series of events and other components in the city of Dallas to recognize the 100th anniversary of the 19th amendment to the United States Constitution, granting women's right to vote.

Contract Number:	OCA-2019-00011153	Contract Term:	8/15/2019	to	9/30/2020
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Background: Consultant's partners shall be 501(c)(3) organizations or Dallas-based public schools. Events shall (1) celebrate: remember, honor, and applaud those who paved the way, and those who continue to do so; (2) educate: tell the stories behind the achievement and what it took to get to today and the impact it has had on our culture and society; and (3) activate: make the call for people to participate in democracy.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4888	CA01	3089		MASC OCA-2019-00011153	\$10,000.00

Financing:	General Fund	TOTAL:	\$10,000.00
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Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Jennifer Scripps*  
 Jennifer Scripps Aug 7, 2019  
 By Department Director

08/02/2019  
 Date

*LeAnn*  
 Approved as to Form by City Attorney

Nov 25, 2019  
 Date

*Jessie Caputo*  
 Jessie Caputo Aug 3, 2019  
 By City Manager

08/02/2019  
 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

196989

EFFECTIVE DATE

Nov 26, 2019

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CITY SECRETARY  
DALLAS, TEXAS  
NOV 29 PM 3:31

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Galleria Mall Investors, LP. Vendor No. VS100597

Subject: Application for permit to use common area

Lead Dept: Dallas Animal Services

Action Requested: Authorization of the execution of the Application for permit to use common area for use of the common area of the Galleria Dallas from 11/29 – 12/24/19 for pet adoptions through the holiday season.

Contract Number:	DAS-2020-00012083	Contract Term:	11/29/19	to	12/24/21
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Background: Dallas Animal Services will host an adoption event at the Galleria Dallas from 11/29 – 12/24/19 at the Galleria Dallas. This opportunity provides the opportunity of hundreds of possible positive outcomes for shelter animals through the event.

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 Suppl Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Edwarp Jamison (Nov 26, 2019)  
By Department Director

Nov 26, 2019  
Date  
  
By City Manager

Approved as to Form by City Attorney  
Nov 26, 2019  
Date  
SC



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

196990

EFFECTIVE DATE

OCT 15 2019

1. Place an "X" in the appropriate box for the approval of:

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- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Edward Chao DBA Hoop Club Vendor No. VS98105

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Edward Chao. The vendor will provide Basketball Skills classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847 Contract Term:

Contract Number:	PKR-2019-00011830	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	N/A	\$10,000.00	
Financing:							TOTAL:	\$10,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Ummi Ummi* 10.9.19  
 By Department Director Date

*B. N. e. H* 11/25/20  
 Approved as to Form by City Attorney Date

*J. Taylor* 1.15/18  
 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

196991

EFFECTIVE DATE

OCT 15 2019

1. Place an "X" in the appropriate box for the approval of:

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  - c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
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 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Mark Morgan Vendor No. VS5242

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Mark Morgan. The vendor will provide Karate classes to the citizens of Dallas.  
 Contact: Leatrice Newhouse (214) 670-8847  
 Contract Number: PKR-2019-00011829 Contract Term: NTP to 09/30/2020

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
Financing:							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 Suppl Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*William Wynn* 10-9-19  
 By Department Director Date

*B. N. S. F.* 10/25/2019  
 Approved as to Form by City Attorney Date

*Jayaram* 10/15/19  
 By City Manager Date





# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

196992

EFFECTIVE DATE

OCT 15 2019

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- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Belinda Staffin Vendor No. VS7494

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Belinda Staffin. The vendor will provide Ballet classes to the citizens of Dallas  
Contact: Leatrice Newhouse (214)-670-8847

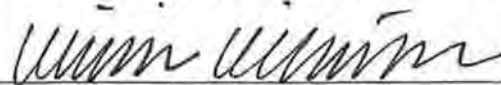
Contract Number:	PKR-2019-00011840	Contract Term:	NTP	to	09/30/2020
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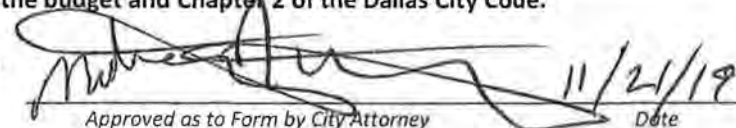
Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	- N/A	\$10,000.00	
Financing:							TOTAL:	\$10,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

 10.9.19  
 By Department Director Date

 11/21/19  
 Approved as to Form by City Attorney Date

 10/15/19  
 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

196993

EFFECTIVE DATE

Nov 13, 2019

1. Place an "X" in the appropriate box for the approval of:

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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.

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NOV 26 PM 3:32  
CITY SECRETARY  
DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Patrick D. Wilmot Vendor No. VC13598

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Patrick D. Wilmot. The vendor will provide Pickleball classes to the citizens of Dallas.

Contact: Leatrice Newhouse, 214-670-8847  
 Contract Number: PKR-2020-00011912 Contract Term: NTP to 09/30/2020

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00011912	\$10,000.00	
Financing:							TOTAL:	\$10,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*John Jenkins*  
 By Department Director

Nov 13, 2019  
 Date

*ONN*  
 Approved as to Form by City Attorney  
 Nov 21, 2019  
 Date

*[Signature]*  
 By City Manager

Nov 13, 2019  
 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

196994

EFFECTIVE DATE

Nov 13, 2019

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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 request.

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 DALLAS, TEXA

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Christopher Henson DBA Energize All Stars Vendor No. VS29799

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$50,000.00 with Christopher Henson. The vendor will provide Cheer and Tumbling classes to the citizens of Dallas.

Contact: Leatrice Newhouse, 214-670-8847

Contract Number:	PKR-2020-00011915	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00011915	\$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
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*John Jenkins*  
 Nov 13, 2019  
 By Department Director

*John Jenkins*  
 Nov 13, 2019  
 By City Manager

*Milton Henderson*  
 Nov 22, 2019  
 Approved as to Form by City Attorney

Nov 13, 2019  
 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  
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ADMINISTRATIVE ACTION

196995

EFFECTIVE DATE

Nov 13, 2019

1. Place an "X" in the appropriate box for the approval of:

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- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
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 CITY SECRETARY  
 DALLAS, TEXAS

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: Dorothy Stevens Vendor No. VC20278

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with Dorothy Stevens. The vendor will provide Yoga to the citizens of Dallas.

Contact: Leatrice Newhouse, 214-670-8847

Contract Number:	PKR-2020-00011914	Contract Term:	NTP	to	09/30/2020
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Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00011914	\$10,000.00	
Financing:							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 Suppl Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*John Jenkins*

By Department Director

Nov 13, 2019

Date

*Jayant...*

By City Manager

*Milton Henderson*

Approved as to Form by City Attorney

Nov 22, 2019

Date

Nov 13, 2019

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

196996

EFFECTIVE DATE

Nov 13, 2019

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service 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: \$50,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2019 NOV 26 PM 3:32  
 CITY SECRETARY  
 DALLAS, TEXAS

- 2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No
- 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No
- 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: John Gilliom Vendor No. VS84970

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested: Authorize a contract fee instructor agreement of \$10,000.00 with John Gilliom. The vendor will provide Fitness classes to the citizens of Dallas.  
 Contact: Leatrice Newhouse, 214-670-8847  
 Contract Number: PKR-2020-00011908 Contract Term: NTP to 09/30/2020

Background: Contract Fee Instructors provide leisure, sport, and/or health and wellness activity instruction to patrons at recreation centers. Department staff collects fees associated with the program and vendors are reimbursed on a monthly basis.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR		N/A	3064	N/A	CX PKR-2020-00011908	\$10,000.00	
Financing:							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 Suppl Agreement Percentage
						\$ 0.00	%

APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*John Jenkins*  
 Nov 13, 2019  
 By Department Director Date

*Benjamin N. Samples, II*  
 Nov 25, 2019  
 Approved as to Form by City Attorney Date

*John Jenkins*  
 Nov 13, 2019  
 By City Manager Date



# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.  
File the approved form and all necessary documentation with the  
City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

196997

EFFECTIVE DATE

Nov 15, 2019

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
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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.

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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

Vendor Name: **USA FILM FESTIVAL** Vendor No. 223296  
 Subject: Professional Services  
 Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall produce, *KidFilm Summer Movie Camp*, a three-program session for elementary school children. The camp will consist of a theatre etiquette program focusing on social skills, screenings of short films focusing on character development, and a presentation of a new feature film to focus on appreciation of the media arts. Consultant shall also provide free books & books-on-film dvds (to keep and take home) for children attending one of the sessions. Consultant shall partner with Dallas Park and Recreation centers with their "send a kid to camp" program. The camp will take place at Angelika Film center from June through August 2020. Services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.

**Contract Number:** OCA-2019-00011738 (CR-00024875) **Contract Term:** 11/20/2019 to 9/15/2020

**Background:** The fee for this service is **\$15,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or **\$3,750.00** of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or **\$7,500.00** of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice and one (1) payment of 25%, or **\$3,750.00**, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R1	MASC OCA-2019-000011738	\$15,000.00
						-	
						-	
<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$15,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Jennifer Scripps  
Jennifer Scripps (Nov 15, 2019)

Nov 15, 2019  
Date

Christen Sutton  
Christen Sutton (Nov 26, 2019)

Nov 26, 2019  
Date

By Department Director

Approved as to Form by City Attorney


Joy Zapata  
Joy Zapata (Nov 15, 2019)

Nov 15, 2019  
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;">196998</span> <b>EFFECTIVE DATE</b>  Nov 5, 2019
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1. Place an "X" in the appropriate box for the approval of:

a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  
 b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  
 c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  
 d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  
 e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  
 f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.  Yes  No

3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.  Yes  No

4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	MICHELLE HOGUE	Vendor No.	VS86853
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Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall present performances as directed by the Office of Cultural Affairs that use theatrical performance introducing students or adults to African American culture. The service shall combine crafts, customs and artifacts that bring to life African American history. The participants shall have the opportunity to listen, act as characters, and utilize simple props, costumes and dance as they participate in the stories. This can be presented to adults and children of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy.

Contract Number:	OCA-2019-00011368 (CR-00024776)	Contract Term:	11/8/2019	to	9/30/2020
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Background: Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of 3,000.00. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
Funding:	0001	OCA	4878		3089	CAP	MASC OCA-2019-00011368	\$3,000.00	
							-		
							-		
Financing:		General Fund						<b>TOTAL:</b>	\$3,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Jennifer Scripps  
 Jennifer Scripps (Nov 5, 2019)  
 By Department Director Nov 5, 2019  
Date

Christen Sutton  
 Christen Sutton (Nov 26, 2019)  
 Approved as to Form by City Attorney Nov 26, 2019  
Date

Jerry Cantrell  
 Jerry Cantrell (Nov 5, 2019)  
 By City Manager Nov 5, 2019  
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

196999

EFFECTIVE DATE

11/04/19 JH

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached);
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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

Vendor Name: Cowtown Bus Charters, Inc. Vendor No. VS90121

Subject: Charter Bus Rental

Lead Dept: Equipment and Fleet Management (EFM)

Action Requested: Authorize a twenty-four-month service contract for charter bus rentals with a driver for touring City projects.

Contract Number:	<u>EFM-2019-00009811</u>	Contract Term:	<u>October 31, 2019</u>	to	<u>October 30, 2021</u>
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Background: This service was a line item on master agreement POM-2018-00005854, but expired on June 12, 2019; however, the service line was inadvertently omitted from renewal master agreement BN19-00009900.

The charter bus rental will provide annual neighborhood tours for City projects and enable City Council members, Boards and Commission members and City staff to be transported safely and efficiently from City Hall to designated project sites.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0196	EFM	1722		3060		MASC- EFM-2019-00009811	\$32,150.00
						-	
						-	
Financing: General Funds						<b>TOTAL:</b>	\$32,150.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$ 0.00	%

**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

Donnell Ripston  
By Department Director

11-1-19  
Date

Suresh Chakrabarti  
Approved as to Form by City Attorney

11/19/19  
Date

[Signature]  
By City Manager

11/4/2019  
Date

M&R



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

197000

EFFECTIVE DATE

9-11-2019 46  
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NOV 27 AM 10:44

1. Place an "X" in the appropriate box for the approval of:

- a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
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4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: CHMURA Vendor No. VC19090

Subject: Annual License To Jobs EQ

Lead Dept: ECO

Action Requested: Annual License To Jobs EQ ✓  
Sole Source Provider Providing Workforce Development

Contract Number: ECO-2019-00011577 Contract Term: 8/3/19 to 8/2/20

Background:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	ECO	1162		2735		- CX-ECO-2019-00011577	15,450.00	
						-		
						-		
Financing:							TOTAL:	15,450.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl 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

9/11/2019  
Date

*[Signature]*  
Approved as to Form by City Attorney  
11/26/19  
Date

*[Signature]*  
By City Manager  
9/11/2019  
Date