



City of Dallas

OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

RECEIVED

2019 OCT -1 PM 2:19

CITY SECRETARY  
DALLAS, TEXAS

9/17/2019

Insituform Technologies, LLC (174419)  
Attention: Tim Peterie  
17988 Edison Ave.  
Chesterfield, MO 63005  
tpeterie@aegion.com  
(214) 317-0950

RE: Cured in Place Pipe (CIPP)  
MA: BMZ1605  
Resolution No. 16-1547

Dear Insituform Technologies, LLC,

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 9/28/2019. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 9/28/2021, 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 9/20/2019.

☒ **YES**, Insituform Technologies, LLC agrees to extend this agreement through 9/28/2021.

☐ **NO**, Insituform Technologies, LLC declines to extend this agreement.

Authorized Signature

Laura M. Andresd  
Contracting & Attesting Officer

09/18/2019

Date

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 (Sep 23, 2019)

Sep 23, 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.

191339



CITY OF DALLAS  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

RECEIVED

2019 OCT 17 AM 10:49

CITY SECRETARY  
DALLAS, TEXAS

Date: September 18, 2019

Dallas Chinese Times  
[chinese9071919@yahoo.com](mailto:chinese9071919@yahoo.com)

Le Jing  
972-907-1919

**RE: Master Agreement BT1706 – ADVERTISING - DALLAS CHINESE TIMES**

Dallas Chinese Times is currently a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires **12/1/2019**. The City of Dallas is requesting to continue this agreement, under the same terms and conditions, for **12/1/2021** or until the funds are depleted.

Please correct the contact information listed above, if needed, complete the information requested below, and return a scanned copy to me by **9/20/2019**.

☒ **YES, VENDOR NAME agrees to extend this agreement for TERM.**

☐ **NO, VENDOR NAME declines to extend this agreement for TERM.**

Authorized Signature

Date

Printed Name & Title

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

Thank you,

Brienne Wilkins, CPPO  
[brienne.wilkins@dallascityhall.com](mailto:brienne.wilkins@dallascityhall.com)  
214-670-0722

*Chhunny Chhean*  
Chhunny Chhean (Oct 8, 2019)

Oct 8, 2019





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

RECEIVED  
2019 OCT -8 PM 5:10  
CITY SECRETARY  
DALLAS, TEXAS

Date: September 27, 2019

Dallas Post Tribune

~~posttrib@aimail.com~~

~~Tribune~~

214-946-7678

sales.ads@dallasposttrib.net or sgray@dallasposttrib.net

Shirley Gray

Mailing address:

PO Box 570769

Dallas, TX 75357

**RE: Master Agreement BT1712 – ADVERTISING - DALLAS POST TRIBUNE**

Dallas Post Tribune is currently a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires **12/1/2019**. The City of Dallas is requesting to continue this agreement, under the same terms and conditions, for **12/1/2021** or until the funds are depleted.

Please correct the contact information listed above, if needed, complete the information requested below, and return a scanned copy to me by **9/20/2019**.

☒ **YES, VENDOR NAME** agrees to extend this agreement for **TERM**.

☐ **NO, VENDOR NAME** declines to extend this agreement for **TERM**.



Authorized Signature

September 27, 2019

Date

Shirley Gray, Publisher/Office Manager

Printed Name & Title

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

Thank you,

Brienne Wilkins, CPPO

brienne.wilkins@dallascityhall.com

214-670-0722

  
Chhunmy Chhean (Oct 8, 2019)

Oct 8, 2019



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

Date: September 24, 2019

Elite News  
Elitenewsblair@aol.com  
Darryl E. Blair  
214-641-3295

CITY SECRETARY  
DALLAS, TEXAS

2019 OCT -9 AM 11:37

RECEIVED

**RE: Master Agreement BT1715 – ADVERTISING – ELITE NEWS**

**Elite News** is currently a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires **12/1/2019**. The City of Dallas is requesting to continue this agreement, under the same terms and conditions, for **12/1/2021** or until the funds are depleted.

Please correct the contact information listed above, if needed, complete the information requested below, and return a scanned copy to me by **9/20/2019**.

- ☒ **YES, VENDOR NAME** agrees to extend this agreement for **TERM**.  
☐ **NO, VENDOR NAME** declines to extend this agreement for **TERM**.

Authorized Signature

Date

Printed Name & Title

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

Thank you,

Brienne Wilkins, CPPO  
brienne.wilkins@dallascityhall.com  
214-670-0722

*Chhunny Chhean*  
Chhunny Chhean (Oct 8, 2019)

Oct 8, 2019

*WLB*



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191342

EFFECTIVE DATE

 10/8/19  
 RECEIVED  
 OCT 11 AM 8:28  
 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

VENDOR NAME Quick Set Concrete, Inc.

VENDOR NUMBER VS0000063718

CONTRACT NAME Storm Drainage Improvements Group 1

DEPARTMENT Dallas Water Utilities

## ACTION REQUESTED

Authorize Administrative Change Order No. 5 to the construction contract with Quick Set Concrete, Inc. for additional bid items as shown on the Attachment "A" for the construction of the miscellaneous stormwater improvements at various sites. The requested action will extend the terms of the contract 360 days. This action has no cost consideration to the City.

CONTRACT NUMBER: TWM-2017-00004083

CONTRACT TERM: 2/20/2019 To 10/25/2019

## BACKGROUND

On November 8, 2017, by Resolution 17-1770, the City Council authorized a construction contract with Quick Set Concrete, Inc. for the construction of three storm drainage improvement projects part of Storm Drainage Improvements Group 1. On May 14, 2017 the Administrative Change Order No. 1 was authorized for alternate work and zero dollar change to the contract. On September 24, 2018 the Administrative Change Order No. 2 was authorized for additional work for the amount of \$39,175.00 and no time extension. On February 21, 2019 the Administrative Change Order No. 3 was authorized for additional work for the amount of \$40,505.00 and 30 days of time extension. Administrative Change Order No. 4 was authorized for alternate work for the amount of zero dollar and 247 days of time extension. This change order No. 5 is for the construction of the miscellaneous stormwater improvements at various sites and zero dollar change order with 360 days of time extension.

## FUNDING

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

PROGRAM NO.:

COMMODITY CODE:

FINANCING:

## M/WBE INFORMATION

Place an "X" in the appropriate boxes:

☐

African-American

☐

Hispanic

Caucasian: Female

☐

Male

☐☐

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

M/WBE Certification Number:

## CHANGE ORDER DATA

Change Order No.	5	Original CR/AA No.	17-1770
Original CR/AA Date	11/8/2018	Original CR/AA Amount	\$778,095.00
Total of Previous Change Orders	\$79,680.00		
Change Amount Including this Order	\$79,680.00		
Total Change Order Percentage	10.24%		

## APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE

10/8/19

191343

**Exhibit C  
Memorandum**

**RECEIVED**

2021 OCT 14 AM 10:40

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE September 30, 2021  
TO City Secretary  
SUBJECT Correction to AA 19-1343

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

The subject Administrative Change Order was approved on October 8, 2019 authorized to the construction contract with Vescorp Construction, LLC. to address the miscellaneous stormwater improvement at various sites.

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

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

**Administrative Change Order should read as follows:**

Authorize Administrative Change Order No. 1 to the construction contract with Vescorp Construction, LLC to decrease the quantity of 8" RC paving, 8" concrete, flex base, sodding, geotextile silt fence, and add bid items as shown on the Attachment "A" for the construction of the miscellaneous stormwater improvement at various sites. The requested action will extend the terms of the contract 360 days. This action has no cost consideration to the City.

CONTRACT NUMBER: TWM-2018--00007022

CONTRACT TERM: 08/08/2018 to 08/08/2021

CONTRACT TERM: 08/08/2018 to 08/03/2022

Director (or designee.):

SS

Signature

Date

Print Name

OFS: ☐ Approved

☐ Denied

Is ATT Approval Needed? ☐ Y ☐ N

OFS:

Signature

Date

Print Name

ATT: ☐ Approved

☐ Denied

Assistant City Attorney:

Signature

Date

Print Name

8/10/21



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191343

EFFECTIVE DATE

10/8/19  
CITY SECRETARY  
DALLAS, TEXAS  
2019 OCT 11 AM 8:23  
RECEIVED

## 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

**VENDOR NAME** Vescorp Construction, LLC **VENDOR NUMBER** VS89922

**CONTRACT NAME** Pavement and Infrastructure Repairs **DEPARTMENT** Dallas Water Utilities

## ACTION REQUESTED

Authorize Administrative Change Order No. 1 to the construction contract with Vescorp Construction, LLC to decrease the quantity of 8" RC paving, 8" concrete, flexbase, sodding, geotextile silt fence, and add bid items as shown on the Attachment "A" for the construction of the miscellaneous stormwater improvement at various sites. The requested action will extend the terms of the contract 360 days. This action has no cost consideration to the City.

**CONTRACT NUMBER:** TWM-2018-00007022 **CONTRACT TERM:** 8/8/2018 To 8/8/2021

## BACKGROUND

On August 8, 2018, by Resolution No. 18-1058, the City Council authorized with Vescorp Construction, LLC for a construction contract for pavement and infrastructure repairs at various locations. This Change Order No. 1 will extend the contract an additional 360 days for the construction of the miscellaneous stormwater improvements at various sites.

## FUNDING

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

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

## M/WBE INFORMATION

Place an X in the appropriate boxes:

☐

African-American

☐

Hispanic

Caucasian: Female

☐

Male

☐☐

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

M/WBE Certification Number:

## CHANGE ORDER DATA

Change Order No.	1	Original CR/AA No.	18-1058
Original CR/AA Date	8/8/2018	Original CR/AA Amount	\$27,527,343.00
Total of Previous Change Orders			\$0.00
Change Amount Including this Order			\$0.00
Total Change Order Percentage			0.00%

## APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE

10/8/19

RECEIVED

2019 OCT 10 PM 3:47

CITY SECRETARY  
DALLAS, TEXAS

**City of Dallas  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST**

October 7, 2019

Vulcan, Inc. (VS0000019813)  
Attention: J. Todd Koniar  
PO Box 1850  
Foley, AL 36536-1850  
Vulcan1@vulcaninc.com  
888-846-2745

RE: Aluminum Sign Blanks  
MA: BQ1528  
AA/Res: Resolution: 16-0073

Dear Vulcan, 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 12, 2020. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through January 12, 2022, 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 11, 2019.

☒ **YES**, Vulcan, Inc. agrees to extend this agreement through January 12, 2022.

☐ **NO**, Vulcan, Inc. declines to extend this agreement.

Authorized Signature

10/07/2019

Date

J. Todd Koniar

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 (Oct 9, 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

191345

EFFECTIVE DATE

10/10/19

CITY SECRETARY  
DALLAS, TEXAS

OCT 11 AM 10:00

RECEIVED

## 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>	North Texas Contracting	<b>VENDOR NUMBER</b>	514455
<b>CONTRACT NAME</b>	Wynnewood Village Drainage Improvements	<b>DEPARTMENT</b>	Dallas Water Utilities

## ACTION REQUESTED

Authorize Change Order No. 3 to the construction contract with North Texas Contracting for the Wynnewood Village Drainage Improvements project to increase the contract time from 338 calendar days to 396 calendar days, and to utilize savings to pay for changes to the headwall at Heyser Drive. This change order will not increase the contract amount.

**CONTRACT NUMBER:** TWM-2018-00006611 **CONTRACT TERM:** 7/11/2018 To 10/31/2019

## BACKGROUND

The Wynnewood Village Drainage Improvements project includes the installation of 8-foot by 8-foot reinforced box culverts to improve drainage and reduce flooding risk around the Wynnewood Village Shopping Center. In May 2019, the City requested changes to the headwall at Heyser Drive due to slope stability and erosion concerns potentially threatening Heyser Drive. Redesign of the headwall was completed at the end of May 2019 and submitted to the contractor early June 2019. Negotiations for the headwall changes were completed in July 2019. This City requested change delayed the contractor's schedule by 58 calendar days and the changes will be paid utilizing contract savings.

## FUNDING

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

PROGRAM NO.: TW17VD32

COMMODITY CODE:

FINANCING:

## M/WBE INFORMATION

Place an "X" in the appropriate boxes:

☐

African-American

☐

Hispanic

Caucasian: Female

☐

Male

☒☐

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

M/WBE Certification Number:

## CHANGE ORDER DATA

Change Order No.	3	Original CR/AA No.	18-0914
Original CR/AA Date	6/27/18	Original CR/AA Amount	\$2,425,170.00
Total of Previous Change Orders	\$6,430.00		
Change Amount Including this Order	\$6,430.00		
Total Change Order Percentage	0.265%		

## APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE

10/15/19

191346

## Memorandum

RECEIVED

2020 FEB 19 PM 3: 08



CITY OF DALLAS

DATE January 30, 2020

CITY SECRETARY  
DALLAS, TEXAS

TO City Secretary

SUBJECT Correction to Administrative Change Order #19-1346

This is the first (Y) correction to the subject Administrative Change Order.

The subject Administrative Change Order was approved on 10/9/19 authorizing Change Order No. 1 to the construction contract with Camino Construction, L.P.

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

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

Administrative Change Order\Action Fee Schedule Breakdown Form should read as follows:

---

Change Order Number 1

Street Group 12-465 - Meek Street from  
Carbondale to Hull - PB03P378

Add  
ITEM

ITEM							
Item#	Description	Unit	Unit Price	Quantity			Amount
				Original	Revised	Change	
<del>Schedule A</del> Schedule D - Paving							
101ABC	Establish survey controls for Meek Street	LS	\$4,600.00	0.00	1.00	1.00	\$4,600.00
							\$4,600.00

SubTotal Add Item to <del>Schedule A</del> Schedule D	\$4,600.00
---	------------


Total For Department of Public Works	\$4,600.00
Total For Wastewater Main - Dallas Water Utilities Department	\$0.00
Total For Dallas Water Utilities Department	\$0.00

Grand Total	\$4,600.00
-------------	------------

8/2/20




Department: Public Works

Director (or designee.):  2/5/20  
Signature Date  
Robert Perez  
Print Name

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

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

OFS:  2/11/2020  
Signature Date  
NOOR SHAIKH  
Print Name

ATT: ☐ Approved ☐ Denied

Assistant City Attorney: \_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Print Name

## ADMINISTRATIVE CHANGE ORDER \ ACTION FEE SCHEDULE BREAKDOWN FORM

Change Order Number 1

Street Group 12-465 - Meek Street from Carbondale to Hull -  
PB03P378

## Add ITEM

Rd 172M							
Item#	Description	Unit	Unit Price	Quantity			Amount
				Original	Revised	Change	
Schedule D- Paving							
101ABC	Establish survey controls for Meek Street	LS	\$4,600.00	0.00	1.00	1.00	\$4,600.00
							\$4,600.00


<b>SubTotal Add Item to Schedule D</b>							<b>\$4,600.00</b>
<b>Total For Department of Public Works</b>							<b>\$4,600.00</b>
<b>Total For Wastewater Main - Dallas Water Utilities Department</b>							<b>\$0.00</b>
<b>Total For Dallas Water Utilities Department</b>							<b>\$0.00</b>
<b>Grand Total</b>							<b>\$4,600.00</b>



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191346

EFFECTIVE DATE

10/9/19

## 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

VENDOR NAME Camino Construction, L.P.

VENDOR NUMBER 144735

CONTRACT NAME Street Group 12-465 - Hendricks Ave &amp; Meek Street

DEPARTMENT 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 \$4,600.00. This action will increase the contract amount from \$1,047,136.50 to 1,051,736.50.

CONTRACT NUMBER: PBW-2019-00009022

CONTRACT TERM: 7/8/2019 To 5/8/2020

## BACKGROUND

The Meek Street construction plans were finalized in 2008. However, the construction of the project was delayed due to a prolonged Eminent Domain process to acquire the Right-Of-Way parcels needed for the project. Unfortunately, the survey controls that were established and set can no longer be found in the field because they have been destroyed during periodic street maintenance. Consequently, it is necessary to re-establish the survey controls for the construction of Meek Street. This will require adding a new item to the contract. Also, it is necessary to compensate the contractor for the time lost. All items need for this change order are listed in the attachment.

## FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
5R22	PBW	P378	PPPF	4510	PB03P378	PBW-2019-00009022	\$4,600.00

PROGRAM NO.: PB03P378

COMMODITY CODE:

FINANCING: 2003 BOND FUND

## 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: HMDB38344N0620

## CHANGE ORDER DATA

Change Order No.	1	Original CR/AA No.	19-0353
Original CR/AA Date	2/27/2019	Original CR/AA Amount	\$1,047,136.50
Total of Previous Change Orders			\$0
Change Amount Including this Order			\$4,600.00
Total Change Order Percentage			0.44%

## APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE



RECEIVED

2019 OCT 15 PM 3:38

City of Dallas  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

CITY SECRETARY  
DALLAS, TEXAS

August 8, 2019

Good Earth Corporation (510006)  
Attention: George Belk  
~~8020 Heinen Drive~~ 7922 Forney Road  
Dallas, TX 75227  
gbelk@goodearth-inc.com  
214-381-5899

RE: Grounds Maintenance, Xeriscaping and Flower Beds  
MA: POM-2016-00001132  
AA/Res: Resolution: 17-0263

Dear Good Earth Corporation,

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 24, 2020. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through January 24, 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 August 22, 2019.

- ☒ **YES**, Good Earth Corporation agrees to extend this agreement through January 24, 2021.  
☐ **NO**, Good Earth Corporation declines to extend this agreement.

Authorized Signature

August 12, 2019  
Date

George Belk, COO

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

Chhunmy Chhuan (Oct 10, 2019)

Oct 10, 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**  
**OFFICE OF PROCUREMENT SERVICES**  
**MASTER AGREEMENT EXTENSION REQUEST**

RECEIVED

2019 OCT 15 PM 3:38

CITY SECRETARY  
DALLAS, TEXAS

August 8, 2019

Texas Blooms Organic Landscape Co. (346030)  
 Attention: Patti Lancaster  
 6490 Ridgemont Drive  
 Dallas, TX 75214  
 2pal@sbcglobal.net  
 214-232-7431

RE: Grounds Maintenance, Xeriscaping and Flower Beds  
 MA: POM-2016-00001132  
 AA/Res: Resolution: 17-0263

Dear Texas Blooms Organic Landscape Co.,

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 24, 2020. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through January 24, 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 August 22, 2019.

☒ YES, Texas Blooms Organic Landscape Co. agrees to extend this agreement through January 24, 2021.

☐ NO, Texas Blooms Organic Landscape Co. declines to extend this agreement.

*Patti Lancaster*  
 Authorized Signature  
 8/20/2019  
 Date  
 Patti Lancaster owner Texas Blooms  
 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*  
City of Dallas, TX 75201-1010

Oct 10, 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.



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CITY OF DALLAS 19 OCT 15 PM 3:38

OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST  
CITY SECRETARY  
DALLAS, TEXAS

[10/9/2019]

L.J. Power, Inc., VS0000073843  
Brett Siewert  
12707 Nutty Brown Rd, Building F  
Austin, TX 78737  
b.siewert@ljpower.net  
(737) 703- 5000

**RE: Master Agreement DFD-2019-00010847, DFD - Generator Purchase and Installation (4)**

**L.J. Power, Inc.** is currently a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires **3/10/2020**. The City of Dallas requests to continue this agreement, under the same terms and conditions, for **52 days, 5/1/2020**, or until the funds are depleted.

Please complete the information requested below, and email a scanned copy to me by **10/16/2019**.

☒ **YES, [L.J. Power, Inc.]** agrees to extend this agreement for **[52 days]**.

**PLEASE UPDATE CONTACT INFORMATION**

<b>Vendor Name:</b> LJ Power, Inc.
<b>Attention:</b> Brett Siewert
<b>Vendor Street Address:</b> 12707 Nutty Brown Road, Building F
<b>Vendor City, State Zip:</b> Austin, TX 78737
<b>Vendor Email:</b> b.siewert@ljpower.net
<b>Vendor Phone No.:</b> (737) 703-5000
<b>Contract Signer Name &amp; Title:</b> Brett Siewert, Sales Manager

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

 10/09/2019  
\_\_\_\_\_  
Authorized Signature Date

Brett Siewert, Sales Manager

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 (Oct 10, 2019)

Oct 10, 2019

MS



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2019 OCT 15 PM 3:38

**City of Dallas**  
**OFFICE OF PROCUREMENT SERVICES**  
**MASTER AGREEMENT EXTENSION REQUEST**

August 8, 2019

Earth Haulers, Inc. (013071)  
 Attention: Benny Tucker  
 11500 Mosier Valley Road  
 Fort Worth, TX 76040  
 info@earthhaulers.com  
 817-540-2777

RE: Aggregates  
 MA: POM-2016-00001537  
 AA/Res: Resolution: 17-0184

Dear Earth Haulers, 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 24, 2020. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through January 24, 2022, 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 August 22, 2019.

☒ **YES**, Earth Haulers, Inc. agrees to extend this agreement through January 24, 2022.

☐ **NO**, Earth Haulers, Inc. declines to extend this agreement.

  
 Authorized Signature  
 BENNY TUCKER  
 Printed Name and Title

08/19/2019  
 Date

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 (Oct 10, 2019)

Oct 10, 2019

Assistant Director or Director  
 Office of Procurement Services

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



**City of Dallas**  
**OFFICE OF PROCUREMENT SERVICES**  
**MASTER AGREEMENT EXTENSION REQUEST**

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2019 OCT 15 PM 3:38

CITY SECRETARY  
DALLAS, TEXAS

August 8, 2019

Q. Roberts Trucking, Inc. (VC14247)  
 Attention: Quincy Roberts  
 2508 Club Terrace Drive  
 Dallas, TX 75237  
 quincy@robertstruckinginc.com  
 214-843-5743

RE: Aggregates  
 MA: POM-2016-00001537  
 AA/Res: Resolution: 17-0184

Dear Q. Roberts Trucking, 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 24, 2020. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through January 24, 2022, 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 August 22, 2019.

☒ **YES**, Q. Roberts Trucking, Inc. agrees to extend this agreement through January 24, 2022.

☐ **NO**, Q. Roberts Trucking, Inc. declines to extend this agreement.

  
 Authorized Signature

08/08/2019

Date

Quincy Roberts CEO

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 (Oct 10, 2019)

Oct 10, 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.**





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OCT 15 PM 3:39

CITY SECRETARY  
DALLAS, TEXAS

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

09/16/2019

S-4 Quality Shavings, LLC VS0000067436

Mike Stewart

970 Vinyard Road

Marshfield, MO 65706

mikeas@centurytel.net

417-859-0591

RE: BT1702 – Animal Bedding – Wood Shavings

AA/Res: No.

Prior Actions: No(s).

Dear Mr. Stewart,

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 **02/21/2020**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **02/21/2021**, 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. *Not to include cedar shavings.*

Please complete the information requested below and send the completed form to me via email by **Extension Letter Due Date**.

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

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

*Michael Stewart*  
Authorized Signature

*9-20-19*  
Date

*Michael Stewart Co-owner*  
Printed Name and Title

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

Thank you,

Marci Chrismon, Sr. Buyer

Marci.chrismon@dallascityhall.com

214-671-9412

*Chhunny Chhean*  
Chhunny Chhean (Oct 10, 2019)

Oct 10, 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 OCT 15 PM 3:39

City of Dallas  
OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

8/15/2019

~~ADB Airfield Solutions LLC~~

Leslie Moore

977 Gahanna Parkway

Columbus, Ohio 43230

leslie.moore@leslie.moore@adbsafegate.com

614-573-2367

ADB Safegate Americas, LLC

RE: Airfield Lighting &amp; Parts

MA: BU1225

AA/Res: 12-2970

Dear ADB Airfield Solutions LLC

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 12/9/19. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 12/9/20, 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 8/22/19.

- ☒ YES, Airfield Lighting & Parts agrees to extend this agreement through [New Expiration Date].  
☐ NO, Airfield Lighting & Parts declines to extend this agreement.

MAM

8/27/19

Authorized Signature

Date

MICHAEL MORROW CF

Printed Name and Title

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

Thank you,

David Cortinas, Senior Buyer

david.cortinas@dallascityhall.com

214-671-8287

Chhunmy Chhean

Chhunmy Chhean (Oct 10, 2019)

Oct 10, 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.

WJ



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2019 OCT 15 PM 3:39

City of Dallas

OFFICE OF PROCUREMENT SERVICES SECRETARY  
MASTER AGREEMENT EXTENSION REQUEST, TEXAS

August 8, 2019

Chemtrade Chemicals US, LLC (53277)

Attention: Elizabeth Ryno

90 East Halsey Road

Parsippany, NJ 07054

bids@chemtradelogistics.com

800-441-2659

RE: Chemical Polyaluminum Chloride Coagulant

MA: POM-2016-00001473

AA/Res: Resolution: 17-0069

Dear Chemtrade Chemicals US LLC,

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 10, 2020. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through January 10, 2022, 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 August 22, 2019.

☒ YES, Chemtrade Chemicals US LLC agrees to extend this agreement through January 10, 2022.

☐ NO, Chemtrade Chemicals US LLC declines to extend this agreement.

AUGUST 22, 2019

Authorized Signature

Date

ANN HOPLER, MARKETING SPECIALIST

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 Chhuan (Oct 10, 2019)

Oct 10, 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.

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2019 OCT 15 PM 3:39



CITY OF DALLAS

OFFICE OF PROCUREMENT SERVICES  
MASTER AGREEMENT EXTENSION REQUEST

CITY SECRETARY  
DALLAS, TEXAS

[9/25/2019]

JumpR2, Inc. dba ACRpoint Labs of Plano, VS0000084537

Bob Roberts

720 E Park Blvd #102

Plano, TX 75074

brobert@arcpointlabs.com

(469) 656-7999

**RE: Master Agreement BY1408, Alcohol & Controlled Substance Testing for DPD**

JumpR2, Inc. dba ACRpoint Labs of Plano is currently a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires **11/30/2019**. The City of Dallas requests to continue this agreement, under the same terms and conditions, for **1 year, 11/30/2020**, or until the funds are depleted.

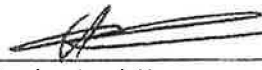
Please complete the information requested below, and email a scanned copy to me by **10/2/2019**.

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

**PLEASE UPDATE CONTACT INFORMATION**

Vendor Name:	JumpR2, Inc. dba Arc-point Labs of Plano
Attention:	Bob Robert
Vendor Street Address:	720 - E Park Blvd #102
Vendor City, State Zip:	Plano TX 75072
Vendor Email:	Robert.Bob@SbcGLOBAL.NET
Vendor Phone No.:	469-371-3077
Contract Signer Name & Title:	Bob Robert / President

☐ **NO, [Vendor Name] declines to extend this agreement for 1 Year.**

  
Authorized Signature

9/30/19  
Date

Bob Robert / President  
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 (Oct 10, 2019)

Oct 10, 2019

48

# Memorandum

RECEIVED

2020 FEB 18 PM 3: 87

CITY SECRETARY  
DALLAS, TEXAS

191356



CITY OF DALLAS

DATE January 30, 2020

TO City Secretary  
SUBJECT Correction to Administrative Change Order #19-1356

This is the first (Y) correction to the subject Administrative Change Order.

The subject Administrative Change Order was approved on 10/14/19 authorizing Change Order No. 3 to the construction contract with Texas Standard Construction, LTD for Casa View and Gus Thomasson Streetscape – PB12W053.

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


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

Administrative Change Order should read as follows:

## ACTION REQUESTED

Authorize Change Order No. 3 to the construction contract with Texas Standard Construction, LTD, for Casa View and Gus Thomasson Streetscape improvements for \$5,556.93. This action will increase the contract amount from 4,276,403.95. to ~~\$4,276,960.88~~ \$4,281,960.88.


Department: Public Works

Director (or designee.):   
Signature  
Robert Perez  
Print Name

1/30/20  
Date

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

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

OFS:   
Signature  
NOOR, SHAIKH  
Print Name

2/11/20  
Date

ATT: ☒ Approved ☐ Denied

Assistant City Attorney:   
Signature  
Milton Henderson  
Print Name

2/14/20  
Date

*Handwritten note:* 2/24/20



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191356

EFFECTIVE DATE

10/14/19

## 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

RECEIVED  
OCT 15 PM 2:17  
CITY SECRETARY  
DALLAS, TEXAS

<b>VENDOR NAME</b>	Texas Standard Construction, LTD	<b>VENDOR NUMBER</b>	508379
<b>CONTRACT NAME</b>	Casa View and Gus Thomasson Streetscape	<b>DEPARTMENT</b>	Public Works

## ACTION REQUESTED

Authorize Change Order No. 3 to the construction contract with Texas Standard Construction, LTD, for Casa View and Gus Thomasson Streetscape improvements for \$5,556.93. This action will increase the contract amount from \$4,276,403.95 to \$4,276,960.88.

**CONTRACT NUMBER:** STS-2017-00001685 **CONTRACT TERM:** 2/10/2017 To 12/31/2019

## BACKGROUND

During construction, it was discovered that guard post protection for Water Meter is needed to be installed at the Fire Line Water Services. All items needed for this change order are listed in the attachment.

## FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
0102	DWU	CW42		4550	717135	CT-DWU717135CP	\$5,556.93

**PROGRAM NO.:** PB12W053 **COMMODITY CODE:** 91200 **FINANCING:** Water Utilities Capital Construction Funds

## M/WBE INFORMATION

Place an 'X' in the appropriate boxes:

☐

African-American

☐

Hispanic

Caucasian: Female

☐

Male

☒☐

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

M/WBE Certification Number:

## CHANGE ORDER DATA

Change Order No.	3	Original CR/AA No.	17-0439
Original CR/AA Date	2/22/2017	Original CR/AA Amount	\$4,216,721.95
Total of Previous Change Orders	\$59,682.00		
Change Amount Including this Order	\$65,238.93		
Total Change Order Percentage	1.55%		

## APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE

10/14/19

RECEIVED

2019 OCT 28 AM 10:12

CITY SECRETARY  
DALLAS, TEXAS

**City of Dallas**  
**OFFICE OF PROCUREMENT SERVICES**  
**MASTER AGREEMENT EXTENSION REQUEST**

10/24/19

CEI Anthracite (VS0000005087)

Attention: Liz Corch  
 603 S Church Street  
 Hazleton, PA 18201  
 liz@cei-anthracite.com  
 (570) 459-7005

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

Dear CEI Anthracite,

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**, CEI Anthracite agrees to extend this agreement through 11/5/20.

☐ **NO**, CEI Anthracite declines to extend this agreement.

Elizabeth Corch  
 Elizabeth Corch (Oct 25, 2019)

Oct 25, 2019

Authorized Signature	Date
Elizabeth Corch	Sales Manager
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

Chhunhy Chhean  
 Chhunhy Chhean (Oct 25, 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**  
**OFFICE OF PROCUREMENT SERVICES**  
**MASTER AGREEMENT/CONTRACT EXTENSION REQUEST**

RECEIVED  
 2019 OCT 17 PM 3:13

CITY SECRETARY  
 DALLAS, TEXAS

10/10/2019

Accento, 504178  
 Jenny Carlisle and Michael Mahler  
 1011 S. Broadway, Ste 220  
 Carrollton, TX 75006  
 jcarlisle@accento.com  
 972-242-4500

**RE: BX1309 On-Site Interpreters**

Dear Mr. Mahler and Ms. Carlisle,

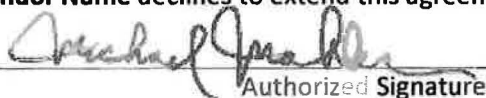
Your company is currently supplying goods and/or services as a vendor of the City of Dallas for the above referenced master agreement. The term of this agreement expires on **12/21/2019**. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through **06/21/2020**, 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 15, 2019**.

☒ **YES, Vendor Name agrees to extend this agreement through 06/21/2020.**

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

  
 Authorized Signature

10/15/19

Date

Michael Mahler, President

Printed Name and Title

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

Thank you,  
 Marci Chrismon, Sr. Buyer  
 marci.chrismon@dallascityhall.com  
 214-212-0336


  
 Chhunny Chhean (Oct 17, 2019)

Oct 17, 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

**191359**

EFFECTIVE DATE

**10/3/2019****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 ☒

**VENDOR NAME** Mary Ann Davis (dba Peak Performance Solution) **VENDOR NUMBER** VC19391  
**CONTRACT NAME** Elizebeth Loomis **DEPARTMENT** Office of Homeless Solutions

**ACTION REQUESTED**

Authorize an increase funds for Administrative Action 196439 to Mary Ann Davis, Peak Performance Solution to provide additional staff development training for the Office of Homeless Solutions staff on team building, equity training and DiSC assessment.

**CONTRACT NUMBER:** OHS-2019-00011338 **CONTRACT TERM:** 9/26/2019 To 12/1/2019

**BACKGROUND**

The Office of Homeless Solutions is committed to training staff on equity, healthy conflict resolution and customer service to improve the quality of life and service for Dallas residents.

**FUNDING**

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
0001	MGT	4289		3070		OHS-2019-00011338	\$6,150.75

PROGRAM NO.: COMMODITY CODE: FINANCING:

**M/WBE INFORMATION**

Place an X in the appropriate boxes:

☐ African-American ☐ Hispanic

Caucasian: Female ☐ Male ☐

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

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

**CHANGE ORDER DATA**

Change Order No. \_\_\_\_\_ Original CR/AA No. **196439**  
 Original CR/AA Date **8/23/2019** Original CR/AA Amount **\$24,635.00**

Total of Previous Change Orders **0**  
 Change Amount Including this Order **\$6,150.75**

Total Change Order Percentage **24.00%**

**APPROVAL**

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

BY DEPARTMENT DIRECTOR

DATE

**10/3/19**



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191360

EFFECTIVE DATE

SEP 25 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  
2019 OCT 31 AM 10:47  
CITY SECRETAR  
DALLAS, TEXAS

<b>VENDOR NAME</b>	3i Contracting, LLC	<b>VENDOR NUMBER</b>	VS0000060923
<b>CONTRACT NAME</b>	SINGING HILLS RECREATION CENTER REPLACEMENT PROJECT - GYM. ADDITION	<b>DEPARTMENT</b>	Park and Recreation

## ACTION REQUESTED

Authorize an increase in the construction contract with 3I Contracting, LLC in the amount of \$10,998.15; thereby increasing the contract from \$6,110,078.30 to \$6,121,076.45.

<b>CONTRACT NUMBER:</b>	PKR-2018-00006540	<b>CONTRACT TERM:</b>	365 Calendar Days To 447 Calendar Days
-------------------------	-------------------	-----------------------	--

## BACKGROUND

This change order consists of the following items

1. Relocation of AT&T line to the building due to the Construction of the Senior Center.

## FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
1V00	PKR	VB22	MMCF	4599	PK17VB22	CX PKR-2018-00006540	\$10,998.15

PROGRAM NO.: See Program      COMMODITY CODE: 91200      FINANCING: 2017 Bond Park and Recreation Facilities (B)

## M/WBE INFORMATION

Place an ☒ in the appropriate boxes:

☐ African-American      ☐ Hispanic

Caucasian: Female ☐ Male ☐

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

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

## CHANGE ORDER DATA

Change Order No. 5      Original CR/AA No. 18-0942  
Original CR/AA Date 6/27/2018      Original CR/AA Amount \$5,950,000.00

Total of Previous Change Orders \$160,078.30 / \$6,110,078.30

Change Amount Including this Order \$171,076.45 / \$6,121,076.45

Total Change Order Percentage 2.88%

## APPROVAL

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

BY DEPARTMENT DIRECTOR

Robert Abtahi, President  
Park and Recreation Board

Date

Attested by:

Anthony Becker, Interim Secretary  
Park and Recreation Board

DATE

Date



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

191361

EFFECTIVE DATE

SEP 25 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  
2019 OCT 31 AM 10:17  
CITY SECRETAR  
DALLAS, TEXA

<b>VENDOR NAME</b>	MART Inc.	<b>VENDOR NUMBER</b>	500027
<b>CONTRACT NAME</b>	SINGING HILLS RECREATION CENTER REPLACEMENT PROJECT	<b>DEPARTMENT</b>	Park and Recreation

## ACTION REQUESTED

Authorize an decrease in the construction contract with MART Inc. in the amount of (-\$2,587.61); thereby decreasing the contract from \$4,646,594.86 to \$4,644,007.25

<b>CONTRACT NUMBER:</b>	PKR-2016-00000798	<b>CONTRACT TERM:</b>	574 Calendar Days To 574 Calendar Days
-------------------------	-------------------	-----------------------	--

## BACKGROUND

This change order consists of the following items:

1. Provide and Install concrete wall as part of the elevator shaft.
2. Provide and install electrical conduit with 90° elbows at all lamp post locations.
3. Provide and install tree wells at the tree locations.
4. Provide credit for the elimination of Retractable walls

All changes are owner requested.

## FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
1V00	PKR	VB22	MMCF	4599	PK17VB22	CT PKR16019552	(\$2,587.61)

PROGRAM NO.: See Program      COMMODITY CODE: 91200      FINANCING: 2017 Bond Fund  
Park and Recreation Facilities (B)

## 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. 6      Original CR/AA No. 161068  
Original CR/AA Date 6/22/2016      Original CR/AA Amount \$4,470,000.00  
Total of Previous Change Orders \$176,594.86/\$4,646,594.86  
Change Amount Including this Order \$174,007.25/\$4,644,007.25  
Total Change Order Percentage 3.89%

## APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE 9.25.19

Robert Abtahi, President  
Park and Recreation Board

Date

Attested by: Anthony Becker  
Anthony Becker, Interim Secretary  
Park and Recreation Board

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**

196608

**EFFECTIVE DATE**

9/24/19 (sm)

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: Green Planet, Inc.

Vendor No. 357112

Subject: Waste Disposal

Lead Dept: MGT-Office of Environmental Quality &amp; Sustainability

Action Requested:

Authorize payment in the amount of \$500.00 for the waste disposal that was added to an invoice that was not apart of the MA. Also, MA-BW1601 was discontinued and this can not be paid on the new MA since services were rendered before the new agreement.

Contract Number: MGT-2019-00011646 Contract Term: August 2019 to December 2019

Background:

This action will provide payment for waste disposed of for the Stormwater Management Division of the Office of Environmental Quality and Sustainability. The former MA (BW1601) did not have these lines and the new MA(POM-2019-00010458) cannot be used because services were rendered before the new agreement went into effect.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	5610	EN10	3320		MGT 2019-00011646	500.00
						-	
						-	
Financing:							TOTAL: 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.

By Department Director

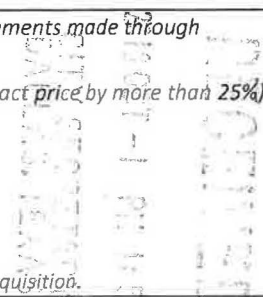
Date

Approved as to Form by City Attorney

Date

By City Manager

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196609</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; margin: 5px 0;">9/24/19</div>																												
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Vendor Name:	Protect Environmental Services		Vendor No.	VS0000039052																											
Subject:	Spill Clean-up																														
Lead Dept:	MGT- Office of Environmental Quality																														
Action Requested:	Authorize payment in the amount of \$7027.67 for spill clean-up conducted at the 4600 block of Irving Blvd in Dallas, TX <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%;">Contract Number:</td> <td style="width: 20%;">MGT 2019-00011640</td> <td style="width: 20%;">Contract Term:</td> <td style="width: 20%;">Aug 2019</td> <td style="width: 10%;">to</td> <td style="width: 10%;">Dec 2019</td> </tr> </table>				Contract Number:	MGT 2019-00011640	Contract Term:	Aug 2019	to	Dec 2019																					
Contract Number:	MGT 2019-00011640	Contract Term:	Aug 2019	to	Dec 2019																										
Background:	This action will provide payment of invoice 9829. MA BW1601 was closed out and a new MA was put in place with other vendors. Need to pay for services rendered.																														
Funding:	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">FUND</th> <th style="width: 10%;">DEPT</th> <th style="width: 10%;">UNIT</th> <th style="width: 10%;">ACTV</th> <th style="width: 10%;">OBJ</th> <th style="width: 10%;">PROGRAM</th> <th style="width: 20%;">ENCUMBRANCE TYPE and NUMBER</th> <th style="width: 10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>MGT</td> <td>5610</td> <td>EN10</td> <td>3099</td> <td></td> <td>MGT 2019-00011640</td> <td>\$7027.67</td> </tr> <tr> <td colspan="7">Financing:</td> <td>TOTAL: \$7027.67</td> </tr> </tbody> </table>							FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	MGT	5610	EN10	3099		MGT 2019-00011640	\$7027.67	Financing:							TOTAL: \$7027.67
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**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



 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196610</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">09/26/2019</div>																																								
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<b>Vendor Name:</b> Carolina Software, Inc						<b>Vendor No.</b> 354251																																									
<b>Subject:</b> WasteWORKS Software Annual Maintenance and Support – payment for FY20																																															
<b>Lead Dept:</b> Sanitation Services																																															
<b>Action Requested:</b> Authorize a 12-month database and software maintenance and support agreement for WasteWORKS software.																																															
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;"><b>Contract Number:</b></td> <td style="border: 1px solid black; padding: 2px;">SAN-2019-00011434</td> <td style="border: 1px solid black; padding: 2px;"><b>Contract Term:</b></td> <td style="border: 1px solid black; padding: 2px;">10/1/2019</td> <td style="border: 1px solid black; padding: 2px;">to</td> <td style="border: 1px solid black; padding: 2px;">9/30/2020</td> </tr> </table>								<b>Contract Number:</b>	SAN-2019-00011434	<b>Contract Term:</b>	10/1/2019	to	9/30/2020																																		
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<b>Background:</b> Sanitation Services uses WasteWORKS Software provided by Carolina Software, Inc (sole source) to maintain the tracking, weighing and billing of materials received at McCommas Bluff Landfill and the transfer stations. This agreement provides 24/7 telephone and remote support of the automated kiosks, software and any software updates delivered by the vendor.																																															
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**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



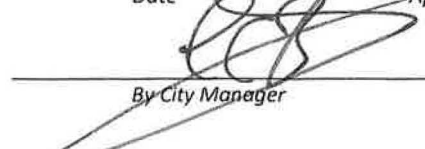
Date


By City Manager

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196611</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">09/23/2019 <i>BR</i></div>										
	1. Place an "X" in the appropriate box for the approval of:																
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
Vendor Name:					Harvard Business School Publishing		Vendor No.		VC0000004336								
Subject:		SERVE Leadership Development Program – Onsite Training															
Lead Dept:		Human Resources															
Action Requested:		As a part of the Executive Leadership Development Program, the City of Dallas is looking to provide 12 months of online training licenses of Harvard ManageMentor (HMM) for up to 50 Executive Leadership Team Members. The HMM licenses include training topics that cover the 25 Executive Core Qualifications (ECQs). See attached. The online training should be designed to drive positive behavioral change and increase individual job effectiveness. The licenses are to be available between October 2019 to October 2020.															
		Contract Number:		PER-2019-00011414			Contract Term:		<i>BR</i> October 1, 2019 to <i>BR</i> September 30, 2020								
Background:		The second step in the SERVE Leadership Development Program to provide online training for up to 50 Executive Leadership Team Members. The online training is to strengthen the Executive Leaders in their development needs in the City's Executive Core Qualifications (ECQs) to drive positive behavioral change and increase individual job effectiveness.															
Funding:		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		0001		PER		1432				3361		CX		- PER-2019-00011414		\$36,396 ✓	
														-			
														-			
		Financing:										TOTAL:		\$36,396.00 <i>BR</i>			
Contract Amendment Information:		Supplemental Agreement No.		Base CR/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	9-19-2019 Date	 Approved as to Form by City Attorney	10/2/2019 Date
 By City Manager		9/23/19 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> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196612</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">09/26/2019</div>		
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.           <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).           <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.           <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.           <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.           <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 50%; text-align: right; font-size: 0.8em;">           CITY SECRETARY            OFFICE OF THE CITY SECRETARY            1015 TEXAS            9/26/2019 PM 2:04         </div> </div>								
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Vendor Name:		CaremarkPCS Health, L.L.C				Vendor No.		VCIS738	
Subject:		Activation of CVS Flu Shots Network							
Lead Dept:		Human Resources							
Action Requested:		Authorize Amendment No4 to the Administration Services Contract Between CaremarkPCS health, L. L.C and the City of Dallas							
		Contract Number:		PER-2018-0008138		Contract Term:		10/1/2019 to 10/1/2020	
Background:		CVS has been the TPA for the pharmacy benefit management for the City's health care plans since 2012. This amendment No. 4 add vaccine services to the contract.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								-	\$0.00
								-	
								-	
		Financing:						TOTAL:	\$0.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
		4	16-1116	6/22/2016	\$990,000.00	\$330,000.00	1,320,000.00	33.33%	

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

  
By Department Director

9/25/19  
Date

  
Approved as to Form by City Attorney

10/2/2019  
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

196613

EFFECTIVE DATE

09-17-19 10

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: Hayden Consultants, Inc Vendor No. 352614

Subject: Riverfront Blvd, Project (PB06U215)

Lead Dept: Transportation

Action Requested: Authorize a zero dollar Supplemental Agreement No. 9 to the engineering contract with Hayden Consultants, Inc for additional design and geotechnical study of the Union Pacific Railroad bridge at Riverfront Blvd, in the amount not to exceed of \$0.00

Contract Number: TRN-2019-00011144 Contract Term: July 2008 to March 2020

Background: This project will install a new 10'x14' box culvert near the 1930 built UPRR bridge. A Union Pacific Railroad (UPRR) preliminary approval for a contractor suggested trenching methodology is needed. UPRR requested engineer sealed drawings to provide a review approval. Also, DWU has requested additional water line size modifications and drawing reviews. This scope provides a loading diagram; trench box construction limits and engineer sealed drawings for a UPRR engineering review approval submittal package, water line size modifications and 100% drawing review approval.

The design fee of \$37,995 will be paid from reallocated funds from unused services. The reallocated \$37,995.00 design fee funding are from: (1) \$10,450 from (Continental) Supplemental Agreement (SA) No. 3 Gorrondona SUE Special Services; (2) \$13,175 from (Industrial Blvd from Parkhouse to UPRR) SA No. 3 Gorrondona SUE Special Services; and (3) \$14,330 from SA No.3 DWU Reimbursable services . No additional cost will be added to the contract.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	\$0.00
						-	
						-	
Financing:		None				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
	S.A.#9	080324	January 23, 2008	\$143,344.00	<del>\$2,242,352.13</del> <del>\$2,338,091.13</del> <del>\$2,385,696.13</del>	<del>\$2,385,696.13</del> <del>2,529,040.13</del>	1664.32%

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



# 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****196614****EFFECTIVE DATE****6-14-2019**

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

Vendor Name: Aunt Bertha, a Public Benefit Corporation Vendor No. VS100357

Subject: Welcoming Hub

Lead Dept: Management – Welcoming Community and Immigration Affairs

Action Requested: Authorize annual payment of \$17,400 for a Service of 1 Year Web-based Information Platform.

Contract Number: MGT-2019-00010727 Contract Term: 6/14/2019 to 6/14/2020

Background:

Aunt Bertha is a web-based information platform that provides real time information on community resources available in every zip code throughout the United States. Aunt Bertha is building the country's most comprehensive, up to date, online directory of social service organizations for people in need. For the organizations offering help, Aunt Bertha provides a search-and-referral platform that allows providers to seamlessly connect clients with the social services they need at the moment that need is recognized and the opportunity to positively impact that need is at its highest.

Aunt Bertha will allow the City of Dallas to disseminate comprehensive and accurate information to Dallas residents about Dallas-area services available across a range of service types.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0198	DSV	1665		3099		MAS- MGT-2019-00010727	17,400.00
						-	
						-	
Financing:							TOTAL: 17,400.00

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 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



# 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

196615

### EFFECTIVE DATE

SEP 17 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: University Crossing PID, Inc

Vendor No.

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested:

Authorize a Beautification Agreement with the University Crossing PID, Inc to fund services and to pick-up litter and debris from University Crossing Trail and Glencoe Park.

Contact: Jeremy McMahon (214) 671-0264

Contract Number: PKR-2019-00011541

Contract Term: 11/26/2019

to

11/25/2020

Background:

The University Crossing PID, Inc is a committed organization that performs volunteer services dedicated to the community in which they work, live, and serve.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	CX PKR-2019-00011541	\$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.

Winn Winn 9.12.19

By Department Director

Date

Christine Lamm 10-1-2019


Approved as to Form by City Attorney

Date

By City Manager

9-17-19

Date

 <b>CITY OF DALLAS</b>	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b>
		196616
		<b>EFFECTIVE DATE</b>
		SEP 05 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.

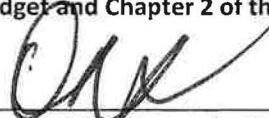
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. ☐ Yes ☒ No
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. ☐ Yes ☒ No
4. Is Form 1295 – Certificate of Interested Parties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

Vendor Name:	Fun Time Entertainment						Vendor No.	VS95726	
Subject:	Clown, Face Painters, and Stilt Walkers								
Lead Dept:	Park and Recreation								
Action Requested:	Authorize an encumbrance of \$4,152.50 for Fun Time Entertainment. The vendor will provide Clowns, Face Painters, and Stilt Walkers for Pumpkin on the Plaza event.								
	Contact Person: Monica Tetteh 670-8707								
	Contract Number:	PKR-2019-00011231			Contract Term:	10/1/2019	to	9/30/2020	
Background:	Fun Time Entertainment has an expansive collection of rentals and years of industry experience. Their selections are frequently updated to include the latest and most in-demand characters, themes, and ideas.								
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
	0001	PKR	5041	N/A	3415	N/A	CX PKR-2019-00011231	\$4,152.50	
							-		
							-		
	Financing:		Current Fund					TOTAL:	\$4,152.50
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		
						\$ 0.00	%		

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

  
By Department Director

9.03.19  
Date


  
Approved as to Form by City Attorney

09-16-2019  
Date


  
By City Manager

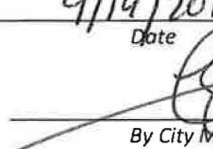
9-5-19  
Date

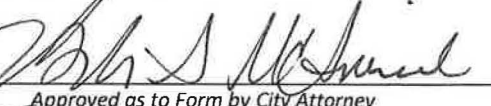


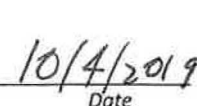
 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold;">196617</div>																																																
							<b>EFFECTIVE DATE</b> <div style="font-size: 1.2em;">9/25/2019 <i>AMW</i></div>																																																
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																																						
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 25%; text-align: center; border: 1px solid black; padding: 5px;">             RECEIVED              CITY SECRETARY              DALLAS, TEXAS              2019 OCT -4 PM 2:05           </div> </div>																																																						
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																																	
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																																	
<b>Vendor Name:</b> Business Software Inc (BSI)				<b>Vendor No.</b> 500682																																																			
<b>Subject:</b> Payroll Tax																																																							
<b>Lead Dept:</b> Human Resources																																																							
<b>Action Requested:</b> Renew support agreement with BSI to provide on-going software maintenance and support for current federal payroll tax updates, deferred income tax and other tax compliance. BSI integrates with the City's HRIS application Lawson software which is the central Human Resource and payroll database.																																																							
<b>Contract Number:</b>		PER-2019-00011649		<b>Contract Term:</b>		10/1/2019 to 09/30/2020																																																	
<b>Background:</b> The City implemented Lawson software application as the database for Human Resource and Payroll information in 2002. BSI was selected as the vendor to provide the software application that integrates with Lawson to ensure compliance with state and federal regulations.																																																							
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>PER</td> <td>1436</td> <td></td> <td>3070</td> <td></td> <td>- BSIHR500682-6</td> <td>12877.95</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: center;"><b>Financing:</b></td> <td colspan="2" style="text-align: center;"><b>TOTAL:</b></td> </tr> <tr> <td colspan="6"></td> <td colspan="2">12877.95</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	001	PER	1436		3070		- BSIHR500682-6	12877.95							-								-		<b>Financing:</b>						<b>TOTAL:</b>								12877.95	
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																																
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
 By Department Director

  
 By City Manager

  
 Approved as to Form by City Attorney

  
 Date

9/14/2019  
 Date

9/25/2019  
 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****196618****EFFECTIVE DATE**

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

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

Vendor Name: OIL AND COTTON, LLC

Vendor No. VS0000077594

Subject: Cultural Contracts

Lead Dept: Office of Cultural Affairs

Action Requested:

Authorization is requested to procure the services of Oil and Cotton for the following cultural at the Latino Cultural Center: teach a series of eight (8) visual arts classes to 20 middle school students during the following dates during October 2019.

Contract Number: OCA-2019-00011595 Contract Term: 10/04/2019 to 10/24/2019

Background:

The fee for this service will not exceed **\$3,255.00**. Consultant understands that the City of Dallas will pay for services as follows: one payment of \$3,255.00 within thirty days of execution of contract, approval of administrative action, completion of service and receipt of final invoice.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4805		3089		CX OCA-2019-00011595	\$3,255.00
						-	
						-	
Financing:							TOTAL: \$3,255.00

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.**

Jennifer Scripps  
Jennifer Scripps (Oct 2, 2019)

By Department Director

Oct 2, 2019

Date

Joey Zapata  
Joey Zapata (Oct 2, 2019)

By City Manager

Ashley Stockton  
Ashley Stockton (Oct 2, 2019)

Approved as to Form by City Attorney

Oct 2, 2019

Date

Oct 2, 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

196619

EFFECTIVE DATE

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

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2019 OCT 1 PM 2:51

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: HOGAR de Dallas

Vendor No. VS93167

Subject: Cultural Contracts

Lead Dept: Office of Cultural Affairs

Action Requested:

Authorization is requested to procure the services of HOGAR de Dallas for the following cultural service: research, plan, and execute a symposium at the Latino Cultural Center for the exhibition *Honoring Our Ancestors* on Thursday, October 3, 2019 from 12 pm to 4 pm, including a keynote presentation by accredited genealogist and Latin American specialist Arturo Cuellar. Cuellar will focus on the migration from New Spain (Mexico) to Tejas (Texas) in the late 17<sup>th</sup> Century and its impact on local cultures.

Contract Number: OCA-2019-00011354 Contract Term: 10/3/2019 to 10/3/2019

Background:

Consultant is a leading Latino/a genealogy cultural organization in Dallas. The fee for this service will not exceed \$10,000.00. Consultant understands that the City of Dallas will pay for services as follows: one installment of \$10,000.00 within thirty days of execution of contract, approval of administrative action, completion of service and receipt of final invoice.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4805		3089		OCA-2019-00011354	\$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.

Jennifer Scripps  
Jennifer Scripps (Oct 2, 2019)

By Department Director

Oct 2, 2019

Date

Ashley Stockton  
Ashley Stockton (Oct 2, 2019)

Approved as to Form by City Attorney

Oct 2, 2019


Date

Josely Zapata  
Josely Zapata (Oct 2, 2019)  
By City Manager

Oct 2, 2019

Date



 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0; font-size: 0.9em;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">196620</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">SEP 09 2019</div>							
	1. Place an "X" in the appropriate box for the approval of:													
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  OCT 7 AM 10:03 </div> </div>													
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Vendor Name:				Studio Outside, LLC		Vendor No.		VS0000061237						
Subject:		Hattie R. Moore Park Master Plan												
Lead Dept:		Park and Recreation Department												
Action Requested:		Authorize a planning services agreement with Studio Outside LLC, in the amount of \$31,080.00. <table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td>Contract Number:</td> <td>PKR-2019-00011386</td> <td>Contract Term:</td> <td>N/A</td> <td>to</td> <td>N/A</td> </tr> </table>							Contract Number:	PKR-2019-00011386	Contract Term:	N/A	to	N/A
Contract Number:	PKR-2019-00011386	Contract Term:	N/A	to	N/A									
Background:		Studio Outside LLC was selected to be the most qualified consultant for this project through the RFQ process issued on May 9, 2018 by the Park and Recreation Department. Services will include master plan development and phased implementation plan as stated in the attached Consultant's proposal.												
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT					
		1V00	PKR	VB80	STMP	4110	PK17VB80	CX- PKR-2019-00011386	\$31,080.00					
								-						
								-						
Financing:		2017 Bond Fund- Park and Recreation Facilities (B)						TOTAL:	\$31,080.00					
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage						
							\$0.00	0.00%						

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

*[Signature]*

Aug 29, 2019

By Department Director

Date

*[Signature]* 9-12-2019

Approved as to Form by City Attorney

Date

*[Signature]*  
By City Manager

9-4-19

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**

196621

**EFFECTIVE DATE**

9/6/19

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

Vendor Name: Harrison Kornberg Architects, LLC Vendor No. VC0000005362

Subject: Dallas Museum of Art renovations and upgrades

Lead Dept: Bond Program Office

Action Requested: Authorize supplemental agreement #1 to the professional services contract with Harrison Kornberg Architects, LLC for a building survey and storm drain scoping at Dallas Museum of Art located at 1717 N. Harwood Street, in an amount not to exceed \$23,700.00, increasing the overall contract amount from \$726,207.00 to \$749,907.00.

Contract Number: PBW-2019-00008846 Contract Term: February 2019 to October 2020

Background:

On February 13, 2019, City Council authorized a professional services contract with Harrison Kornberg Architects, LLC, for the production of construction documents for the renovations and upgrades at Dallas Museum of Art.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V49	OCA	VF03	CULF	4112	EB17VF03	-	\$23,700.00
						-	
						-	
Financing:		2017 Bond Funds				<b>TOTAL:</b>	\$23,700.00

Contract Amendment Information:

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
1		2/13/2019	\$ 726,207.00	0.00	\$ 749,907.00	3.3%

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

 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b>  <div style="font-size: 2em; font-weight: bold;">196623</div> <b>EFFECTIVE DATE</b>  Oct 4, 2019
--	---	--

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

<input type="checkbox"/>	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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<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

Vendor Name:	RHIANNA MACK	Vendor No.	VC17792																																								
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 shall provide artistic workshops that introduce students to theatre acting and improvisation techniques, leadership skills, T-shirt reconstruction, and other creative activities. Students shall have the opportunity to develop their inner creativity and will better understand working in teams, public speaking, and self-confidence. The consultant shall also provide instruction on DIY recycling of distressed fabrics and clothing into revamped, upcycled garments, 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-00024767)	Contract Term:	10/10/2019 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 <b>\$25,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																										
Funding:	<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>OCA</td> <td>4878</td> <td></td> <td>3089</td> <td>CAP</td> <td>MASC OCA-2019-00011368</td> <td>\$25,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td colspan="2">Financing:</td> <td colspan="4">General Fund</td> <td>TOTAL:</td> <td>\$25,000.00</td> </tr> </tbody> </table>			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				TOTAL:	\$25,000.00
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Jennifer Scripps*  
Jennifer Scripps (Oct 4, 2019)

By Department Director

Oct 4, 2019

Date

*Joey Zapata*  
Joey Zapata (Oct 4, 2019)

By City Manager

*Adrian Lee*

Approved as to Form by City Attorney


Oct 7, 2019

Date

Oct 4, 2019

Date

Contract Required

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <b>196624</b> <b>EFFECTIVE DATE</b> <b>9-12-2019</b>																										
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Vendor Name:		1 Source International				Vendor No.		VS0000037025																									
Subject:		1 Source International Conference Call Service payment																															
Lead Dept:		Convention and Event Services – CCT																															
Action Requested:		Authorize a 36- month MASC for payment of 1 Source International conference calling services at the Kay Bailey Hutchison Convention Center Dallas. Amount not to exceed \$1000.00. Contract Number: CCT-2019-00011016      Contract Term: 9-10-2019 to 9-10-2022																															
Background:		Convention and Event Services have utilized 1 Source International to provide conference calling services since July 2008 on an as-needed-basis to reduce travel cost and related expenses.																															
Funding:		<table border="1"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0080</td> <td>CCT</td> <td>7840</td> <td>CE03</td> <td>3099</td> <td></td> <td>CCT-2019-00011016</td> <td>\$1000.00</td> </tr> <tr> <td colspan="7">Financing: Current Operation Funds</td> <td>TOTAL: \$1000.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0080	CCT	7840	CE03	3099		CCT-2019-00011016	\$1000.00	Financing: Current Operation Funds							TOTAL: \$1000.00
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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



 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 24pt; font-weight: bold; margin: 5px 0;">196625</div> <b>EFFECTIVE DATE</b> <div style="font-size: 18pt; font-weight: bold; margin: 5px 0;">9/26/19 <i>sc</i></div>																																								
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Vendor Name: <b>ProQuest CSA, LLC</b>						Vendor No. <b>VS*20264</b>																																									
Subject: <b>Online Access to PressReader</b>																																															
Lead Dept: <b>Library</b>																																															
Action Requested: <b>Authorize a renewal and payment to ProQuest for online web access to PressReader – \$30,000</b>																																															
Contract Number: <b>LIB-2019-00011736</b> Contract Term: <b>10/1/2019</b> <i>4 sc</i> to <b>9/30/2020</b>																																															
Background: <b>PressReader, exclusively from ProQuest, allows library customers same-day online access to over 1,000 world-wide newspapers and magazines.</b>																																															
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*[Signature]* **APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

<i>[Signature]</i> By Department Director	09.25.19 Date	<i>[Signature]</i> Approved as to Form by City Attorney	10/4/19 Date
<i>[Signature]</i> By City Manager	9/26/19 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> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196626</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">9/20/2019</div>										
	1. Place an "X" in the appropriate box for the approval of:																
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
Vendor Name:				USA Softball		Vendor No.		VS0000065516									
Subject:		Payment of past due invoices															
Lead Dept:		Park and Recreation															
Action Requested:		Authorize an encumbrance of \$10,550.20 for USA Softball of DFW. The vendor provided umpires and scorekeepers for the summer softball league.															
		Contact: Michael Robinson (214) 670-6707															
		Contract Number:		PKR-2019-00011693		Contract Term:		9/20/19 to 9/30/19									
Background:		USA Softball provides umpires and scorekeepers to regulate games to insure fairness and equal opportunity to millions of players who play the sport.															
Funding:		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		0001		PKR		5190				3065				CX PKR-2019-00011693		\$10,550.20	
														-			
														-			
		Financing:		Current FY										TOTAL:		\$10,550.20	
Contract Amendment Information:		Supplemental Agreement No.		Base CR/AA No.		Base Contract Date		Base Contract Amount		Sum of Previous Supplemental Agreements		Total Contract Amount Including this Action		Total Supp'l Agreement Percentage			
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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



# 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

196627

EFFECTIVE DATE

10/9/2019

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: Teresa A. Leigh Vendor No. VC20281

Subject: Claim for Replacement Housing Payment for 90-Day Homeowner-Occupant and Residential Claim for Moving and Related Expenses

Lead Dept: Sustainable Development and Construction - DEV

Action Requested: Approval of a Claim for Replacement Housing Payment for 90-Day Homeowner-Occupant and Residential Claim for Moving and Related Expenses Payment on behalf of Teresa A. Leigh who has been displaced as a direct result of property acquisition. She is eligible to receive a replacement housing payment in the amount of \$37,828.00 and a fixed moving and related expenses payment in the amount of \$2,050. The moving expenses payment is based on the U.S. Department of Transportation Fixed Moving Schedule.

Contract Number: DWU-2019-00008800 Contract Term: 10/1/2019 to 10/1/2020

Background: On May 22, 2019, the City Council of the City of Dallas adopted Resolution 190759, to acquire property located at 10795 Hemlock Drive, Wills Point, Texas, to be used in conjunction with the "Lake Tawakoni 144-inch Transmission Pipeline Project". Teresa A. Leigh was displaced as a direct result of this property acquisition. Chapter 39A of the Dallas Code of the City of Dallas provides relocation payments for families and individuals displaced by the government.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0102	DWU	CW20		4240	704041	DWU-2019-00008800-1	37,828.00
0102	DWU	CW20		4240	704041	DWU-2019-00008800-2	\$2,050.00
Financing:		Water Utilities Capital Construction Funds				TOTAL:	\$39,878.00

Contract Amendment Information:	Supplemental 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

Approved as to Form by City Attorney

Date

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

196628

### EFFECTIVE DATE

9.23.19 mte

#### 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: Data Shredding Services of Texas Vendor No. VS0000025562

Subject: Shredding Service for Dallas Love Field

Lead Dept: AVI

#### Action Requested:

Authorize Administrative Action to enter into a 3-year service agreement for Shredding Documents for Dallas Love Field. Service was bid through Purchasing Bid#B3190291 not to exceed the amount of \$2,160.00

Contract Number: AVI-2019-00011691 Contract Term: 9/19/2019 to 9/18/2022

#### Background:

AVI is in need of On-site Shredding that is not offered under the mini master agreement owned by City Hall. Purchasing bid out this service as IFS and reference Bid#B3190291. This is a 3-year agreement to shred secure documents as required by FAA regulations. Service not to exceed \$2,160.00

#### Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
130	AVI	7719	AV15	3099		CX AVI-2019-00011691	\$2,160.00
Financing:		FY2019 Operating Fund				TOTAL:	\$2,160.00

#### Contract Amendment Information:

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

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

By Department Director


Date

Approved as to Form by City Attorney

Date

By City Manager

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196629</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">October 9, 2019</div>		
	<b>1. Place an "X" in the appropriate box for the approval of:</b>								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input checked="" type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached)  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; font-size: 0.8em;">             CITY SECRETARY              DALLAS, TEXAS              10-09-2019 PM 4:00              RECEIVED           </div> </div>								
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b>						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>Vendor Name:</b>		Tritech Software Systems				<b>Vendor No.</b>		514648	
<b>Subject:</b>		Change Order for Records Check Functionality within the Computer-Aided Dispatch (CAD) System							
<b>Lead Dept:</b>		Communication & Information Services							
<b>Action Requested:</b>		Authorize Supplemental Agreement 11 for a change order to allow to update records check functionality within the Computer-Aided Dispatch (CAD) system.							
		<b>Contract Number:</b>		DSV-2016-00000723		<b>Contract Term:</b>		10/1/2019 to 1/31/2020	
<b>Background:</b>		The US Customs and Border Protection (CBP) has license plate reader cameras at borders to collect information via cameras placed at inbound and outbound lanes at check points. CBP has engaged The National Insurance Crime Bureau (NICB) to collect and store information collected into a database. The database was initially established to help identify stolen vehicle traffic patterns along the borders, but now the information obtained has been proven useful in many other types of investigations. This change order will update query options and allow Dallas Police officers to access and search this database for investigative purposes.							
<b>Funding:</b>		<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>
		0191	DSV	2911	NA	2735	NA	CT DSV19CADMNT-REC	\$1,596.00
								-	
								-	
		<b>Financing:</b> Data Services Fund - Current Funds						<b>TOTAL:</b>	\$1,596.00
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	
		11	15-1736	9/22/2015	\$7,251,132.08	\$64,468.85	\$7,317,196.93	0.91%	

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

  
 Hugh Miller (Sep 23, 2019)  
 By Department Director

Sep 23, 2019


Date

  
 Christina Sevoukas (Oct 9, 2019)  
 Approved as to Form by City Attorney

Oct 9, 2019


Date

SR

  
 Joey Zapata (Oct 9, 2019)  
 By City Manager

Oct 9, 2019

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196707</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">October 09, 2019</div>		
	<b>1. Place an "X" in the appropriate box for the approval of:</b>								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached)  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  OCT 9 PM 4:00 </div> </div>								
	<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
<b>Vendor Name:</b>		Zetegy, Inc.				<b>Vendor No.</b>		VS0000030851	
<b>Subject:</b>		CloseWatch (formerly iWatch) Citizen Tip Line Software License Renewal							
<b>Lead Dept:</b>		Communication & Information Services							
<b>Action Requested:</b>		Authorize a services contract for CloseWatch (formerly iWatch) crime tip submission application.							
		<b>Contract Number:</b>		DSV-2019-00011671		<b>Contract Term:</b>		10/15/2019 to 12/31/2020	
<b>Background:</b>		The CloseWatch software application provides a real-time reporting platform that allows citizens to upload anonymous tip submissions that encourages joint participation between citizens and the Dallas Police Department in identifying crimes and curbing potential incidents within the community.							
<b>Funding:</b>		<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>
		0411	DPD	6367		2731		MASC DSV-2019-00011671	\$34,580.00
								-	
								-	
		<b>Financing:</b> Confiscated Monies Fund						<b>TOTAL:</b>	\$34,580.00
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	
							\$34,580.00	%	

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

Sheila Robinson  
 Sheila Robinson (Sep 30, 2019)  
 By Department Director

Sep 30, 2019  
 Date

Joey Zapata  
 Joey Zapata (Oct 9, 2019)  
 By City Manager

Barbara A. McAninch  
 Barbara A. McAninch (Oct 9, 2019)  
 Approved as to Form by City Attorney

Oct 9, 2019  
 Date

Oct 9, 2019  
 Date

BAMC  
 BAMC



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****196708****EFFECTIVE DATE**

Sep 30, 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: Laura Rios

Vendor No. VC14267

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$10,000.00 with Laura Rios. The vendor will provide Zumba classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011673	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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011673	\$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.

Willis Winters

By Department Director

Sep 30, 2019

Date

Christine Lannan

Approved as to Form by City Attorney

Oct 8, 2019

Date

By City Manager

By City Manager

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

**196709**

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%).
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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):
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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: Joanna Jackson

Vendor No.

VC20324

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$10,000.00 with Joanna Jackson. The vendor will provide Dance classes to the citizens of Dallas

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:

PKR-2019-00011630

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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011630	\$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.

Willis Winters

Sep 30, 2019

By Department Director

Date

Christine Lannars

Oct 8, 2019

Approved as to Form by City Attorney

Date

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

**196710**

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%).
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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: Klaudia M. Vega

VS29588

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$10,000.00 with Klaudia Vega. The vendor will provide Karate Classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011631	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
Funding:	0001	PKR		N/A	3064	N/A	CX	PKR-2019-00011631	\$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

Sep 30, 2019

By Department Director

Date

Christine Lannert

Oct 7, 2019

Approved as to Form by City Attorney

Date


By City Manager

By City Manager

Sep 30, 2019

Date



 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196711</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">10/7/19 KB</div>																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
	<input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code. <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small>																																														
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																																														
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																																															
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A</span>																																															
Vendor Name: Jurismedia Inc.						Vendor No. VS0000041257																																									
Subject: Payment Authorization for Software Subscription																																															
Lead Dept: City Attorney's Office																																															
Action Requested: Authorize a payment to Jurismedia Inc., for three user license renewals and one additional license for a one-year subscription for Margill Loan Manager software for the City Attorney's Office. This payment shall not exceed \$856.00.																																															
		Contract Number: ATT-2019-00011787		Contract Term: 10/7/19 KB		to 12/1/2020																																									
Background: Authorization is necessary to pay Jurismedia Inc., for three user license renewals and one additional license for a one-year subscription for Margill Loan Manager software for the City Attorney's Office. This payment shall not exceed \$856.00.																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">FUND</th> <th style="width:10%;">DEPT</th> <th style="width:10%;">UNIT</th> <th style="width:10%;">ACTV</th> <th style="width:10%;">OBJ</th> <th style="width:10%;">PROGRAM</th> <th style="width:30%;">ENCUMBRANCE TYPE and NUMBER</th> <th style="width:10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>ATT</td> <td>VARI</td> <td></td> <td>3070</td> <td></td> <td>CX ATT-2019-00011787</td> <td>\$856.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td colspan="6">Financing:</td> <td><b>TOTAL:</b></td> <td>\$856.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	ATT	VARI		3070		CX ATT-2019-00011787	\$856.00							-								-		Financing:						<b>TOTAL:</b>	\$856.00
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*[Signature]*  
By Department Director




10.4.19  
Date


*[Signature]* 10/8/2019  
Approved as to Form by City Attorney Date

*[Signature]* 10/7/2019  
By City Manager Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196712</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">10/7/19 KB</div>		
	<b>1. Place an "X" in the appropriate box for the approval of:</b>								
	<input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code. <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small>								
	<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A									
<b>Vendor Name:</b>		Carter Arnett PLLC				<b>Vendor No.</b>		VS0000071772	
<b>Subject:</b>		Professional Services Contract							
<b>Lead Dept:</b>		City Attorney's Office							
<b>Action Requested:</b>		Authorize a contract with Carter Arnett PLLC, to provide legal services and representation to Councilman Casey Thomas in a complaint filed by Barry A. Jacobs. This contract shall not exceed \$10,000.							
		<b>Contract Number:</b>		ATT-2020-00011799		<b>Contract Term:</b>		10/7/19 KB to Indefinite	
<b>Background:</b>		Carter Arnett PLLC is being retained to provide legal services and representation to Councilman Casey Thomas in a complaint filed by Barry A. Jacobs pending before the Ethics Advisory Commission. The firm will be paid on an hourly rate basis as provided by the engagement letter dated October 1, 2019. This contract shall not exceed \$10,000.							
<b>Funding:</b>		<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>
		0192	ORM	3888		3033		MASC ATT-2020-00011799	\$10,000.00
								-	
								-	
		<b>Financing:</b>						<b>TOTAL:</b>	\$10,000.00
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	
							\$ 0.00	%	

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 By Department Director	10.4.19 Date	 Approved as to Form by City Attorney	10/8/2019 Date
 By City Manager		10/7/2019 Date	

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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																																		
<b>Vendor Name:</b>		JOSEPH WHEELER				<b>Vendor No.</b>		VC17588																																										
<b>Subject:</b>		DALLAS FIRE RESCUE BATALION CHIEF ASSESSMENT CENTER ADMINISTRATION																																																
<b>Lead Dept:</b>		CIVIL SERVICE																																																
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<b>Background:</b>		As apart of the assessment center process for the promotional Fire Battalion Chief rank in the Dallas Fire Department, the vendor will service as an assessor to be paid in an amount not to exceed \$424.00 for professional services. The Dallas Fire Department Fire Battalion Chief assessment center was last conducted in April 2017.																																																
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By Department Director


Date

Approved as to Form by City Attorney

Date

By City Manager

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196714</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">10/03/2019</div>																																		
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																									
<b>Vendor Name:</b>		STEVE SALAZ				<b>Vendor No.</b>		VS100527																																	
<b>Subject:</b>		DALLAS FIRE RESCUE BATALLION CHIEF ASSESSMENT CENTER ADMINISTRATION																																							
<b>Lead Dept:</b>		CIVIL SERVICE																																							
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<b>Background:</b>		As apart of the assessment center process for the promotional Fire Battalion Chief rank in the Dallas Fire Department, the vendor will service as an assessor to be paid in an amount not to exceed \$424.00 for professional services. The Dallas Fire Department Fire Battalion Chief assessment center was last conducted in April 2017.																																							
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*[Signature]*  
By Department Director

10/3/19  
Date

*[Signature]* 10/8/2019  
Approved as to Form by City Attorney  
Date

*[Signature]* 10/3/19  
By City Manager  
Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196715</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">10/03/2019 <i>AM</i></div>			
	<b>1. Place an "X" in the appropriate box for the approval of:</b>									
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	<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										
<b>Vendor Name:</b>		ELIZABETH ANN SANFORD				<b>Vendor No.</b>		VS100517		
<b>Subject:</b>		DALLAS FIRE RESCUE BATALLION CHIEF ASSESSMENT CENTER ADMINISTRATION								
<b>Lead Dept:</b>		CIVIL SERVICE								
<b>Action Requested:</b>		Authorization to pay vendor for activities associated with the administration of the DFR Battalion Chief Assessment Center. Associated fees will not exceed \$424.00, vendor will submit mileage and parking information if applicable and is in addition to professional service fee.								
		<b>Contract Number:</b>		CVS-2020-00011801		<b>Contract Term:</b>		10/06/2019 to 10/11/2019		
<b>Background:</b>		As apart of the assessment center process for the promotional Fire Battalion Chief rank in the Dallas Fire Department, the vendor will service as an assessor to be paid in an amount not to exceed \$424.00 for professional services. The Dallas Fire Department Fire Battalion Chief assessment center was last conducted in April 2017.								
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		0001	DFD	HS00	DF03	3090			CX- CVS-202000011809	\$424.00
		<b>Financing:</b>							<b>TOTAL:</b>	\$424.00
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>		
							\$ 0.00	%		

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

  
 By Department Director

10/3/19

  
 Date

  
 Approved as to Form by City Attorney

10/8/2019

  
 Date

  
 By City Manager

10/3/19

  
 Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196716</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">10/03/2019</div>																																								
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<b>Vendor Name:</b> JOAQUIN COLON						<b>Vendor No.</b> VS0000015810																																									
<b>Subject:</b> DALLAS FIRE RESCUE BATALLION CHIEF ASSESSMENT CENTER ADMINISTRATION																																															
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By Department Director

Date


Approved as to Form by City Attorney

Date

By City Manager

Date



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<b>Vendor Name:</b> EZRA ROBINSON		<b>Vendor No.</b> VS0000081183																																									
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*[Signature]*  
By Department Director


*10/3/19*  
Date

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

*10/8/2019*  
Date

*[Signature]*  
By City Manager

*10/3/19*  
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	<b>1. Place an "X" in the appropriate box for the approval of:</b>								
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	<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
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<b>Vendor Name:</b>		JAMES KIRCHER				<b>Vendor No.</b>		VS100512	
<b>Subject:</b>		DALLAS FIRE RESCUE BATALLION CHIEF ASSESSMENT CENTER ADMINISTRATION							
<b>Lead Dept:</b>		CIVIL SERVICE							
<b>Action Requested:</b>		Authorization to pay vendor for activities associated with the administration of the DFR Battalion Chief Assessment Center. Associated fees will not exceed \$424.00, vendor will submit mileage and parking information if applicable and is in addition to professional service fee.							
		<b>Contract Number:</b>		CVS-2020-00011800		<b>Contract Term:</b>		10/06/2019 to 10/11/2019	
<b>Background:</b>		As apart of the assessment center process for the promotional Fire Battalion Chief rank in the Dallas Fire Department, the vendor will service as an assessor to be paid in an amount not to exceed \$424.00 for professional services. The Dallas Fire Department Fire Battalion Chief assessment center was last conducted in April 2017.							
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		0001	DFD	HS00	DF03	3090		CX- CVS-202000011800	\$424.00
								-	
								-	
		<b>Financing:</b>						<b>TOTAL:</b>	\$424.00
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	
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*[Signature]*  
By Department Director

*[Signature]* 10/3/19  
Date

*[Signature]* 10/8/2019  
Approved as to Form by City Attorney Date

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Date


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10/8/2019  
Date

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10/3/19  
Date



 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196721</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">10/03/2019 <i>Shu</i></div>																																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																										
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<b>Vendor Name:</b>		DONALD EDWARD RUSS																																									
<b>Subject:</b>		DALLAS FIRE RESCUE BATALLION CHIEF ASSESSMENT CENTER ADMINISTRATION																																									
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<b>Contract Term:</b>		10/06/2019 to 10/11/2019																																									
<b>Background:</b>		As apart of the assessment center process for the promotional Fire Battalion Chief rank in the Dallas Fire Department, the vendor will service as an assessor to be paid in an amount not to exceed \$424.00 for professional services. The Dallas Fire Department Fire Battalion Chief assessment center was last conducted in April 2017.																																									
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


*[Signature]*  
By Department Director

10/3/19  
Date

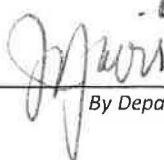
*[Signature]* 10/8/2019  
Approved as to Form by City Attorney Date


*[Signature]* 10/3/19  
By City Manager Date

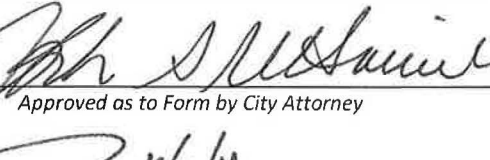


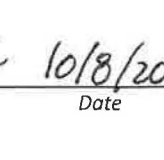
 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196722</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">10/03/2019 <i>Am</i></div>																																								
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<b>Vendor Name:</b> GARY CHASTAIN		<b>Vendor No.</b> VS100520																																									
<b>Subject:</b> DALLAS FIRE RESCUE BATALLION CHIEF ASSESSMENT CENTER ADMINISTRATION																																											
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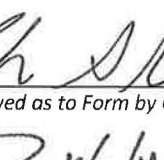
  
 By Department Director


  
 By City Manager

  
 Approved as to Form by City Attorney

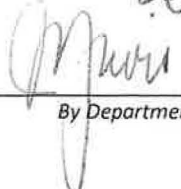
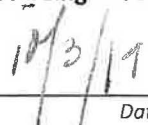
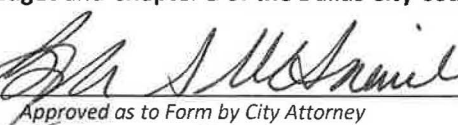


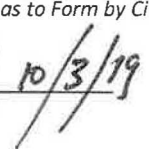
  
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<b>Vendor Name:</b> JEFFERY ALAN DEMOSS		<b>Vendor No.</b> VS100508																																									
<b>Subject:</b> DALLAS FIRE RESCUE BATTALION CHIEF ASSESSMENT CENTER ADMINISTRATION																																											
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<div style="display: flex; justify-content: space-around;"> <div>           By City Manager       </div> <div> <div style="text-align: center;">           Date 10/3/19       </div> </div> </div>			

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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Vendor Name:	ERIC HOWELL		Vendor No.	VS0000016056				
Subject:	DALLAS FIRE RESCUE BATALLION CHIEF ASSESSMENT CENTER ADMINISTRATION							
Lead Dept:	CIVIL SERVICE							
Action Requested:	Authorization to pay vendor for activities associated with the administration of the DFR Battalion Chief Assessment Center. Associated fees will not exceed \$424.00, vendor will submit mileage and parking information if applicable and is in addition to professional service fee.							
	Contract Number:	CVS-2020-00011814	Contract Term:	10/06/2019 to 10/11/2019				
Background:	As apart of the assessment center process for the promotional Fire Battalion Chief rank in the Dallas Fire Department, the vendor will service as an assessor to be paid in an amount not to exceed \$424.00 for professional services. The Dallas Fire Department Fire Battalion Chief assessment center was last conducted in April 2017.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	DFD	HS00	DF03	3090		CX- CVS-2020-00011814	\$424.00
							-	
							-	
	Financing:						TOTAL:	\$424.00
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
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By Department Director


Date

Approved as to Form by City Attorney

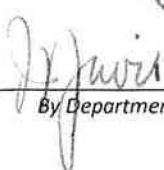


Date

By City Manager

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196725</div> <b>EFFECTIVE DATE</b> <div style="font-style: italic; margin: 5px 0;">10/03/2019 DM</div>																																								
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<b>Vendor Name:</b> TIMOTHY EDWARD GAMMAGE						<b>Vendor No.</b> VS100507																																									
<b>Subject:</b> DALLAS FIRE RESCUE BATALLION CHIEF ASSESSMENT CENTER ADMINISTRATION																																															
<b>Lead Dept:</b> CIVIL SERVICE																																															
<b>Action Requested:</b> Authorization to pay vendor for activities associated with the administration of the DFR Battalion Chief Assessment Center. Associated fees will not exceed \$424.00, vendor will submit mileage and parking information if applicable and is in addition to professional service fee.																																															
<b>Contract Number:</b>		CVS-2020-00011806		<b>Contract Term:</b>		10/06/2019 to 10/11/2019																																									
<b>Background:</b> As apart of the assessment center process for the promotional Fire Battalion Chief rank in the Dallas Fire Department, the vendor will service as an assessor to be paid in an amount not to exceed \$424.00 for professional services. The Dallas Fire Department Fire Battalion Chief assessment center was last conducted in April 2017.																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>DFD</td> <td>HS00</td> <td>DF03</td> <td>3090</td> <td></td> <td>CX- CVS-202000011809</td> <td>\$424.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td colspan="6"><b>Financing:</b></td> <td><b>TOTAL:</b></td> <td>\$424.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	DFD	HS00	DF03	3090		CX- CVS-202000011809	\$424.00							-								-		<b>Financing:</b>						<b>TOTAL:</b>	\$424.00
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

 By Department Director	<div style="font-size: 1.5em; font-weight: bold; margin: 0;">10/3/19</div> Date	 Approved as to Form by City Attorney	<div style="font-size: 1.5em; font-weight: bold; margin: 0;">10/8/2019</div> Date
 By City Manager		<div style="font-size: 1.5em; font-weight: bold; margin: 0;">10/3/19</div> 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****196726****EFFECTIVE DATE****9/20/19 KH**

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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- ☒ f. Other Services (explain on attachment; for ratifications the Justification Form must 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 Fair Park Innercity Community Development Corp. (ICDC)

Vendor No.

Subject: Loan Agreement Completion Date/Deadline Extension

Lead Dept: Housing and Neighborhood Revitalization

Action Requested:

The purpose of this administrative action is to extend the completion date/deadline of ICDC's Scattered Sites project.

Contract Number:

Contract Term:

to

Background:

On June 10, 2015, City Council approved Resolution 15-1080 to enter into a loan agreement with the City of Dallas and ICDC for the construction of five affordable single-family homes located on scattered sites in Fair Park in the amount of \$320,000. On August 10, 2016, City Council approved Resolution 16-1224 to extend the loan agreement with ICDC from August 20, 2016 to March 30, 2017. On September 14, 2016, City Council approved Resolution 16-1516 to increase the number of units from five to eleven, increase funding from \$320,000 to \$1,220,000 and to extend the contract from March 30, 2017 to December 31, 2017. On May 9, 2018 City Council approved Resolution 18-0690 to extend the contract from December 31, 2017 to July 31, 2019 and amend the contract to include performance thresholds and requirements. On August 6, 2019, a 2<sup>nd</sup> amendment to the loan agreement reduced the loan amount from \$1,220,000 to \$476,775 and approve the CHDO workout plan. Resolution No. 18-0690 authorizes the Director of Housing and Neighborhood Revitalization to grant a six-month extension to the completion date.

Funding:

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

Contract Amendment Information:

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
					\$ 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	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 5px 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196727</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">10/2/19 sc</div>			
	1. Place an "X" in the appropriate box for the approval of:									
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	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>									
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <div style="float: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>										
Vendor Name:						Price, Proctor & Associates, LLP		Vendor No.		
Subject:		Psychological Exam Assessments								
Lead Dept:		Court and Detention Services Department – Dallas City Marshal's and Security Services Divisions								
Action Requested:		Perform psychological assessments on peace officers and security officers. Complete the appropriate state forms and submit a Licensee Psychological and Emotional Health Declaration certifying the individual is in satisfactory psychological and emotional health to perform the duties, responsibilities and meets the qualifications established by the appointing agency.								
		Contract Number:		CTS-2019-00011554		Contract Term:		09/30/2019 to 09/29/2022		
Background:		The Dallas Police Department (DPD) was previously assisting the Dallas City Marshal's Division by allowing DPD staff psychologists to perform psychological testing. Due to priority placed on recruitment of new DPD officers, the demand for psychological testing has increased and placed a delay on security officers and city marshal's being hired and onboarded. This administrative action will facility for the Court and Detention Services Department to procure the necessary psychological examination services for a 36-month term with the vendor.								
Funding:		FUND		DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001		CTS	1052		3099		-	\$25,000.00
		0001		CTS	3065		3099		-	\$25,000.00
									-	
Financing:		General Fund							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.


  
By Department Director

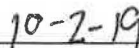
  
Date

  
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**

196728

**EFFECTIVE DATE**10/4/19<sup>BB</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.
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☐ 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 Regional Chamber of Commerce

Vendor No.

Subject: Donation - Accepting donation of 18 round-trip flights for officers to attend recruiting and offsite testing in Chicago

Lead Dept: Dallas Police Department

Action Requested:

Accept a donation of 18 round-trip airline tickets from the Dallas Regional Chamber of Commerce for officers to attend a recruiting and offsite testing event in Chicago, Illinois from Oct. 22-27, 2019.

Contract Number:

Contract Term:

to

Background:

The Dallas Police Recruiting Unit is conducting an offsite testing event in Chicago, Illinois from Oct. 22-27, 2019. During the planning of the operation, the Dallas Regional Chamber of Commerce approached DPD about a partnership, as they also plan to visit Chicago to recruit new businesses. They have offered to donate airline miles that were about to expire for 18 officers attending this event. Each ticket will run in the range of \$280-\$500 from American Airlines. The cost of the total donation is valued up to \$9,000. The 18 officers have been identified and are found in the supporting memo.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A						-	\$0
						-	
						-	
Financing:		N/A - Donation				TOTAL:	\$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.

By Department Director

Date

10/4/19

Approved as to Form by City Attorney

Date


Don Knight 10/10/19

AK

By City Manager

Date

10-4-19

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b>
		196729
		<b>EFFECTIVE DATE</b>

10/11/19 PB

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

RECEIVED  
 OCT 11 AM 8:30  
 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: Lonestar Fence & Supply Vendor No. VS0000067362

Subject: Repair of gate

Lead Dept: DPD

Action Requested:

Authorize payment for service with Lonestar Fence & Supply for repair, parts and labor for Dallas Police Department Central Division loading dock gate repair.

Contract Number: DPD-2019-00010895 Contract Term: to

Background:

These emergency repairs were needed to gate at the loading dock in order to secure the tools and city equipment that is required to be secured.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2126		3110		CX- DPD-2019-00010897	\$3,286.10
						-	
						-	
Financing:						<b>TOTAL:</b>	<b>93,286.10</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.

By Department Director


Date

Approved as to Form by City Attorney

Date

By City Manager

Date



 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196730</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">October 08, 2019</div>																																											
	1. Place an "X" in the appropriate box for the approval of:																																																	
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Vendor Name: Oracle America, Inc.						Vendor No.		500311																																										
Subject: Micros® Hospitality Point-of-Sales Software																																																		
Lead Dept: Communication & Information Services																																																		
Action Requested: Authorize a service contract to upgrade the Micros® Hospitality point-of-sales software used by the Dallas Police Department (DPD).																																																		
		Contract Number:		DSV-2018-00004918		Contract Term:		10/1/2019 to 9/30/2020																																										
Background: Since 2003, DPD has utilized a point-of-sales system to record sales from report requests. The system is currently operating on an old, unsupported version of the software and experiencing performance issues with necessary functions, such as credit card transactions. This action will provide an immediate upgrade of the system to the latest supported version along with maintenance and technical support.																																																		
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.


  
 Shelia Robinson (Sep 25, 2019)  
 By Department Director

Sep 25, 2019  
 Date

  
 Joey Zapata (Oct 8, 2019)  
 By City Manager

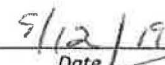
  
 Don Knight (Oct 9, 2019)  
 Approved as to Form by City Attorney   
 Oct 8, 2019  
 Date



 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold;">196731</div>																				
							<b>EFFECTIVE DATE</b> <div style="font-size: 1.5em;">9/17/19</div>																				
	<div style="position: relative; height: 100px;"> <div style="position: absolute; top: 0; right: 0; transform: rotate(90deg); font-weight: bold; font-size: 0.8em;"> RECEIVED CITY SECRETARY DALLAS, TEXAS OCT 10 AM 9:49 </div> </div>																										
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?								<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																			
Vendor Name: Schneider Electric Buildings Americas, Inc.						Vendor No.		261927																			
Subject: Purchase and Installation of Gate & Door Access Controls																											
Lead Dept: Water Utilities																											
Action Requested: The purpose of this action is to procure a turnkey project for a building access control system and a yard vehicle gate access system for Dallas Water Utilities Material Services located at 2900 Municipal Street.						Contract Number:		DWU-2019-00011561																			
						Contract Term:		9/16/2019 to 12/16/2019																			
Background:						To repair/update existing gate access controls for after hours entry and exit and DWU- Material Services Yard 1 and to install building access door controls for the Material Services Administrative Offices at 2900 Municipal Street.																					
Funding: <span style="float: right;">9/16/19</span>						FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT							
						0100		DWU		7361				3110										\$16,553.00			
						0100		DWU		7320				2720												\$32,994.00	
						Financing:						TOTAL:						\$49,547.00									
Contract Amendment Information:						Supplemental Agreement No.		Base CR/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 9/12/19

  
Approved as to Form by City Attorney Date 9/20/19

  
By City Manager Date 09/17/19



 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196732</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">Oct 8, 2019</div>																																																		
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<b>Vendor Name:</b>		<b>ROBERT HOLBERT</b>				<b>Vendor No.</b>		<b>VC20585</b>																																																	
<b>Subject:</b>		Professional Services																																																							
<b>Lead Dept:</b>		Office of Arts and Culture																																																							
<b>Action Requested:</b>		Consultant shall present performances, as directed by the Office of Cultural Affairs, that will introduce audiences to a variety of music styles including Classical, Country, Jazz, Blues, and Rhythm and Blues. Consultant will acquaint Dallas residents with the historical background of the specific music genre and obtain a deeper understanding and appreciation for the art of music. Services will be provided for audiences of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs.																																																							
		<b>Contract Number:</b>		OCA-2019-00011368 (CR-00024846)		<b>Contract Term:</b>		10/14/2019 to 9/30/2020																																																	
<b>Background:</b>		Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of <b>\$5,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																																							
<b>Funding:</b>		<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>OCA</td> <td>4878</td> <td></td> <td>3089</td> <td>CAP</td> <td>MASC OCA-2019-00011368</td> <td>\$5,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td colspan="6"><b>Financing:</b></td> <td>General Fund</td> <td></td> </tr> <tr> <td colspan="6"></td> <td><b>TOTAL:</b></td> <td>\$5,000.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	OCA	4878		3089	CAP	MASC OCA-2019-00011368	\$5,000.00							-								-		<b>Financing:</b>						General Fund								<b>TOTAL:</b>	\$5,000.00
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Jennifer Scripps*  
Jennifer Scripps (Oct 8, 2019)

By Department Director

Oct 8, 2019

Date

*Joey Zapata*  
Joey Zapata (Oct 8, 2019)

By City Manager

*Ashley Stockton*  
Ashley Stockton (Oct 9, 2019)


Approved as to Form by City Attorney

Oct 9, 2019

Date

Oct 8, 2019

Date

 CITY OF DALLAS	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196733</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">08/19/2019</div>																																																
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Vendor Name: Th Opportunity Exchange LLC						Vendor No.																																																	
Subject: License Agreement																																																							
Lead Dept: ECO																																																							
Action Requested: One year subscription starting 9/15/19—9/14/20. One time start Up fee is to be paid upon completion of license agreement of \$10,000.00.																																																							
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Contract Number:</td> <td style="width: 25%;"></td> <td style="width: 25%;">Contract Term:</td> <td style="width: 10%;">9/15/19</td> <td style="width: 10%;">to</td> <td style="width: 15%;">9/14/20</td> </tr> </table>								Contract Number:		Contract Term:	9/15/19	to	9/14/20																																										
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Background: Setting up Dallas team with a state-wide portal on The Opportunity Exchange platform. Building a City of Dallas Opportunity Zone web landing page, the purpose of which is to provide access to informational resources specific to Opportunity Zones in the City of Dallas. ✓																																																							
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**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



# 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

196734

EFFECTIVE DATE

9-5-19 LT

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: CP&Y, Inc.

Vendor No. VC0000005625

Subject: Street Reconstruction Project Group 17-6001

Lead Dept: Public Works

Action Requested:

Authorize Supplemental Agreement No. 2 to the professional services contract with CP&Y, Inc. for the Street Reconstruction Project Group 17-6001 in the amount of \$46,352.74. This action will increase the contract amount from \$519,624.35 to \$565,977.09.

Contract Number: PBW-2019-00008067 Contract Term: 12/4/2018 to 12/31/2019

Background:

During design, it was discovered that the downstream section of the existing storm drainage system under Lenel Place near the 9700 block of Mixon Drive was not adequately engineered to address the 100-year storm event. At this location, the existing storm drainage system is constricted to a 10-ft by 3-ft reinforced box culvert (RBC) from a 20-ft by 8-ft trapezoidal open channel. Due to the constriction, the stormwater runoff in the open channel backup on the upstream side of the RBC. With the current storm system design requiring to address the 100-year storm event per the City's current Drainage Design Manual, the constriction would create a flooding condition in the backyard of the residences adjacent to the open channel and on Lenel Place. Therefore, this action will authorize CP&Y, Inc. to prepare construction plan that will alleviate the constriction on the storm drain channel near the 9700 block of Mixon Drive.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
IV22	PBW	V207	SREC	4111	PB17V207	CX PBW-2018-00008067	\$12,431.94
IV22	PBW	V208	SREC	4111	PB17V208	CX PBW-2018-00008067	\$11,306.93
IV22	PBW	V240	SREC	4111	PB17V240	CX PBW-2018-00008067	\$11,306.93
IV22	PBW	V258	SREC	4111	PB17V258	CX PBW-2018-00008067	\$11,306.94
Financing:						TOTAL:	\$46,352.74

Contract Amendment Information:

Supplemental Agreement No.	Base CR/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	18-1597	11/14/2018	\$479,630.64	\$39,993.71	\$ 565,977.09	18.00%

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

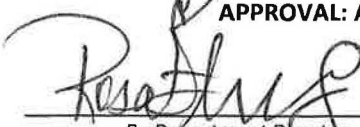
Date

By City Manager

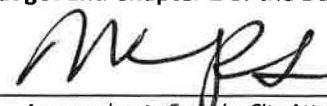
Date

 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196735</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.5em; font-weight: bold; margin: 5px 0;">8-9-19</div>																																											
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Vendor Name:		Conventions, Sports & Leisure International, LLC					Vendor No.		VS95041																																									
Subject:		Consulting Services for Governance & Management Study of KBHCCD																																																
Lead Dept:		Convention and Event Services - CCT																																																
Action Requested:		Authorize payment to Convention, Sports & Leisure International, LLC (CSL) in the amount of \$7,500 for consulting services rendered relating to facility management and operational services at the Kay Bailey Hutchison Convention Center Dallas (KBHCCD). Amount not to exceed \$7,500.																																																
		Contract Number:		CCT-2018-00005741-1		Contract Term:		02/28/2019 to 02/27/2020																																										
Background:		The contract CX-CCT-2018-00005741 for this service expired as of September 19, 2018, requiring an Administrative Action to be completed for payment of these services.																																																
Funding:		<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0080</td> <td>CCT</td> <td>7840</td> <td>CE04</td> <td>3099</td> <td></td> <td>CCT-2018-00005741-1</td> <td>\$7,500</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="6">Financing:</td> <td>current operating fund</td> <td>TOTAL:</td> <td>\$7,500</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0080	CCT	7840	CE04	3099		CCT-2018-00005741-1	\$7,500																	Financing:						current operating fund	TOTAL:	\$7,500
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																											
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

  
 By Department Director

8/7/19  
 Date

  
 Approved as to Form by City Attorney

10/10/19  
 Date



8/9/19  
 Date

By City Manager





CITY OF DALLAS

**ADMINISTRATIVE ACTION**

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

**ADMINISTRATIVE ACTION****196736****EFFECTIVE DATE****SEP 05 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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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: Bounce N More, LLC

Vendor No. VS0000079140

Subject: Inflatables and Games- Pumpkins on the Plaza

Lead Dept: Park and Recreation

Action Requested:

Authorize an encumbrance of \$8,960.00 for Bounce N More, LLC. The vendor will provide inflatable bounce houses and games for the Pumpkins on the Plaza Event.

Contact Person: Monica Tetteh 214-670-8707 or 214-670-8847

Contract Number:	PKR-2019-00011247	Contract Term:	10/1/2019	to	9/30/2020
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Background:

Bounce 'N' More, LLC is a family owned and operated business. They are located in Rowlett, Texas and serve the Dallas Metroplex area. They provide fun inflatable bouncers, slides, and game rentals for all types of occasions.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5041	N/A	3415	N/A	CX PKR-2019-00011247	\$8,960.00
						-	
						-	
Financing:		Current Fund					TOTAL: \$8,960.00

Contract Amendment Information:

Supplemental Agreement No.	Base CR/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

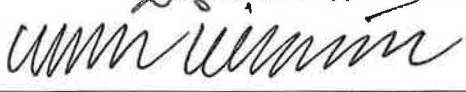
By City Manager

Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b>  <div style="font-size: 2em; font-weight: bold;">196737</div> <b>EFFECTIVE DATE</b>  <div style="font-size: 1.2em; font-weight: bold;">SEP 17 2019</div>										
	1. Place an "X" in the appropriate box for the approval of:																
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  2019 OCT 14 PM 3:53 </div> </div>																
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.								<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.								<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?								<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
Vendor Name:						Martha S. Bernard dba ChulaHoops USA		Vendor No.		VC17631							
Subject:		Hoop Fitness															
Lead Dept:		Park and Recreation															
Action Requested:		Authorize a master agreement of \$10,000.00 for Chula Hoops. The vendor will provide hooping fitness for the Senior Program Division and Teen Initiative Program. Contact Person: Kimberly Franklin 214-671-0917															
		Contract Number:		PKR-2019-00011230		Contract Term:		10/1/2019		to 9/30/2020							
Background:		ChulaHoops USA are geometrically correct hooping success for everybody, including plus and tall, and reconnect with seniors and inner kids. The mission is to help everybody experience the joy, success and transformation of hooping.															
Funding:		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		N/A		PKR		N/A		N/A		N/A		N/A		MASC PKR-2019-00011230		\$10,000.00	
		Financing:		Current Fund										TOTAL:		\$10,000.00	
Contract Amendment Information:		Supplemental Agreement No.		Base CR/AA No.		Base Contract Date		Base Contract Amount		Sum of Previous Supplemental Agreements		Total Contract Amount Including this Action		Total 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 9-12-19

  
Approved as to Form by City Attorney      Date 9-20-2019

  
By City Manager      Date 9-17-19



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****196738****EFFECTIVE DATE****AUG 09 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: Punch Buggy Productions, Inc.

Vendor No. VC20045

Subject: Race Production and Management

Lead Dept: Park &amp; Recreation

Action Requested:

Authorize an encumbrance of \$2,500.00 with Punch Buggy Productions, Inc. The vendor will produce the Kids Fall Splash and Dash at Bachman Pool. Services will include all race setup and logistics, sanctioning, registration and equipment, scholarships for 15 youth and additional items listed on the attached proposal.

Contact: Beatrice Black (214) 670-6273

Contract Number: PKR-2019-00011049 Contract Term: 6/19/19 to 10/20/19

Background:

The Park and Recreation Department provides sports and fitness activities to the public to promote health and wellness. The Department seeks experienced race management services for a multi-sport event in order to provide a high-quality experience for participants.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5293		3065		CX PKR-2019-00011049	\$2,500.00
						-	
						-	
Financing:		Current Funds				TOTAL:	\$2,500.00

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.

By Department Director

8.08.19

Date

Approved as to Form by City Attorney

09/18/2019

Date

By City Manager

8/9/19

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****196739****EFFECTIVE DATE****SEP 17 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: Texas Sumo Rental, Inc.

Vendor No. VS0000058972

Subject: Carnival Rides- Pumpkins on the Plaza

Lead Dept: Park and Recreation

Action Requested:

Authorize an encumbrance of \$3,180.00 for Texas Sumo Rental, Inc. The vendor will provide carnival rides for Pumpkins on the Plaza.

Contact Person: Monica Tetteh 214-670-8707 or 214-670-8847

Contract Number:	PKR-2019-00011231	Contract Term:	10/1/2019	to	11/30/2019
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Background:

Texas Sumo Rental has provided inflatable rentals and games to the Dallas and Ft Worth area for over 25 years.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5041	N/A	3415	N/A	CX PKR-2019-00011231	\$3,180.00
						-	
						-	
Financing:		Current Fund				TOTAL:	\$3,180.00

Contract Amendment Information:

Supplemental Agreement No.	Base CR/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 Wm*

9.12.19

By Department Director

Date

*Christine Lammers* 9-30-2019

Approved as to Form by City Attorney

Date

*Jayontain*

By City Manager

9-17-19

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196740</div> <b>EFFECTIVE DATE</b>																																		
	<div style="float: right; text-align: right;">  </div>																																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 50%;"> </div> </div>																																								
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																			
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b>						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																			
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																			
<b>Vendor Name:</b>		D Magazine				<b>Vendor No.</b>		263988																																	
<b>Subject:</b>		Run of Book in D Magazine (Dallas 500)																																							
<b>Lead Dept:</b>		AVI																																							
<b>Action Requested:</b>		Authorize Administrative Action to pay invoice for Run of Book in the D Magazine. Advertising invoice not to exceed \$6,038.00.																																							
		<b>Contract Number:</b>		AVI-2019-00011774		<b>Contract Term:</b>		09/30/2019 to 09/29/2020																																	
<b>Background:</b>		Dallas 500 is an annual special edition publication that celebrates influential business leaders in North Texas. This edition highlights the leaders in Dallas-Fort Worth economics including Dallas Love Field and Aviation Director. Run of Book not to exceed \$6,038.00.																																							
<b>Funding:</b>		<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>130</td> <td>AVI</td> <td>7707</td> <td></td> <td>3320</td> <td></td> <td>CX AVI-2019-00011774</td> <td>\$6,038.00</td> </tr> <tr> <td colspan="7"></td> <td></td> </tr> <tr> <td colspan="6"> <b>Financing:</b> </td> <td>           FY2019 Operating Fund         </td> <td> <b>TOTAL:</b> </td> <td>           \$6,038.00         </td> </tr> </tbody> </table>							FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	130	AVI	7707		3320		CX AVI-2019-00011774	\$6,038.00									<b>Financing:</b>						FY2019 Operating Fund	<b>TOTAL:</b>	\$6,038.00
		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																
		130	AVI	7707		3320		CX AVI-2019-00011774	\$6,038.00																																
<b>Financing:</b>						FY2019 Operating Fund	<b>TOTAL:</b>	\$6,038.00																																	
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>		<b>Base CR/AA No.</b>		<b>Base Contract Date</b>		<b>Base Contract Amount</b>																																	
								<b>Sum of Previous Supplemental Agreements</b>																																	
								<b>Total Contract Amount Including this Action</b>																																	
								<b>Total Supp'l Agreement Percentage</b>																																	

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

By Department Director

Date


Approved as to Form by City Attorney

Date

By City Manager

Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing	196741
		EFFECTIVE DATE
		10/02/19 <span style="float: right;">10/11/19</span>

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

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

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

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

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

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

Vendor Name:	Turtle Creek Association (Phase III)	Vendor No.	354349
Subject:	MOWmentum Agreement Reimbursement	Department:	Department of Public Works

Action Requested:	To authorize a Professional Services Agreement with Turtle Creek Association for the median improvements located at 3500 Turtle Creek Blvd. and Blackburn. This Agreement is subject to the terms and conditions as agreed upon in the signed attached agreement/application. Turtle Creek Association has completed their landscape improvements which shall be reimbursed for an amount not to exceed \$10,000.					
	Contract Number:	PBW-2019-00011778	Contract Term:	7/17/2019	To	7/17/2024

**Background:** The City of Dallas may provide a one-time reimbursement for a portion of the eligible cost for landscaping. The City's financial participation in any single eligible MOWmentum Agreement is limited to one-half of the eligible cost up to \$10,000 pre project. Funding may be provided for no more than three (3) projects sponsored by the same group per fiscal year. All reimbursements are dependent upon the availability of funds.

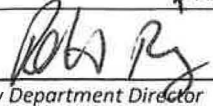
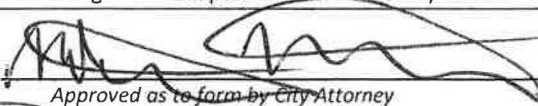

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
Funding:	0001	PBW	3417	ST05	3099	MOWMEN	PBW-2019-00011778	\$10,000.00
	<b>TOTAL:</b>							\$10,000.00

Project No:	Commodity Code:	91300	Financing:	Current Funds		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%


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

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

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

 By Department Director	10/1/19 DATE	 Approved as to form by City Attorney	10/11/19 DATE
 By Assistant City Manager			



 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b>
		196742
		<b>EFFECTIVE DATE</b>
		8.26.19 <i>use</i>

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

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

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

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

Vendor Name:	DQS, Inc	Vendor No.	VC0000081642
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Subject: Authorize a one-year extension for external auditing services with DQS, Inc.

Lead Dept: Aviation



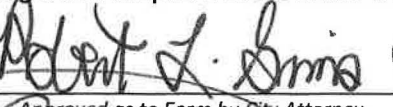
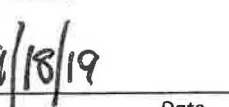
Action Requested:	Approve a one-year extension for external auditing services with DQS, Inc.					
	Contract Number:	CCO-2019-00010950		Contract Term:	08/30/19	to


Background: On September 9, 2015 the City Council approved an amendment to the contract by Resolution 15-1652, whereas the original contract was approved by City Council on December 11, 2013 by Resolution 13-2052; by this extension the City will continue ISO 9001, 14001 & 18001 external auditing services for departments that have decided to continue their certifications and while the City determines whether to continue this services citywide. The current contract terms expire on December 11, 2019; this extension will be at the same terms and conditions as current contract.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
							\$ 0.00
Financing:		For Extension Only – Funding has been previously submitted					TOTAL: \$ 0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	2	13-2052	12/11/13	\$1,202,364	(\$241,466)	\$ 960,898	-20.08%

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
	8/22/19		9/18/19
	8/26/19		

 <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.	196743
		EFFECTIVE DATE
		October 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.

RECEIVED  
 OCT 15 PM 5:11  
 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

<b>Vendor Name:</b>	Corona Solutions	<b>Vendor No.</b>	335538
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<b>Subject:</b>	Corona OF Deploy Staffing Software
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<b>Lead Dept:</b>	Communication & Information Services
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<b>Action Requested:</b>	Authorize payment for services rendered for OF Deploy staffing software subscription used by the Dallas Police Department (DPD).  <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;"><b>Contract Number:</b></td> <td style="width:25%;">DSV-2017-00008221</td> <td style="width:25%;"><b>Contract Term:</b></td> <td style="width:25%;">3/1/2019 to 9/30/2019</td> </tr> </table>	<b>Contract Number:</b>	DSV-2017-00008221	<b>Contract Term:</b>	3/1/2019 to 9/30/2019
<b>Contract Number:</b>	DSV-2017-00008221	<b>Contract Term:</b>	3/1/2019 to 9/30/2019		

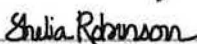
**Background:** DPD patrol command staff use the OF Deploy staffing software to schedule officers to patrol shifts and track manpower. The Safelynx electronic device transmits call data between the Computer-Aided Dispatch (CAD) report server and the department for patrol staffing. This automates the process of extracting, encrypting, and delivering CAD data and makes it immediately accesible in the Ops Force Deploy software, decreasing the time officers would have to manually load this information.

Corona Solutions is the sole-source provider of these services.

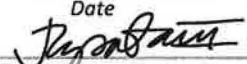
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
	0001	DPD	2147		2735		CX	DSV-2017-00008221	\$5,250.00
							-		
							-		
	Financing:		General Fund					TOTAL:	\$5,250.00

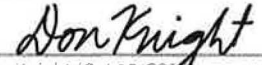
	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
<b>Contract Amendment Information:</b>							%

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

  
 Shelia Robinson (Oct 1, 2019)  
 By Department Director

Oct 1, 2019

Date  
  
 Joey Zapata (Oct 15, 2019)  
 By City Manager

  
 Don Knight (Oct 15, 2019)  
 Approved as to Form by City Attorney

Oct 15, 2019

Oct 15, 2019

Date

Date  
  
 DK

196744



RECEIVED

2020 MAR -5 AM 10: 32

CITY SECRETARY  
DALLAS, TEXAS

**Memorandum**

Date: February 27, 2020

To: Bilierae Johnson, City Secretary, CSO

From: Dallas Animal Services

Re: **Correction to Administrative Action No. 19-6744** for Hitchcock  
Evert LLP (Trademark Registrations for Dallas Animal Services)

---

In Administrative Action No. 19-6744, please make the following corrections to the Funding:

Remove: Fund 0001  
Unit 3476  
Actv CC03  
Obj 3033

**Correction:** Fund 0898  
Unit 1540  
~~Actv~~  
Obj 3070

Thank you.

  
Edward Jamison  
Director  
Dallas Animal Services

3/5/20  
B



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**

196744

**EFFECTIVE DATE**

10/14/19 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.

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

Vendor Name: Hitchcock Evert LLP Vendor No. VS0000019342

Subject: Dallas Animal Services – Trademark Registration Services (Dallas90/D90 Runner Program)

Lead Dept: City Attorney's Office

Action Requested: Authorize a professional services contract with Hitchcock Evert LLP, to provide legal services and representation to Dallas Animal Services for trademark registrations and other services pertaining to its intellectual property. This contract shall not exceed \$50,000.

Contract Number: DAS-2019-00011218 Contract Term: 10/15/2019 to 20/15/2024

Background: This action will authorize a professional services contract with Hitchcock Evert LLP, to provide legal services, representation, and assistance in the area of trademark clearance, registration and maintenance to Dallas Animal Services (DAS). DAS will require assistance with assessing its trademark assets, preparing and prosecuting U.S. federal trademark applications for its trademarks, and other related matters that may arise.

DAS is also interested in registering the trademarks related to its Dallas90/D90 Runner Program. This contract shall not exceed \$50,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DAS	3476	CC03	3033		MASC DAS-2019-00011218	\$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 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


Approved as to Form by City Attorney

Date

By City Manager

Date



 CITY OF DALLAS	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION								
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.						196745								
	1. Place an "X" in the appropriate box for the approval of:						EFFECTIVE DATE								
							10-14-19								
<input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%). <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code. <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): Ratification of payment for services rendered 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 16 PM 2:55							
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
Vendor Name:		Canine Tactical Operations and Consulting				Vendor No.		VC20537							
Subject:		Ratify expenses for SWAT training													
Lead Dept:		Dallas Police Department													
Action Requested:		Authorize payment of \$3,600 for SWAT canine training. <table border="1" style="width:100%; border-collapse: collapse; font-size: 8pt;"> <tr> <td style="width:20%;">Contract Number:</td> <td style="width:30%;">DPD-2019-00011495</td> <td style="width:20%;">Contract Term:</td> <td style="width:10%;"></td> <td style="width:10%;">to</td> <td style="width:10%;"></td> </tr> </table>								Contract Number:	DPD-2019-00011495	Contract Term:		to	
Contract Number:	DPD-2019-00011495	Contract Term:		to											
Background:		This action authorizes the payment of \$3,600 in expenses for SWAT canine training.													
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT						
		0001	DPD	2126		3361		CX- DPD-2019-00011495	3,600.00						
								-							
								-							
		Financing:						TOTAL:	3,600.00						
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage							
							\$ 0.00	%							

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

By Department Director

Date

Approved as to Form by City Attorney

Date

By City Manager

Date



 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196746</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">SEP 23 2019</div>										
	1. Place an "X" in the appropriate box for the approval of:																
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center; font-size: 0.8em;">           RECEIVED            CITY SECRETARY            DALLAS, TEXAS            2019 OCT 16 PM 4:24         </div> </div>																
2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																	
3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																	
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																	
Vendor Name:		Maria Frischmann				Vendor No.		VS2823									
Subject:		Contract Fee Instructor															
Lead Dept:		PKR															
Action Requested:		Authorize a contract fee instructor agreement of \$10,000.00 with Maria Frischmann. The vendor will provide theater classes to the citizens of Dallas.															
		Contact: Leatrice Newhouse, 214-670-8847															
		Contract Number:		PKR-2019-00011424		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.															
Funding:		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		0001		PKR				N/A		3064		N/A		CX PKR-2019-00011424		\$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]*

By Department Director

*[Signature]* 9/20/19

Date

*[Signature]* 10-15-2019

Approved as to Form by City Attorney


Date

*[Signature]*

By City Manager

9/23/19

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.	196747
		EFFECTIVE DATE
		October 16, 2019

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

<input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	RECEIVED CITY SECRETARY DALLAS, TEXAS 2019 OCT 17 AM 9:30
<input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).	
<input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.	
<input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached)	

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

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

<b>Vendor Name:</b>	Corona Solutions	<b>Vendor No.</b>	335538
<b>Subject:</b>	Corona OF Deploy Staffing Software		
<b>Lead Dept:</b>	Communication & Information Services		

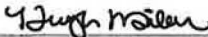


<b>Action Requested:</b>	Authorize a services contract for maintenance and support of the OF Deploy staffing resource software and SafeLynx devices used by the Dallas Police Department (DPD).						
	<b>Contract Number:</b>	DSV-2019-00010929	<b>Contract Term:</b>	10/1/2019	<b>to</b>	9/30/2021	


<b>Background:</b>	DPD patrol command staff use the OF Deploy staffing software to schedule officers to patrol shifts and track manpower. The SafeLynx electronic device transmits call data between the Computer-Aided Dispatch (CAD) report server and the department for patrol staffing. This automates the process of extracting, encrypting, and delivering CAD data and makes it immediately accessible in the Ops Force Deploy software, decreasing the time officers would have to manually load this information.  Corona Solutions is the sole-source provider of these services.						
--------------------	---	--	--	--	--	--	--

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	DPD	2147		2735		MASC DSV-2019-00010929	\$18,000.00
							-	
							-	
	Financing:		General Fund					TOTAL:

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

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

 Hugh Miller (Sep 25, 2019) By Department Director	Sep 25, 2019 Date  Joey Zapata (Oct 16, 2019) By City Manager	 Don Knight (Oct 16, 2019) Approved as to Form by City Attorney Oct 16, 2019 Date
---	--	---

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196748</div>																																								
							<b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">October 16, 2019</div>																																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached)  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 15%; text-align: center; font-size: 0.8em;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  2019 OCT 17 AM 9:29 </div> </div>																																														
<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																									
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																									
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																									
<b>Vendor Name:</b> CBM Archives Co.					<b>Vendor No.</b> VC0000010199																																										
<b>Subject:</b> CJIS Web Viewer Software Subscription for the Dallas Police Department																																															
<b>Lead Dept:</b> Communication & Information Services																																															
<b>Action Requested:</b> Authorize a web-based subscription to CJIS web viewer software to access electronically-stored criminal finger and palm print images collected by the State of Texas Department of Public Safety.																																															
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td style="width: 20%;"><b>Contract Number:</b></td> <td style="width: 30%;">DSV-2019-00011741</td> <td style="width: 20%;"><b>Contract Term:</b></td> <td style="width: 10%;">9/16/2019</td> <td style="width: 10%; text-align: center;">to</td> <td style="width: 10%;">9/15/2020</td> </tr> </table>								<b>Contract Number:</b>	DSV-2019-00011741	<b>Contract Term:</b>	9/16/2019	to	9/15/2020																																		
<b>Contract Number:</b>	DSV-2019-00011741	<b>Contract Term:</b>	9/16/2019	to	9/15/2020																																										
<b>Background:</b> The Texas Department of Public Safety (DPS) collects biometric finger and palm print data. Electronic records of these images are maintained by CBM Archives Co. for DPS Crime Records Division. Access by law enforcement agencies to these records is achieved through specific web-based software solely available through CBM Archives. The Crime Scene Response Section Latent Print Unit uses this access extensively to assist with criminal investigations.																																															
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <th style="width: 10%;">FUND</th> <th style="width: 10%;">DEPT</th> <th style="width: 10%;">UNIT</th> <th style="width: 10%;">ACTV</th> <th style="width: 10%;">OBJ</th> <th style="width: 10%;">PROGRAM</th> <th style="width: 30%;">ENCUMBRANCE TYPE and NUMBER</th> <th style="width: 10%;">AMOUNT</th> </tr> <tr> <td>0001</td> <td>DPD</td> <td>2164</td> <td></td> <td>2735</td> <td></td> <td>CX DSV-2019-00011741</td> <td>\$2,070.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Financing:</b></td> <td style="text-align: right;"><b>TOTAL:</b></td> <td>\$2,070.00</td> </tr> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	DPD	2164		2735		CX DSV-2019-00011741	\$2,070.00							-								-		<b>Financing:</b>						<b>TOTAL:</b>	\$2,070.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
0001	DPD	2164		2735		CX DSV-2019-00011741	\$2,070.00																																								
						-																																									
						-																																									
<b>Financing:</b>						<b>TOTAL:</b>	\$2,070.00																																								
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <th style="width: 15%;">Contract Amendment Information:</th> <th style="width: 15%;">Supplemental Agreement No.</th> <th style="width: 15%;">Base CR/AA No.</th> <th style="width: 15%;">Base Contract Date</th> <th style="width: 15%;">Base Contract Amount</th> <th style="width: 15%;">Sum of Previous Supplemental Agreements</th> <th style="width: 15%;">Total Contract Amount Including this Action</th> <th style="width: 10%;">Total Supp'l Agreement Percentage</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">%</td> </tr> </table>								Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage								%																								
Contract Amendment Information:	Supplemental Agreement No.	Base CR/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.**

Hugh Miller  
 Hugh Miller (Sep 25, 2019)  
 By Department Director

Sep 25, 2019

Don Knight  
 Don Knight (Oct 16, 2019)  
 Approved as to Form by City Attorney  
 Date

Oct 16, 2019

SR

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

Oct 16, 2019

Date

DK



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****196749****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: Star Catering &amp; Vending Co

Vendor No. VC20248

Subject: Soar Like an Eagle Conference

Lead Dept: Park and Recreation

Action Requested:

Authorize an encumbrance of \$12,000.00 for Star Catering & Vending Co. The vendor will provide catering (breakfast, lunch) services for a Leadership Development Conference on November 1, 2019.

Contract Number: PKR-2019-00011488 Contract Term: 10/1/19 to 12/31/19

Background:

Star Catering & Vending Co is was founded in 2016 and based in Desoto, Texas. They specialize in food and beverage catering services.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5168		3020		CX PKR-2019-00011488	\$12,000.00

Financing: Current FY TOTAL: \$12,000.00

Contract Amendment Information:

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

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

Willis Winters 9/30/19

Willis Winters 9/30/19 (5 p. 12/19)

By Department Director

Date

Christine Lannier

Approved as to Form by City Attorney

Oct 11, 2019

Date

[Signature]

By City Manager

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****196766****EFFECTIVE DATE**

Sep 30, 2019

RECEIVED  
CITY SECRETARY  
DALLAS TEXAS  
SEP 17 PM 3:21

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: Essary Investments LLC dba Clown Around Party Rental

Vendor No. VS100426

Subject: Entertainment/Attractions for Pumpkins on the Plaza Event

Lead Dept: Park and Recreation

Action Requested:

Authorize an encumbrance of \$3,600.00 for Essary Investments LLC. The vendor will provide the Super Sonic Ride with staff and power and the Pirates Revenge Ride with staff and power for the Pumpkins on the Plaza Event being held on October 10, 2019 from 4pm-8pm.

Contract Number: PKR-2019-00011529 Contract Term: 09/22/19 to 10/19/19

Background:

Clown Around Party Rentals is a family owned and operated business since 1999. They provide safe and fun party rentals for every kind of event. Their party rentals include water slides, bounce houses, dunk tanks, Euro bungees, trackless trains, rock climbing walls, and carnival games.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5041		3415		CX PKR-2019-00011529	\$3,600.00
						-	
						-	
Financing:		Current Funds					TOTAL: \$3,600.00
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 Suppl Agreement Percentage
						\$ 0.00	%

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

Willis Winters 9/30/19

By Department Director

Date

Christine Lannore

Approved as to Form by City Attorney

Oct 11, 2019

Date


By City Manager

Date

SEP 30 2019

Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196767</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Oct 8, 2019</div>						
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: center; font-size: 0.8em;">           RECEIVED            OCT 18 AM 10:00            CITY SECRETARY            DALLAS, TEXAS         </div> </div>								
	2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> 3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span> 4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>								
Vendor Name:		SELESTINO SALVADOR BARRON		Vendor No.	VS0000027073				
Subject:		Professional Services							
Lead Dept:		Office of Arts and Culture							
Action Requested:		Consultant shall present workshops, as directed by the Office of Cultural Affairs, that will take a contemporary approach to teaching visual arts. This culturally-based program will allow participants to learn clay sculpting, mural painting, mosaics, drawing, photography, and creative writing. Workshops can be presented to participants 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-00024768)	Contract Term:	10/15/2019 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 <b>\$5,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.							
Funding:		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						TOTAL:	\$5,000.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
							\$ 0.00	%	

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

Jennifer Scripps  
Jennifer Scripps (Oct 8, 2019)

By Department Director

Oct 8, 2019

Date

Joey Zapata  
Joey Zapata (Oct 8, 2019)

By City Manager

Marichelle Samples  
Marichelle Samples (Oct 10, 2019)


Approved as to Form by City Attorney

Oct 10, 2019

Date

Oct 8, 2019

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196768</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Sep 26, 2019</div>																																																
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																																						
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.                 <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).                 <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.                 <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.                 <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.                 <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):                      NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.             </div> <div style="width: 50%; text-align: right;">                 CITY SECRETARY                  DALLAS, TEXAS                  OCT 8 AM 10:10                  RECEIVED             </div> </div>																																																						
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<b>Vendor Name:</b> CYNTHIA VERONICA ANZALDUA						<b>Vendor No.</b> 342514																																																	
<b>Subject:</b> Professional Services																																																							
<b>Lead Dept:</b> Office of Cultural Affairs																																																							
<b>Action Requested:</b> Consultant shall present workshops and residencies as directed by the Office of Cultural Affairs that use folk art and the disciplines of art history, art production, art appreciation and art criticism. Art forms from diverse culture and traditional techniques will be used for creating art, which can be presented to adults and children of all ages. This program also can be specifically targeted for seniors or special needs groups. 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.																																																							
<div style="display: flex; justify-content: space-between;"> <div> <b>Contract Number:</b> OCA-2019-00011368 (CR-00024755)                 </div> <div> <b>Contract Term:</b> 10/1/2019 to 9/30/2020                 </div> </div>																																																							
<b>Background:</b> Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of <b>\$9,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																																							
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Jennifer Scripps  
Jennifer Scripps (Sep 26, 2019)

By Department Director

Sep 26, 2019

Date

Joey Zapata  
Joey Zapata (Sep 26, 2019)

By City Manager

Marichelle Samples  
Marichelle Samples (Oct 10, 2019)


Approved as to Form by City Attorney

Oct 10, 2019

Date

Sep 26, 2019

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196769</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">Oct 8, 2019</div>																																										
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<b>Vendor Name:</b>		<b>ROBERT HOLBERT</b>				<b>Vendor No.</b>		<b>VC20585</b>																																									
<b>Subject:</b>		<b>Professional Services</b>																																															
<b>Lead Dept:</b>		<b>Office of Arts and Culture</b>																																															
<b>Action Requested:</b>		Consultant shall present performances, as directed by the Office of Cultural Affairs, that will introduce audiences to a variety of music styles including Classical, Country, Jazz, Blues, and Rhythm and Blues. Consultant will acquaint Dallas residents with the historical background of the specific music genre and obtain a deeper understanding and appreciation for the art of music. Services will be provided for audiences of all ages. All services are subject to the approval of the City of Dallas Office of Cultural Affairs.																																															
		<b>Contract Number:</b>		<b>OCA-2019-00011368 (CR-00024846)</b>		<b>Contract Term:</b>		<b>10/14/2019 to 9/30/2020</b>																																									
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Jennifer Scripps*  
Jennifer Scripps (Oct 8, 2019)

By Department Director

Oct 8, 2019

Date

*Joey Zapata*  
Joey Zapata (Oct 8, 2019)

By City Manager

*Ashley Stockton*  
Ashley Stockton (Oct 9, 2019)


Approved as to Form by City Attorney

Oct 9, 2019


Date

Oct 8, 2019

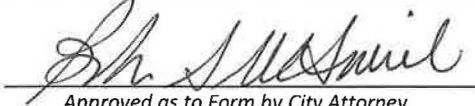
Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196770</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">10/18/2019 AM</div>																																											
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<b>Vendor Name:</b>		Dallas County Texas				<b>Vendor No.</b>		014003																																										
<b>Subject:</b>		Household Hazardous Waste																																																
<b>Lead Dept:</b>		Department of Sanitation Services																																																
<b>Action Requested:</b>		To authorize the execution of this contract for continuation of the Interlocal Agreement with Dallas County. In efforts to address costs associated with the collection and disposal of household hazardous waste (HHW) originating in the City of Dallas for a twelve-month period in an amount not to exceed \$976,566.69, approved by City Council Resolution 171843 on December 13, 2017 (attached) and appropriated in the FY 19-20 Sanitation Budget, as required by the Resolution, <i>see attached Exhibit A.</i>																																																
		<b>Contract Number:</b>		CX-SAN-2018-0004552		<b>Contract Term:</b>		10/1/2019 to 09/30/2020																																										
<b>Background:</b>		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.																																																
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<b>Financing:</b>						<b>TOTAL:</b>		<i>See Resolution 17-1843</i>																																										
<b>Contract Amendment Information:</b>		<b>Supplemental Agreement No.</b>		<b>Base CR/AA No.</b>		<b>Base Contract Date</b>		<b>Base Contract Amount</b>																																										
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								%																																										


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

  
 By Department Director

10-2-19  
 Date


  
 Approved as to Form by City Attorney

10/18/2019  
 Date

  
 By City Manager

10/18/19  
 Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196771</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">10/15/2019 <i>Am</i></div>																																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 35%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">RECEIVED</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 0.8em;">OCT 18 AM 11:10</div> </div> </div>																																														
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<b>Vendor Name:</b> AskReply, Inc. dba B2GNow						<b>Vendor No.</b> VC0000011954																																									
<b>Subject:</b> Annual Service Fee Payment																																															
<b>Lead Dept:</b> MGT (OBD)																																															
<b>Action Requested:</b> Request authorization of payment to B2G Now for compliance software through DIR Contract DIR-TSO-4212.																																															
<b>Contract Number:</b>		OBD-2019-00011538		<b>Contract Term:</b>		4/1/18	to 3/31/20																																								
<b>Background:</b> B2GNow is a software application which tracks M/WBE utilization, contract compliance, and vendor certifications for entities maintaining M/WBE, SBE, DBE, ACDBE, or other programs. The spend analysis, bid tracking modules and custom M/WBE quarterly reports are included in this contract.																																															
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>MGT</td> <td>1267</td> <td>2731</td> <td>2731</td> <td></td> <td>OBD-2019-00011538</td> <td>\$16,916.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td colspan="6"><b>Financing:</b></td> <td><b>TOTAL:</b></td> <td>\$16,916.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	MGT	1267	2731	2731		OBD-2019-00011538	\$16,916.00							-								-		<b>Financing:</b>						<b>TOTAL:</b>	\$16,916.00
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*MURIEL AGUIRRE*

By Department Director

Date

By City Manager

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****196772****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%).
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- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Vendor Name: Alvaro Rosales

Vendor No. VC14671

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$35,000.00 with Alvaro Rosales. The vendor will provide Dance classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011628	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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011628	\$35,000.00

Financing:

**TOTAL:** \$35,000.00

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

Sep 30, 2019

By Department Director

Milton Henderson

Milton Henderson (Oct 11, 2019)

Oct 11, 2019

Approved as to Form by City Attorney

Date

Jayant Patel

Sep 30, 2019

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****196773****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.
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- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Vendor Name: Stephen M. Ballard

Vendor No. VS13985

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$15,000.00 with Stephen M. Ballard. The vendor will provide Karate classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011626	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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011626	\$15,000.00
<b>TOTAL:</b>							\$15,000.00

Financing:

Contract Amendment Information:

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

Milton Henderson

Milton Henderson (Oct 11, 2019)

Approved as to Form by City Attorney

Oct 11, 2019

Date

By City Manager

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****196774****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.
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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: Penny McCool Robertson

Vendor No. VS96167

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$10,000.00 with Penny McCool Robertson. The vendor will provide Tae Kwon Do classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011621	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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011621	\$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'l Agreement Percentage
					\$ 0.00	%

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

Willis Winters

Sep 30, 2019

By Department Director

Date

Milton Henderson

Milton Henderson (Oct 11, 2019)

Approved as to Form by City Attorney

Oct 11, 2019

Date

By City Manager

By City Manager

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****196775****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.
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- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached);
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Vendor Name: Estanislao Rodriguez

Vendor No. VS13884

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$15,000.00 with Estanislao Rodriguez. The vendor will provide Karate classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011629	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.

Funding:

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011629	\$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.

Willis Winters

By Department Director

Sep 30, 2019

Date

Milton Henderson

Milton Henderson (Oct 11, 2019)

Approved as to Form by City Attorney

Oct 11, 2019

Date

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

**196776**

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.
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- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Vendor Name: Gumesinda C. Fonseca

VS14096

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$10,000.00 with Gumesinda C. Fonseca. The vendor will provide Fitness Classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011625	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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011625	\$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

Sep 30, 2019

By Department Director

Date

Milton Henderson

Milton Henderson (Oct 11, 2019)

Approved as to Form by City Attorney

Oct 11, 2019

Date

By City Manager

By City Manager

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

196777

EFFECTIVE DATE

Sep 30, 2019

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
SEP 30 10 18 PM 2:09

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

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: Luis Thomas Alvarez-Perez

Vendor No. VS100406

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$10,000.00 with Luis Thomas Alvarez-Perez. The vendor will provide Zumba classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011612	Contract Term:	NTP 2019	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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011612	\$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'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

Benjamin N. Samples, II

Benjamin N. Samples, II (Oct 11, 2019)

Approved as to Form by City Attorney

Oct 11, 2019

Date

Sep 30, 2019

Date

By City Manager

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

**196778**

EFFECTIVE DATE

Sep 30, 2019

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

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☐ 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: Mica Petersen

Vendor No.

VS99645

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$10,000.00 with Mica W. Petersen. The vendor will provide Fitness classes to the citizens of Dallas.

Contact: Steve Baker (214) 670-8885

Contract Number:

PKR-2019-00010719

Contract Term:

NTP 2019

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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00010719	\$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

By City Manager

Benjamin N. Samples, II

Benjamin N. Samples, II (Oct 11, 2019)

Approved as to Form by City Attorney

Sep 30, 2019

Date

Oct 11, 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

**196779****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: Daniel K. Tshibamba

Vendor No. VS89868

Subject: Contract Fee Instructor

Lead Dept: PKR

Action Requested:

Authorize a contract fee instructor agreement of \$10,000.00 with Daniel K. Tshibamba. The vendor will provide Martial Arts classes to the citizens of Dallas.

Contact: Leatrice Newhouse (214) 670-8847

Contract Number:	PKR-2019-00011587	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.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR		N/A	3064	N/A	CX PKR-2019-00011587	\$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

Benjamin N. Samples, II

Benjamin N. Samples, II (Oct 11, 2019)

Approved as to Form by City Attorney

Oct 11, 2019

Date

By City Manager

Sep 30, 2019

Date

ORIGINAL - City Secretary

REV 11/2018

196780

RECEIVED



2019 DEC 11 AM 11:21

CITY SECRETARY  
DALLAS, TEXAS

**Memorandum**

Date: December 10, 2019

To: Bilierae Johnson, City Secretary, CSO

From: Ayeh Powers, Managing Attorney, CAO

Re: **Correction to Administrative Action No. 19-6780  
for Bracewell LLP**

---

In Administrative Action No. 19-6780, please make the following corrections to the Effective Date and Funding:

Effective Date:  
Listed 10/17/18      **Correction: 10/17/19**


Unit:  
Listed 1163      **Correction: Unit 1164**

Thank you.

A handwritten signature in blue ink, appearing to read 'Ayeh Powers', written over a horizontal line.

Ayeh Powers  
Executive Assistant City Attorney  
Interim Managing Attorney  
Dallas City Attorney's Office

Handwritten initials in blue ink, possibly 'B. Johnson', located in the bottom right corner of the page.

 <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.	196780
		EFFECTIVE DATE
		10/17/18

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 N/A

Vendor Name: **Bracewell LLP** Vendor No. **VS0000056820**

Subject: **Payment Authorization – Proposed Development of Municipal Management Districts**

Lead Dept: **City Attorney's Office**

Action Requested: **Authorize a payment to Bracewell LLP for legal services provided to the City of Dallas regarding proposed development of Municipal Management Districts (MMDs). This payment shall not exceed \$5,231.25.**


Contract Number:	ATT-2020-00011873	Contract Term:	n/a	to	n/a
------------------	-------------------	----------------	-----	----	-----

Background: Authorization is necessary to pay Bracewell LLP for legal services provided to the City of Dallas regarding proposed development of Municipal Management Districts (MMDs) in the City of Dallas and the effect that possible state legislation would have on those districts. Bracewell LLP reviewed proposed MMD legislation and Council Committee Briefing materials for the University Hills MMD, in addition to attending City Council Meeting to discuss MMDs. Invoice #21850359. This payment shall not exceed \$5,231.25.

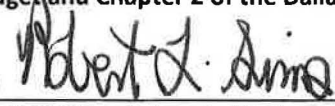
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	ECO	1163		3033		CX ATT-2020-00011873	\$5,231.25
						-	
						-	
Financing:						<b>TOTAL:</b>	<b>\$5,231.25</b>

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	%

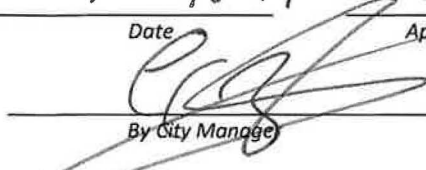
**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

  
 By Department Director

10-15-19  
 Date

  
 Approved as to Form by City Attorney

10/17/19  
 Date

  
 By City Manager

10/17/19  
 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**

196781

**EFFECTIVE DATE**

10/17/19 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%).
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- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☐ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No N/A

Vendor Name: Dallas County Public Defender's Office

Vendor No. 014003

Subject: Interlocal Agreement – South Dallas Drug Court (SAMHSA Grant)

Lead Dept: City Attorney's Office

Action Requested:

Authorize an Interlocal Agreement (ILA) between City of Dallas and the Dallas County Public Defender's Office to provide representation to program participants at the South Dallas Drug Court. This contract shall not exceed \$15,000.

Contract Number: ATT-2020-00011885 Contract Term: 9/30/19 to 9/29/2020

Background:

On November 28, 2018, City Council by Ordinance No. 31049, authorized the City Manager to approve contracts with intergovernmental agencies less than \$50,000 without further City Council action, pursuant to Dallas City Code, Article IV. Purchasing., Chap. 2, Sec. 2-30, Subsec. (d)(8).

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 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 ILA, Dallas County Public Defender's Office will provide representation to program participants at the South Dallas Drug Court. This contract shall not exceed \$15,000.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
F599	ATT	4162		3070		MASC ATT-2020-00011885	\$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.

By Department Director


Date

Approved as to Form by City Attorney

Date

By City Manager

Date

 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 24pt; font-weight: bold; margin: 5px 0;">196782</div> <b>EFFECTIVE DATE</b> <div style="font-size: 18pt; margin: 5px 0;">10/18/19 PND</div>																																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small> </div> <div style="width: 35%; text-align: right; font-size: 10pt;"> RECEIVED  CITY SECRETARY  DALLAS, TEXAS  OCT 18 PM 3:52 </div> </div>																																														
	<b>2. Is this an amendment to an existing construction contract? If yes, complete an Administrative Change Order.</b> <div style="float: right; text-align: right;"> <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No </div>																																														
<b>3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.</b> <div style="float: right; text-align: right;"> <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No </div>																																															
<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b> <div style="float: right; text-align: right;"> <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No </div>																																															
<b>Vendor Name:</b> Tex-21						<b>Vendor No.</b> VC0000001919																																									
<b>Subject:</b> Membership Dues																																															
<b>Lead Dept:</b> Office of Strategic Partnerships and Government Affairs																																															
<b>Action Requested:</b> Administrative Action Approval																																															
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Contract Number:</b></td> <td style="width: 30%;">IGS-2020-00011919</td> <td style="width: 20%;"><b>Contract Term:</b></td> <td style="width: 10%;">10/1/2019</td> <td style="width: 10%; text-align: center;">to</td> <td style="width: 10%;">9/30/2020</td> </tr> </table>								<b>Contract Number:</b>	IGS-2020-00011919	<b>Contract Term:</b>	10/1/2019	to	9/30/2020																																		
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<b>Background:</b> Transportation Excellence for the 21st Century (TEX-21) is a multi-state transportation policy organization. Membership is composed of cities, counties, transportation organizations, and private sector groups. The organization seeks to build relationships with key decision makers in Arkansas, Oklahoma, Texas and the Federal government. TEX-21 seeks to affect the development of transportation policy for its members through working with its members and partners to advocate for legislative and congressional priorities.																																															
<table style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">FUND</th> <th style="width: 10%;">DEPT</th> <th style="width: 10%;">UNIT</th> <th style="width: 10%;">ACTV</th> <th style="width: 10%;">OBJ</th> <th style="width: 10%;">PROGRAM</th> <th style="width: 30%;">ENCUMBRANCE TYPE and NUMBER</th> <th style="width: 10%;">AMOUNT</th> </tr> <tr> <td>0001</td> <td>BMS</td> <td>1991</td> <td>OF01</td> <td>3340</td> <td></td> <td>MASC IGS-2020-00011919</td> <td>\$25,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;"><b>Financing:</b></td> <td style="text-align: right;"><b>TOTAL:</b></td> <td>\$25,000</td> </tr> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	BMS	1991	OF01	3340		MASC IGS-2020-00011919	\$25,000							-								-		<b>Financing:</b>						<b>TOTAL:</b>	\$25,000
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																								
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						-																																									
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						\$ 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



# 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****196783****EFFECTIVE DATE****10/13/2019**

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%).
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- ☐ e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- ☒ f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Vendor Name: Builders of Hope CDC and Dallas Area Habitat for Humanity, Inc.

Vendor No.

Subject: Amendment to the Assumption of the Conditional Grant Agreement – Chariot Village

Lead Dept: Housing and Neighborhood Revitalization

Action Requested:

The purpose of this administrative action is to amend the property description described in Exhibit A of the Assumption of the Conditional Grant Agreement and Security Documents between Dallas Habitat for Humanity, Inc. and Builders of Hope, CDC. The current Exhibit A lists the Block as "1A/6127" and needs to be amended to reflect the correct Block: "1B/6127".

Contract Number:

Contract Term:

to

Background:

The City of Dallas approved a conditional grant agreement with Greenleaf Ventures, LLC on May 13, 2015 by Resolution No. 15-0861 in the amount of \$450,000 in bond funds for construction of 50 to 53 single-family homes on Chariot Drive in East Dallas. 27 of the homes are for homebuyers at or below 140% AMFI. Dallas Area Habitat for Humanity executed an assumption of grant agreement with Greenleaf Ventures, LLC on August 15<sup>th</sup>, 2017. On June 13, 2018 by Resolution No. 18-0831 the City of Dallas authorized to extend the agreement from October 30, 2017 to December 31, 2019. On November 8<sup>th</sup>, 2018, BOH executed an assumption of the conditional grant agreement with Habitat for Humanity.

Funding:

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

Contract Amendment Information:

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base 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****196784****EFFECTIVE DATE**

Oct 20, 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: MUNIRevs, Inc.

Vendor No. VS99581

Subject: Web-Based Hotel and Short-Term Rental Occupancy Tax Collection System SA No. 1

Lead Dept: Communications &amp; Information Services

Action Requested:

Authorize SA No. 1 to change the credit card payment processor in the Web-Based Hotel and Short-Term Rental Occupancy Tax Collection system from Authorize.net to Cybersource.

Contract Number: DSV-2019-00009686 Contract Term: 10/7/2019 to 8/31/2024

Background:

The Web-Based Hotel and Short-Term Rental Occupancy Tax Collections System is a complete turnkey system for web-based hotel and short-term rental hotel occupancy tax remittance and management.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0080	CCT	7840		3090		- DSV-2019-00009686	\$3,750.00
						-	
						-	

Financing: Convention & Event Services Fund TOTAL: \$3,750.00

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
1	19-0518	4/10/2019	\$495,000.00	\$0.00	\$3,750.00	.76%

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

*Shelia Robinson*  
Shelia Robinson (Oct 7, 2019)

By Department Director

Oct 7, 2019

Date

*Josey Zapata*  
Josey Zapata (Oct 20, 2019)

By City Manager

*Barbara A. McAninch*  
Barbara A. McAninch (Oct 21, 2019)

Approved as to Form by City Attorney

Oct 21, 2019


Date

*BAMC*  
BAMC

Oct 20, 2019

Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold;">196785</div>																																								
							<b>EFFECTIVE DATE</b> <div style="font-size: 1.2em;">Oct 8, 2019</div>																																								
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																														
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<b>Vendor Name:</b> CLASSI NANCE-JIMOH						<b>Vendor No.</b> VC20510																																									
<b>Subject:</b> Professional Services																																															
<b>Lead Dept:</b> Office of Arts and Culture																																															
<b>Action Requested:</b> Consultant shall present workshops as directed by the Office of Cultural Affairs that will integrate photojournalism and storytelling to explore individual and community histories. Through these workshops, consultant shall, by way of interviews, uncover the stories of senior citizens who reside in the city of Dallas and create mini, photographic, visual memoirs. As a part of the workshops, seniors will engage in painting sessions creation the secondary visual component to the memoirs. Each workshop will culminate with an exhibition and reading of participants' work. 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.																																															
<div style="display: flex; justify-content: space-between;"> <div> <b>Contract Number:</b> OCA-2019-00011368 (CR-00024752)         </div> <div> <b>Contract Term:</b> 10/15/2019 to 9/30/2020         </div> </div>																																															
<b>Background:</b> Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of <b>\$5,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																															
<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>OCA</td> <td>4878</td> <td></td> <td>3089</td> <td>CPF</td> <td>MASC OCA-2019-00011368</td> <td>\$5,000.00</td> </tr> <tr> <td colspan="7"></td> <td></td> </tr> <tr> <td colspan="7"></td> <td></td> </tr> <tr> <td colspan="6"><b>Financing:</b> General Fund</td> <td><b>TOTAL:</b></td> <td>\$5,000.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	OCA	4878		3089	CPF	MASC OCA-2019-00011368	\$5,000.00																	<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$5,000.00
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

  
 Jennifer Scripps (Oct 8, 2019)

By Department Director

Oct 8, 2019

Date

  
 Joey Zapata (Oct 8, 2019)

By City Manager

  
 Marichelle Samples (Oct 20, 2019)

Approved as to Form by City Attorney

Oct 20, 2019

Date

Oct 8, 2019

Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196786</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Oct 18, 2019</div>																																											
	1. Place an "X" in the appropriate box for the approval of:																																																	
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 25%; text-align: right;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: right top;">             RECEIVED              OCT 22 AM 8:41              CITY SECRETARY              DALLAS, TEXAS           </div> </div> </div>																																																	
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Vendor Name:		CARA MIA THEATRE CO				Vendor No.		357327																																										
Subject:		Professional Services																																																
Lead Dept:		Office of Arts and Culture																																																
Action Requested:		Consultant shall produce its annual bilingual and educational touring production through different neighborhoods of Dallas. These open-to-the-public events will provide narratives to the growing number of Latino youth and families in Dallas. The productions consist of five original 50-minute family friendly shows that are bilingual, educational, celebratory of Latin culture, and support TEKS metrics. The productions will also include a thirty-minute interactive demonstration in which audiences will participate with the artists after each show for an immersive exploration of the theatre techniques used in each show. The five shows include: <i>Searching for the Six Flags of Texas</i> , <i>Juana Inés: The Child Who Loved to Read</i> , <i>The Wisdom of Viejo Antonio</i> , <i>!Payasos Clown!</i> , and <i>Flores y Calaveras</i> . The touring productions will take place from October through May 2020 at various recreation centers, libraries and museums in Dallas. 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 00024861)		Contract Term:		10/23/2019 to 6/30/2020																																										
Background:		The fee for this service is <b>\$10,000.00</b> to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or <b>\$2,500.00</b> 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 <b>\$5,000.00</b> 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 <b>\$2,500.00</b> , 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.																																																
Funding:		<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>OAC</td> <td>4880</td> <td></td> <td>3089</td> <td>AAct R1</td> <td>MASC OCA-2019-000011738</td> <td>\$10,000.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2">Financing:</td> <td colspan="5">General Fund</td> <td><b>TOTAL:</b></td> <td>\$10,000.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0001	OAC	4880		3089	AAct R1	MASC OCA-2019-000011738	\$10,000.00																	Financing:		General Fund					<b>TOTAL:</b>	\$10,000.00
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APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*Jennifer Scripps*  
Jennifer Scripps (Oct 18, 2019)

By Department Director

Oct 18, 2019

Date

*Joey Zapata*  
Joey Zapata (Oct 18, 2019)

By City Manager

*Johnny Dyer*


Approved as to Form by City Attorney

Oct 18, 2019


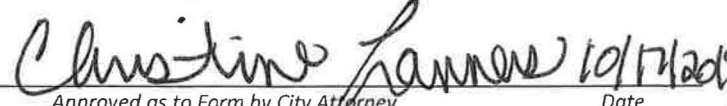

Date

Oct 18, 2019


Date

 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196787</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 0;">OCT 14 2019</div>						
	<p>1. Place an "X" in the appropriate box for the approval of:</p> <p><input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).</p> <p><input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):</p> <p style="font-size: 0.8em;">NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</p>								
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Vendor Name:		Laurie Bruscato		Vendor No.		VC12923			
Subject:		Contract Fee Instructor							
Lead Dept:		PKR							
Action Requested:		Authorize a contract fee instructor agreement of \$10,000.00 with Laurie Bruscato. The vendor will provide Volleyball classes to the citizens of Dallas.							
		Contact: Leatrice Newhouse (214) 670-8847							
		Contract Number:	PKR-2019-00011733	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.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	PKR		N/A	3064	N/A	CX PKR-2019-00011733	\$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.

 By Department Director	10-07-19 Date	 Approved as to Form by City Attorney
 By City Manager	10/14/19 Date	10/17/2019 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> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196789</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">OCT 14 2019</div>						
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	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 35%; text-align: right;"> <div style="border: 1px solid black; padding: 2px; transform: rotate(-90deg); transform-origin: right top;">             OCT 22 AM 8:11              CITY SECRETARY              DALLAS, TEXAS           </div> </div> </div>								
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3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months. <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
Vendor Name:		Dallas Running Club		Vendor No.					
Subject:		Beautification Agreement							
Lead Dept:		Park and Recreation							
Action Requested:		Authorize a Beautification Agreement with the Dallas Running Club. The vendor will fund park amenities for brick pavers to be set at a respite located at Dalgreen and West Lawther at White Rock Lake Park.							
		Contact: Jeremy McMahon (214) 671-0264							
		Contract Number:	PKR-2019-00011747	Contract Term:	12/18/2019	to	12/17/2020		
Background:		The Dallas Running Club is a committed organization that funds and performs volunteer services dedicated to the community in which they work, live, and serve.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		N/A	PKR	N/A	N/A	N/A	N/A	CX PKR-2019-00011747	\$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.

*[Signature]* 10.07.19

By Department Director Date

*[Signature]* 10-17-2019

Approved as to Form by City Attorney Date


*[Signature]*

By City Manager

10/14/19

Date



 CITY OF DALLAS	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		196790
		EFFECTIVE DATE
		OCT 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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- ☐ 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: White Rock Lake Foundation Vendor No. \_\_\_\_\_

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested: Authorize a Beautification Agreement with the White Rock Lake Foundation. The vendor will fund services to have shade structures installed at the Winfrey Point ballfields at White Rock Lake.

Contact: Jeremy McMahon (214) 671-0264

Contract Number: PKR-2019-00011748 Contract Term: 12/24/19 to 12/23/20

Background: The White Rock Lake Foundation is a committed organization that is dedicated to the community in which they work, live, and serve.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	CX PKR-2019-00011748	\$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.

*[Signature]* 10.07.19  
By Department Director Date

*[Signature]* 10-18-2019  
Approved as to Form by City Attorney Date

*[Signature]* 10/14/19  
By City Manager Date



 CITY OF DALLAS	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		196791
		EFFECTIVE DATE
		SEP 17 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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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? ☐ Yes ☒ No

Vendor Name: CD Environmental Engineering, LLC. Vendor No. VS0000018790

Subject: Certifying SPCC Plan for 2 Park Maintenance Facilities

Lead Dept: Park and Recreation

Action Requested: Authorize an encumbrance of \$1,800.00 with CD Environmental Engineering, LLC. The vendor will provide a professional service including the review and recertification of the Spill Prevention Control and Countermeasures (SPCC) Plan for two City of Dallas Park Maintenance Operations facilities.  
Contact: Trenesha Williams (214) 670-8829


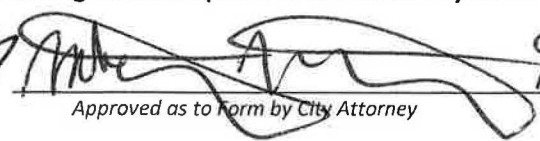
Contract Number:	PKR-2019-00011433	Contract Term:	NTP	to	12/31/2019
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Background: The Spill Prevention, Control and Countermeasure (SPCC) plans were last reviewed and recertified in 2014. The review and recertification of the SPCC plan is required every 5 years and is now due. This service contract will allow for a professional engineer's review and certification of the SPCC plans in accordance with the appropriate regulations.


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5002		3070		CX PKR-2019-00011433	\$1,800.00
						-	
						-	
Financing:							TOTAL: \$1,800.00

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

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

 9/12/19
 9/25/19  
By Department Director Date Approved as to Form by City Attorney Date

 9-17-19  
By City Manager Date

 CITY OF DALLAS	<h1 style="text-align: center;">ADMINISTRATIVE ACTION</h1> <p style="text-align: center;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	ADMINISTRATIVE ACTION
		196792
		EFFECTIVE DATE SEP 17 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.

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: CD Environmental Engineering, LLC. Vendor No. VS0000018790

Subject: Certifying SPCC Plan for 3 Golf PKR facilities

Lead Dept: Park and Recreation

Action Requested: Authorize an encumbrance of \$2,695.00 with CD Environmental Engineering, LLC. The vendor will provide a professional service including the review and recertification of the Spill Prevention Control and Countermeasures (SPCC) Plan for three City of Dallas Park and Recreation Golf Course facilities.  
Contact: Trenesha Williams (214) 670-8829

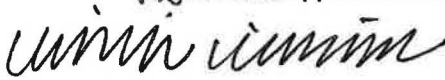
Contract Number: PKR-2019-00011430 Contract Term: NTP to 12/31/2019

Background: The Spill Prevention, Control and Countermeasure (SPCC) plans were last reviewed and recertified in 2014. The review and recertification of the SPCC plan is required every 5 years and is now due. This service contract will allow for a professional engineer's review and certification of the SPCC plans in accordance with the appropriate regulations.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5271		3070		CX PKR-2019-00011430	\$2,695.00
						-	
						-	
Financing:							TOTAL: \$2,695.00

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

 9.12.19

By Department Director

Date

 9/25/19


Approved as to Form by City Attorney

Date



By City Manager

9-17-19  
Date

 CITY OF DALLAS	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196793</div> <b>EFFECTIVE DATE</b> 10/18/19										
	1. Place an "X" in the appropriate box for the approval of:																
	<input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements. <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%). <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34. <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code. <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.																
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>																	
Vendor Name:						C & C Professional Services, Inc.		Vendor No.		508459							
Subject:		Crane repair and inspection															
Lead Dept:		Dallas Water Utilities Elm Fork Water treatment plant.															
Action Requested:		Need to inspect and repair cranes on site for two reasons: 1. Crane inspection report and label for audits. 2. Two cranes are not working at the moment and will need them repaired but vendor needs to inspect and test to see what needs repair															
		Contract Number:		DWU-2019-00011421			Contract Term:		Sept. 30, 2019		to March 30, 2020						
Background:		All cranes and hoist must be inspected yearly by a professional company and is required to have label and date of inspection by auditors. We cannot operate crane and hoist without proper inspection and maintenance.															
Funding:		FUND		DEPT		UNIT		ACTV		OBJ		PROGRAM		ENCUMBRANCE TYPE and NUMBER		AMOUNT	
		100		DWU		7243		625C		3110				-		\$750.00	
		100		DWU		7243		625C		3110				-		\$9,997.00	
														-			
		Financing:												TOTAL:		\$10,747.00	
Contract Amendment Information:		Supplemental Agreement No.		Base CR/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

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196794</div> <b>EFFECTIVE DATE</b> <div style="margin: 5px 0;">Oct 23, 2019</div>			
	1. Place an "X" in the appropriate box for the approval of:									
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 15%; text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         </div> </div>									
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3. Any Administrative Actions to this vendor in the last 12 months? If yes, attach copy of AAs within last 12 months.										
4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?										
Vendor Name:		Gropius LLC dba Mrs. K.				Vendor No.		VC20735		
Subject:		Release of Animal's Appearance for Puppy Bowl XVI								
Lead Dept:		Dallas Animal Services								
Action Requested:		Authorize Owner's Release for Animals Appearance for use of DAS dogs during filming of the Animal Planet Puppy Bowl Promo Commercial shoot.								
		Contract Number:		DAS-2020-00011882		Contract Term:		10/23/19 to		
Background:		In celebration of Animal Planet's Puppy Bowl's 16 <sup>th</sup> year, DAS has been asked to bring puppies (between 4-6 months of age) to a promotional video shoot depicting a "puppy birthday party". The footage from the shoot will be used by Animal Planet to promote their Puppy Bowl, which airs in February 2020. Animal Planet supports pet adoption and rescue; therefore, they require all puppies in the promotion be either currently owned by animal shelters or rescues or have been adopted from an animal shelter or rescue group. DAS received the inquiry after the vendor received a referral to DAS from Best Friends Animal Society.								
Funding:		FUND		DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
									-	\$0
									-	
									-	
		Financing:		No cost consideration					TOTAL:	\$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.**

  
Edward Jamison (Oct 22, 2019)

Oct 22, 2019

By Department Director

Date



Oct 23, 2019

Approved as to Form by City Attorney

Date



Oct 23, 2019

By City Manager

Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196795</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin-top: 5px;">9/11/19</div>																																																	
	1. Place an "X" in the appropriate box for the approval of:																																																							
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 50%; text-align: right; font-size: 0.8em;"> CITY SECRETARY  DALLAS, TEXAS  9/11/19 PM 4:16 </div> </div>																																																							
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Vendor Name:		Nathan D. Maier Consulting Engineers, Inc.					Vendor No.		354434																																															
Subject:		Perform concept study and prepare preliminary design																																																						
Lead Dept:		Dallas Water Utilities																																																						
Action Requested:		Authorize a professional service contract with Nathan D. Maier Consulting Engineers, Inc. to provide necessary engineering services required for conceptual analysis to develop construction plans and specifications identified in the Flood Plain Management report. <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <div>Contract Number:</div> <div>DWU-2019-00009206</div> <div>Contract Term:</div> <div>11/2019</div> <div>to</div> <div>05/2020</div> </div>																																																						
Background:		This action will authorize a professional services contract with Nathan D. Maier Consulting Engineers, Inc. to perform a study of conceptional alternatives for two project areas. The City of Dallas has determined that the locations require improvements to provide adequate capacity for the conveyance of storm water flows. Each location has distinct challenges that require engineering analysis and design services. This scope of work includes preliminary investigation, design report and conceptual design deliverables for two projects at Parrish Branch at Wheatland Road and South Branch Culvert at Louisiana Avenue.																																																						
Funding:		<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0063</td> <td>SDM</td> <td>W237</td> <td>FLDM</td> <td>4111</td> <td>TW17W237</td> <td>CX- DWU-2019-00009206</td> <td>18,900.00</td> </tr> <tr> <td>0063</td> <td>SDM</td> <td>W242</td> <td>FLDM</td> <td>4111</td> <td>TW17W242</td> <td>CX - DWU-2019-00009206</td> <td>16,564.00</td> </tr> <tr> <td colspan="7" style="text-align: right;"><b>Financing:</b></td> <td></td> </tr> <tr> <td colspan="7">SDM-Capital Construction Fund</td> <td></td> </tr> <tr> <td colspan="7" style="text-align: right;"><b>TOTAL:</b></td> <td>35,464.00</td> </tr> </tbody> </table>							FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0063	SDM	W237	FLDM	4111	TW17W237	CX- DWU-2019-00009206	18,900.00	0063	SDM	W242	FLDM	4111	TW17W242	CX - DWU-2019-00009206	16,564.00	<b>Financing:</b>								SDM-Capital Construction Fund								<b>TOTAL:</b>							35,464.00
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

*mp*

By Department Director

*[Signature]*

Date *9/10/19*

*[Signature]*

Approved as to Form by City Attorney

*[Signature]*

Date *09/27*

*[Signature]*

By City Manager

*[Signature]*

Date *9/11/19*





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

196796

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

Vendor Name: THE VERDIGRIS ENSEMBLE, INC.

Vendor No. VS99078

Subject: Professional Services

Lead Dept: Office of Arts and Culture

Action Requested:

Consultant shall produce, *Dia De Muertos*, a concert series that will cumulate in a collective performance to celebrate the Hispanic/Latinx culture. Scope includes four components as followed: 1) Consultant will partner with Anita N. Martinez Ballet Folklorico to create choreography to the performed music. 2) Students from W.E. Greiner Exploratory Arts Academy will collaboratively learn one *Dia De Muertos* song and one piece of choreography 3) Artist Ofelia Faz-Garza will create at least four interactive *ofrendas*, an altar for the deceased. 4) A cumulative live performance will occur presenting all components of 1, 2, and 3. This open-to-the public event will take place at Arts Mission Oak Cliff on October 31 and November 1-2, 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.

Contract Number:

OCA-2019-000011738 (CR 00024856)

Contract Term:

10/25/2019

to

12/31/2019

Background:

The fee for this service is **\$8,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or **\$4,000.00** 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 **\$4,000**, 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 the final invoice.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OAC	4880		3089	AAct R1	MASC OCA-2019-000011738	\$8,000.00
						-	
						-	
Financing:		General Fund					TOTAL: \$8,000.00

Contract Amendment Information:

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

Joey Zapata  
Joey Zapata (Oct 22, 2019)

By City Manager

Approved as to Form by City Attorney


Approved as to Form by City Attorney

Oct 22, 2019

Date

Oct 23, 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.	196797
		EFFECTIVE DATE
		September 9, 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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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: JOSE VARGAS Vendor No. 349146

Subject: Professional Services

Lead Dept: Office of Cultural Affairs

Action Requested: Authorization to procure the services of Jose Vargas to provide gallery assistance to the Bath House Cultural Center and the Oak Cliff Cultural Center, from October 1, 2019 to September 30, 2020.

Contract Number:	OCA-2019-00011284	Contract Term:	10/1/2019	to	9/30/2020
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Background:

Jose Vargas is a recognized visual art and exhibition curator who has exhibited his art in multiple venues and has collaborated with the City of Dallas Office of Cultural Affairs. Informal proposals were sought by posting call for bids online from August 1 to August 10, 2019. Mr. Vargas was the only vendor to respond.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	0001	OCA	4833	CA02	3089		MASC OCA-2019-00011284	\$3,795.00
	0001	OCA	1299	CA02	3089		MASC OCA-2019-00011284	\$4,917.00
Financing:		General Fund					TOTAL:	\$8,712.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/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 9, 2019)

By Department Director

09/09/2019

Date

*Joey Zapata*  
Joey Zapata (Sep 9, 2019)

By City Manager

*Christen Sutton*  
Christen Sutton (Oct 23, 2019)

Approved as to Form by City Attorney

Oct 23, 2019

Date

09/09/2019

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196798</div>																																																					
							<b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">Oct 22, 2019</div>																																																					
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<b>4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?</b>								<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																																				
Vendor Name:		<b>THE FLAME FOUNDATION</b>					Vendor No.		VS0000043189																																																			
Subject:		Professional Services																																																										
Lead Dept:		Office of Cultural Affairs																																																										
Action Requested:		Consultant shall present performances and workshops directed by the Office of Cultural Affairs that use different choreography, techniques and forms of flamenco and Spanish dance, ranging from traditional to contemporary styles. Performances and workshops are accessible, celebratory, unifying, multicultural art experiences that allows anyone from any age, gender, ethnicity, or physical capacity to express emotions like clapping and shouting jaleos. Services 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-00024773)			Contract Term:		10/25/2019 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 <b>\$10,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																																										
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**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

*Johnny Pope*

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>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196799</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Oct 23, 2019</div>																																								
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Vendor Name: <b>VET</b>		Vendor No. <b>500570</b>																																									
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 shall provide visual art workshops in which participants will learn how to combine recycling and found objects to create 2D and 3D artwork through the use of art, math, and science. Consultant will offer practical solutions to reduce, reuse, and recycle to the general community and promote the re-distribution of non-toxic recyclables through visual art. The Found Objects experience workshops will 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-00024775)	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 <b>\$9,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																										
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**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

Joey Zapata  
Joey Zapata (Oct 23, 2019)

By City Manager

Ashley Stockton  
Ashley Stockton (Oct 23, 2019)

Approved as to Form by City Attorney


Oct 23, 2019

Date

Oct 23, 2019

Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:5px 0 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196800</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Oct 21, 2019</div>																																											
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Vendor Name:		JENNIFER WESTER				Vendor No.		VS99978																																										
Subject:		Professional Services																																																
Lead Dept:		Office of Arts and Culture																																																
Action Requested:		Consultant shall present a project entitled, "Dallas in Your Hands". The residency project aims to engage with the underserved youth in West Dallas and Oak Cliff and spark creative discoveries around culturally significant forms, shapes, flora, and fauna in the City of Dallas. The project will involve the creation and distribution of artistic activity packets for developmental skill sets. The packets will consist of activities such as tearing, paper crumpling, scissor cutting, folding, tracing, taping or gluing projects that will become visual art pieces depicting a pop-up design. these activities will be paper-based and relate historical facts and interesting cultural information fostering creative engagement with the environment. Packets will be made available to Dallas residents free of charge by way of libraries and other venues. 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-00024889)		Contract Term:		10/25/19 to 4/30/20																																										
Background:		The fee for this service is <b>\$15,000.00</b> to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or <b>\$7,500.00</b> of the total awarded amount upon completion of deliverables one through three and receipt of the consultant's first invoice, and one (1) payment of 50%, or <b>\$7,500.00</b> , 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 invoice.																																																
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FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																											
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

*Jennifer Scripps*  
Jennifer Scripps (Oct 21, 2019)

By Department Director

Oct 21, 2019

Date

*Joey Zapata*  
Joey Zapata (Oct 21, 2019)

By City Manager

*Robert A. Stee*

Approved as to Form by City Attorney


Oct 23, 2019

Date

Oct 21, 2019

Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196801</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Oct 25, 2019</div>						
	1. Place an "X" in the appropriate box for the approval of:								
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 25%; text-align: center; font-size: 0.8em;">           RECEIVED            OCT 25 PM 4:21            CITY SECRETARY            DALLAS, TEXAS         </div> </div>								
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4. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>									
Vendor Name:		AVANT CHAMBER BALLET INC		Vendor No.	VS92901				
Subject:		Professional Services							
Lead Dept:		Office of Arts and Culture							
Action Requested:		Consultant shall present a dance series entitled, <i>Family Saturdays</i> . Consultant will perform three productions held on Saturday afternoons, targeting families, free of charge. These open-to-the-public performances are scheduled to take place at the Moody Performance Hall December 21, 2019, February 15, 2020, and April 18, 2020. Consultant will also present these performances at North Park Center and the South Dallas Boys and Girls Club. The series will showcase the talents of Dallas area musicians and company dancers. 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 00024858)		Contract Term:	10/30/2019 to 5/31/2020			
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.							
Funding:		FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0001	OCA	4880		3089	AAct R1	MASC OCA-2019-000011738	\$10,000.00
								-	
								-	
		Financing: General Fund						TOTAL:	\$10,000.00
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
							\$ 0.00	%	

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

*Jennifer Scripps*  
Jennifer Scripps (Oct 25, 2019)

By Department Director

Oct 25, 2019

Date

*Joey Zapata*  
Joey Zapata (Oct 25, 2019)

By City Manager

*Joey Zapata*

Approved as to Form by City Attorney

Oct 25, 2019

Date

Oct 25, 2019

Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION						ADMINISTRATIVE ACTION																																											
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Vendor Name:		DALLAS SYMPHONY ASSOCIATION, INC.					Vendor No.		956329																																									
Subject:		Professional Services																																																
Lead Dept:		Office of Arts and Culture																																																
Action Requested:		Consultant shall hold a residency program entitled, Young Musicians. Consultant will provide free orchestral instruments and immersive music lessons to children in South Dallas. The consultant will supplement existing in-school and after-school music programs with 4.5 weekly hours of music education, starting with second grade through fifth grade. The residency will also include community concerts and collaborations with Southern Dallas musicians and artists that highlight local talent and create relevant experiences for the community. These community concerts will occur in libraries, schools and community centers throughout South Dallas. The residency will take place from October 2019 to September 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-2019-000011738 (CR 00024863)		Contract Term:		10/25/2019	to	9/15/2020																																								
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**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

Joey Zapata  
 Joey Zapata (Oct 22, 2019)

By City Manager

Ashley Stockton  
 Ashley Stockton (Oct 22, 2019)


Approved as to Form by City Attorney

Oct 22, 2019


Date

Oct 22, 2019

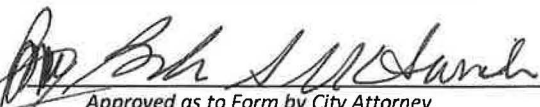
Date

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold;">196803</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em;">10/23/19 KB</div>																																								
	1. Place an "X" in the appropriate box for the approval of:																																														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition. </div> <div style="width: 15%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">CITY SECRETARY DALLAS, TEXAS</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">OCT 25 PM 1:26</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">RECEIVED</div> </div> </div>																																														
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Vendor Name: Healthcare Litigation Support d/b/a Vident Partners						Vendor No. VC20781																																									
Subject: Professional Services Contract																																															
Lead Dept: City Attorney's Office																																															
Action Requested: Authorize a professional services contract with Healthcare Litigation Support d/b/a Vident Partners, to provide Dr. Steven Bird, MD, for consulting and expert medical testimony in the case styled <u>Vicki Timpa, et al. v. Dustin Dillard, et al.</u> , Civil Action No. 3:16cv3089-N. This contract shall not exceed \$25,000.																																															
Contract Number:		ATT-2020-00011963			Contract Term:		10/23/19 KB to Indefinite																																								
Background: Healthcare Litigation Support d/b/a Vident Partners will provide Dr. Steven Bird, MD, for consulting and expert medical testimony in the case styled <u>Vicki Timpa, et al. v. Dustin Dillard, et al.</u> , Civil Action No. 3:16cv3089-N. Healthcare Litigation Support d/b/a Vident Partners will be paid on an hourly rate basis per engagement agreement dated October 11, 2019. This contract shall not exceed \$25,000.																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">FUND</th> <th style="width:10%;">DEPT</th> <th style="width:10%;">UNIT</th> <th style="width:10%;">ACTV</th> <th style="width:10%;">OBJ</th> <th style="width:10%;">PROGRAM</th> <th style="width:30%;">ENCUMBRANCE TYPE and NUMBER</th> <th style="width:10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0192</td> <td>ORM</td> <td>3890</td> <td></td> <td>3047</td> <td></td> <td>CX ATT-2020-00011963</td> <td>\$25,000.00</td> </tr> <tr> <td colspan="7"></td> <td></td> </tr> <tr> <td colspan="7" style="text-align: right;"><b>Financing:</b></td> <td></td> </tr> <tr> <td colspan="7" style="text-align: right;"><b>TOTAL:</b></td> <td>\$25,000.00</td> </tr> </tbody> </table>								FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0192	ORM	3890		3047		CX ATT-2020-00011963	\$25,000.00									<b>Financing:</b>								<b>TOTAL:</b>							\$25,000.00
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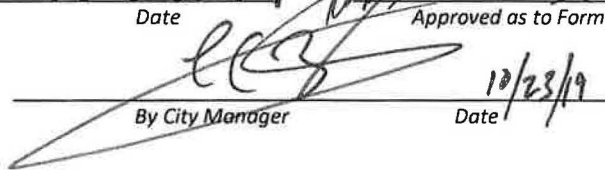
**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

  
By Department Director

10.22.19  
Date

  
Approved as to Form by City Attorney

10/25/2019  
Date

  
By City Manager

10/23/19  
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****196804****EFFECTIVE DATE**

10/23/2019  
CITY SECRETARY  
DALLAS, TEXAS  
10:25 PM 1:34  
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: HRTMS, Inc

Vendor No. VC19594

Subject: Renew JDExpert, job description software

Lead Dept: Human Resources

Action Requested:

Authorize contract subscription renewal for job description software to prepare the City for the compensation study initiative and provide ongoing internal support for creating job description, job evaluations, career series, market survey pricing, access to a 3<sup>rd</sup> party job content library and integration into Workday

Contract Number: PER-2019-00008911 Contract Term: 03/15/2020 to 03/14/2021

Background:

The City of Dallas has initiated a Compensation Study and we are seeking to renew the job description software in order to support the City in creating detailed job descriptions for all City positions in order to more accurately define position be more aligned with the market, provide competency model support, job evaluation support using point factors, automated market survey pricing an integration into workday.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PER	1438		3070		-	\$28,400.00
						-	
						-	
Financing:							TOTAL: \$28,400.00

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 Supp'l Agreement Percentage

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

By Department Director

Date

Approved as to Form by City Attorney

Date

By City Manager

Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

196805

EFFECTIVE DATE

9/26/19

RECEIVED  
CITY SECRETAR  
DALLAS, TEXAS  
2019 OCT 25 PM 4:00

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

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

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

3. Is this expenditure related to a construction project?

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Vendor Name: Purvis Industries/Capcorp

Vendor No. 038528

Subject: Conveyor Belt at Dewatering Facility

Department: DWU

Action Requested:

Authorize payment for the installation of a new Conveyor Belt at Dewatering Facility

Contract Number: CX-DWU.2018.00006934

Contract Term: 9/1/2019

To

8/31/2020

Background:

The Dewatering Facility has two, 600 feet, Primary Transfer Conveyor Belts that receive sludge from 12 belt presses. Each transfer belt receives sludge from six presses. The #1 transfer belt has been in operation since 2013. This belt has sustained major tears that has rendered it almost inoperable. It needs to be replaced quickly to ensure continuity of dewatering operations. If it is not replaced, the plant maybe unable to perform sufficient sludge operations, which may lead to a violation of its TCEQ Operating Permit.

Funding:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0103	DWU	CS31		3110	7A1391X	CX-DWU-2018-00006934	\$19,462.21
TOTAL:							\$19,462.21

Project No:

Commodity Code:

Financing:

Change Order No.

Original CR/AA  
No.Original CR/AA  
DateOriginal CR/AA  
AmountTotal Previous  
Change OrdersChange Amount  
Including this OrderTotal Change Order  
Percentage

%

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

Indicate Amount  
to Each Group:

African-American

Hispanic

Caucasian - Female

Other Minority

MWBE Certification  
Number

\$

\$

\$

\$

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

By Department Director

DATE

Approved as to form by City Attorney

DATE

By Assistant City Manager

DATE

 <b>CITY OF DALLAS</b>	<h2 style="text-align: center;">ADMINISTRATIVE ACTION</h2> <p style="text-align: center;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		ADMINISTRATIVE ACTION	
			196806	
			EFFECTIVE DATE	
		Oct 23, 2019		8/29/2019 C.T.

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

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:	Smartprocure, Inc. dba GovSpend, Inc.	Vendor No.	VC19216
Subject:	GovSpend Subscription		
Lead Dept:	Office of Procurement Services		

Action Requested: Authorize a 3-year purchase agreement with GovSpend, Inc. for a subscription to GovSpend's procurement database.

Contract Number:	POM-2019-00011431	Contract Term:	09/01/2019	to	08/31/2022
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Background: GovSpend's procurement database provides access to millions of local, state and federal purchase order records. The database will allow the Office of Procurement Services to streamline the procurement process with easy access to sole source documentation, RFP/RFB specifications, quote comparisons and more. This is a sole source procurement as GovSpend's software application is offered exclusively by GovSpend and patented by the United States Patent & Trademark Office (U.S. Patent No. US 2014/0188948 A1).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0198	DSV	1665		3099		- POM-2019-00011431	\$49,950
						-	
						-	
Financing:							TOTAL:
							\$49,950

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 49,950.00	%

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

Chhunhy Chhean  
Chhunhy Chhean (Aug 29, 2019)

Aug 29, 2019

By Department Director

Date  
Joey Zapata  
Joey Zapata (Aug 29, 2019)

By City Manager

Christina Revoulas  
Christina Revoulas (Oct 23, 2019)


Oct 23, 2019

Approved as to Form by City Attorney

Date

Aug 29, 2019

Date

 CITY OF DALLAS	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold;">196807</div>	
							<b>EFFECTIVE DATE</b> <div style="font-size: 1.2em;">10/18/19</div>	
							<b>10/18/19</b>	
							<b>10/18/19</b>	

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

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

Vendor Name:	North Central Texas Council of Governments	Vendor No.	066264																																								
Subject:	FY2020 Public Works Program Participation																																										
Lead Dept:	Public Works																																										
Action Requested:	Authorize annual participation and payment of annual membership fees for the Regional Public Works Program. <table style="width:100%; border-top: 1px solid black;"> <tr> <td style="width:25%;">Contract Number:</td> <td style="width:25%;">PBW-2020-00011862</td> <td style="width:25%;">Contract Term:</td> <td style="width:25%;">10/1/2019 to 9/30/2020</td> </tr> </table>			Contract Number:	PBW-2020-00011862	Contract Term:	10/1/2019 to 9/30/2020																																				
Contract Number:	PBW-2020-00011862	Contract Term:	10/1/2019 to 9/30/2020																																								
Background:	The City of Dallas is a member of the NCTCOG's Public Works Council. This is a group of member agencies that work collaboratively to address issues of regional vs. local nature. The 2019-2020 Regional Public Works Program will have five components, those components include: 1) Public Works Construction Standards, 2) Sustainable Public rights-of-way, 3) iSWM Program, 4) Hydrologic/Flooding Technical Assistance, and 5) General Public Works Support.																																										
Funding:	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0294</td> <td>PBW</td> <td>8377</td> <td>BPMG</td> <td>3340</td> <td></td> <td>- PBW-2020-00011862</td> <td>\$8,390.00</td> </tr> <tr> <td>0061</td> <td>SDM</td> <td>4908</td> <td>SD01</td> <td>3340</td> <td></td> <td>- PBW-2020-00011862</td> <td>\$28,670.00</td> </tr> <tr> <td colspan="7" style="text-align: right;"><b>Financing:</b></td> <td></td> </tr> <tr> <td colspan="7" style="text-align: right;"><b>TOTAL:</b></td> <td>\$37,060.00</td> </tr> </tbody> </table>			FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	0294	PBW	8377	BPMG	3340		- PBW-2020-00011862	\$8,390.00	0061	SDM	4908	SD01	3340		- PBW-2020-00011862	\$28,670.00	<b>Financing:</b>								<b>TOTAL:</b>							\$37,060.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																				
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						\$ 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

 <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.						196808	
							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.  
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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

<b>Vendor Name:</b>	Ed Carpenter	<b>Vendor No.</b>	339563					
<b>Subject:</b>	Love Field Gateway Art Project							
<b>Lead Dept:</b>	Office of Cultural Affairs							
<b>Action Requested:</b>	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.							
	<b>Contract Number:</b>	OCA-2019-00011337	<b>Contract Term:</b> 09/10/2019 to 01/31/2020					
<b>Background:</b>	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.							
<b>Funding:</b>	<b>FUND</b>	<b>DEPT</b>	<b>UNIT</b>	<b>ACTV</b>	<b>OBJ</b>	<b>PROGRAM</b>	<b>ENCUMBRANCE TYPE and NUMBER</b>	<b>AMOUNT</b>
	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
	<b>Financing:</b> DWU Public Art Fund and Aviation Construction Fund							<b>TOTAL:</b> \$4,650.00
<b>Contract Amendment Information:</b>	<b>Supplemental Agreement No.</b>	<b>Base CR/AA No.</b>	<b>Base Contract Date</b>	<b>Base Contract Amount</b>	<b>Sum of Previous Supplemental Agreements</b>	<b>Total Contract Amount Including this Action</b>	<b>Total Supp'l Agreement Percentage</b>	
						\$ 0.00	%	

**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

*Joey Zepeda*

Approved as to Form by City Attorney

Oct 29, 2019

Date


*Joey Zepeda*  
 Joey Zepeda (Sep 10, 2019)

By City Manager

09/10/2019

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.	196809
		EFFECTIVE DATE
		Oct 22, 2019

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

<input type="checkbox"/> 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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<input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

Vendor Name:	JUNIOR PLAYERS GUILD	Vendor No.	223195
Subject:	Professional Services		
Lead Dept:	Office of Arts and Culture		

Action Requested:	Consultant shall facilitate storytelling workshops featuring digital media and broadcasting to produce news stories featuring a community challenge or champion. The students are composed of high school students from 7 local high schools in Dallas. The students will be paired with teaching artist who will serve as mentors to the students, guiding them artistically. There will be a total of 14 sessions each, or 28 hours of instruction, to approximately 175 students. The project will culminate in final screening at the Texas Theatre in Oak Cliff in the summer of 2020 to showcase the students' final work. 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 00024862)	Contract Term:	10/25/2019	to	9/15/2020		

Background:	The fee for this service is <b>\$15,000.00</b> to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or <b>\$3,750.00</b> 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 <b>\$7,500.00</b> 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 <b>\$3,750.00</b> , of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.							
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Funding:	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:

Contract Amendment Information:	Supplemental Agreement No.	Base CR/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 22, 2019)

By Department Director

Oct 22, 2019

Date

Joey Zapata  
Joey Zapata (Oct 22, 2019)

By City Manager

Adrian A. Garcia


Approved as to Form by City Attorney

Oct 28, 2019

Date

Oct 22, 2019

Date

 <b>CITY OF DALLAS</b>	<h2 style="margin: 0;">ADMINISTRATIVE ACTION</h2> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>		<b>ADMINISTRATIVE ACTION</b> <h1 style="margin: 0;">196810</h1> <p style="margin: 0;"><b>EFFECTIVE DATE</b> Sep 23, 2019</p>																																										
	<p>1. Place an "X" in the appropriate box for the approval of:</p> <p><input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).</p> <p><input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): Contract Assignment.  <small>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</small></p>																																												
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Vendor Name:		Duke's Root Control, Inc		Vendor No.	516696																																								
Subject:		Sanitary System Chemical Root Control																																											
Lead Dept:		Office of Procurement Services																																											
Action Requested:		Authorize Supplemental Agreement No. 2, a consent to assignment and assumption of services from Municipal Sales, Inc. (Sanitary Sewer System Chemical Root Control Services Agreement) to Duke's Root Control Inc., under the same terms and conditions.																																											
Contract Number:		DWU-2018-00006080		Contract Term:	09/09/2018 to 09/06/2020																																								
Background:		On September 9, 2015 Council approved a 3-year master agreement (BP1504) with Municipal Sales, Inc. (VS0000029667) by Resolution No. 15-1645. Municipal Sales has provided a Notice of Assignment to Duke's Root Control Inc. (516696) to undertake the performance of all existing obligations of Municipal Sales under the current contract.  Prior Actions: AA18-5688, 2-year extension																																											
Funding:		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>DWU-2018-00006080</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td colspan="6">Financing:</td> <td>TOTAL:</td> <td>\$0.00</td> </tr> </tbody> </table>				FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT							DWU-2018-00006080	\$0.00							-								-		Financing:						TOTAL:	\$0.00
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT																																						
						DWU-2018-00006080	\$0.00																																						
						-																																							
						-																																							
Financing:						TOTAL:	\$0.00																																						
Contract Amendment Information:		Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage																																					
		2	CR-151645	09/09/2015	\$900,500.00	\$0.00	\$900,500.00	0%																																					

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

Chhunmy Chhean  
Chhunmy Chhean (Sep 23, 2019)

By Department Director

Sep 23, 2019

Date

Arthur N. Bashor  
Arthur N. Bashor (Oct 29, 2019)

Approved as to Form by City Attorney

Oct 29, 2019

Date

KY  
KY

Sep 23, 2019

JO  
JO


Sep 23, 2019

Josely Zapata  
Josely Zapata (Sep 23, 2019)

By City Manager

Sep 23, 2019

Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b>
		196811
		<b>EFFECTIVE DATE</b> 10/15/19 JJA

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: ARS Engineers, Inc. Vendor No. 504537

Subject: Alley Reconstruction Group 12-2040. Lavendale Avenue (6111-6339) and Azalea Lane (6118-6338). (PB12S217)

Lead Dept: Public Works

Action Requested: Authorize Supplemental Agreement No. 3 to the professional service contract with ARS Engineers, Inc. for performing As-Built Survey relating to Alley Group 12-2040 in the amount of \$13,015.48. Underutilized tasks under Special Services will be adjusted to pay for this additional work. This is a **zero** supplemental agreement and will not increase the contract amount.

Contract Number: PBW-2019-00011078 Contract Term: November 2013 to October 2019

Background: During construction, there was a dispute between the contractor and City on whether the Contractor had built the alley per plans, following record rainfall and resident complaints of water ponding. City instructed ARS Engineers, Inc. to verify the alley profile to ensure that the elevations were matching the construction plans. ARS Engineers, Inc. staked the design centerline stations and performed closed level loops from standard DWU benchmarks. ARS Engineers, Inc. also prepared a Difference Table showing the variance between the design elevations and what was actually constructed. Underutilized tasks under Special Services will be adjusted to pay for this additional work. See attached for more details.

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
	3	13-1731	09/25/2013	\$307,376.89	\$35,900.00	\$343,276.89	11.68%

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



# 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

196812

EFFECTIVE DATE

October 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%).
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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: Workday, Inc. Vendor No. VC15306

Subject: Human Capital Management System

Lead Dept: Communication & Information Services

Action Requested: Authorize Supplemental Agreement No. 5 to allow three (3) change orders to the human capital management system contract.

Contract Number: DSV-2018-00004864 Contract Term: 10/15/2019 to 1/31/2024

Background: These change orders will allow (1) an extension of the training credits date; (2) a modification to the payment due dates; and (3) revisions to the scope regarding implementation and task responsibilities as related to the Human Capital Management project. There is no financial impact associated with these change orders.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	5	18-0372	2/28/2018	\$20,296,345	\$0.0	\$0.00	0%

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

Hugh Miller  
Hugh Miller (Oct 11, 2019)

Oct 11, 2019

By Department Director

Date

Barbara A. McAninch  
Barbara A. McAninch (Oct 29, 2019)

Oct 29, 2019

Approved as to Form by City Attorney

Date

SR

Joey Zapata  
Joey Zapata (Oct 29, 2019)


Oct 29, 2019

By City Manager

Date

BAMC  
BAMC



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196813</div> <b>EFFECTIVE DATE</b> Oct 29, 2019																																																
	1. Place an "X" in the appropriate box for the approval of:																																																						
	<div style="display: flex; justify-content: space-between;"> <div style="width: 70%;"> <input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.  <input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).  <input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.  <input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.  <input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):            NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.         </div> <div style="width: 25%; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 5px;">             RECEIVED              2019 OCT 30 PM 1:48              CITY SECRETARY              DALLAS, TEXAS           </div> </div> </div>																																																						
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Vendor Name: DLT Solutions, LLC						Vendor No. 338279																																																	
Subject: Software Maintenance and Support for TOAD Database Products																																																							
Lead Dept: Communication & Information Services																																																							
Action Requested: Authorize a services contract for maintenance and support of TOAD software products pursuant to GSA cooperative agreement GS-35F-267DA.																																																							
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%;">Contract Number:</td> <td style="border: 1px solid black; width: 30%;">DSV-2019-00011638</td> <td style="border: 1px solid black; width: 20%;">Contract Term:</td> <td style="border: 1px solid black; width: 10%;">10/1/2019</td> <td style="border: 1px solid black; width: 10%;">to</td> <td style="border: 1px solid black; width: 10%;">09/30/2020</td> </tr> </table>								Contract Number:	DSV-2019-00011638	Contract Term:	10/1/2019	to	09/30/2020																																										
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Background: TOAD software products are IT tools used by CIS database analysts to solve problems within complex database systems like Oracle and SQL Server. Databases support applications that are essential to City operations including: Computer-Aided Dispatch (CAD) system for public safety, Lawson, a human resource application and the AMS Advantage Financial Management System. Maintenance and support of TOAD software products ensures that CIS staff have access to version upgrades and technical assistance.																																																							
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**APPROVAL:** Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.

<u>Hugh Miller</u> <small>Hugh Miller - 540.38.2937</small> By Department Director	Sep 19, 2019 Date	<u>Barbara A. McAninch</u> <small>Barbara A. McAninch - Oct 29, 2019</small> Approved as to Form by City Attorney	Oct 29, 2019 Date
 <small>Jey Zedeno - Oct 29, 2019</small> By City Manager	Oct 29, 2019 Date	 <small>Barbara A. McAninch</small>	

 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196814</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">Oct 23, 2019</div>																																											
	<p>1. Place an "X" in the appropriate box for the approval of:</p> <p><input type="checkbox"/> a. Contracts of \$70,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.</p> <p><input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).</p> <p><input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34.</p> <p><input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.</p> <p><input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):</p> <p style="font-size: 0.8em;">NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</p>																																																	
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Vendor Name:		Vicki Scuri				Vendor No.		VC20317																																										
Subject:		Love Field Gateway Art Project																																																
Lead Dept:		Office of Cultural Affairs																																																
Action Requested:		Authorization is requested to procure artistic services of Vicki Scuri, 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:		09/10/2019 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.																																																
Funding:		<table border="1" style="width:100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>FUND</th> <th>DEPT</th> <th>UNIT</th> <th>ACTV</th> <th>OBJ</th> <th>PROGRAM</th> <th>ENCUMBRANCE TYPE and NUMBER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0121</td> <td>DWU</td> <td>CS95</td> <td></td> <td>3070</td> <td>7PUBAR6</td> <td>- CX OCA-2019-00011337</td> <td>\$2,800.00</td> </tr> <tr> <td>0131</td> <td>AVI</td> <td>W167</td> <td>AVIW</td> <td>3089</td> <td>AVIW167</td> <td>- CX OCA-2019-00011337</td> <td>\$1,850.00</td> </tr> <tr> <td colspan="7" style="text-align: center;">Financing: DWU Public Art Fund and Aviation Construction Fund</td> <td></td> </tr> <tr> <td colspan="7"></td> <td style="text-align: right;"><b>TOTAL:</b></td> <td>\$4,650.00</td> </tr> </tbody> </table>								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															<b>TOTAL:</b>	\$4,650.00
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**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

Joey Zapata  
Joey Zapata (Oct 23, 2019)

By City Manager

Taylor Floyd  
Taylor Floyd (Oct 29, 2019)


Approved as to Form by City Attorney

Oct 29, 2019

Date

Oct 23, 2019

Date

 <b>CITY OF DALLAS</b>	<h1 style="margin: 0;">ADMINISTRATIVE ACTION</h1> <p style="margin: 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196815</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">Oct 21, 2019</div>																																								
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<b>Vendor Name:</b> CARA MIA THEATRE COMPANY						<b>Vendor No.</b> 375327																																									
<b>Subject:</b> Professional Services																																															
<b>Lead Dept:</b> Office of Arts and Culture																																															
<b>Action Requested:</b> Consultant shall present multi-cultural (primarily Latinx-centered) performances, workshops, and residencies as directed by the Office of Cultural Affairs to teach adults, children, and families cultural pride and the arts. The 50-minute family-friendly shows are bilingual, educational, support TEKS metrics, and celebrate culture. Consultant shall also provide workshops and residencies in, Music, Creative Writing, Visual Art, Drama, Drum Orchestra, Drum Making, Mask Making for Theatre, Big Puppets, Acting with Mexican Folk Masks, and Mexican Arts and Crafts teaching creativity and life skills through a cultural lens. Workshops, residencies, and performances are for audiences of all ages. All services are subject to the approval of the City of Dallas Office of Arts and Culture in accordance with the City of Dallas Cultural Policy.																																															
<b>Contract Number:</b>		OCA-2019-00011368 (CR-00024751)		<b>Contract Term:</b>		10/25/2019	to	9/30/2020																																							
<b>Background:</b> Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of <b>\$10,000</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																															
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**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

*Taylor Floyd*  
Taylor Floyd (Oct 24, 2019)

Approved as to Form by City Attorney


Oct 24, 2019

Date

*Joey Zapata*  
Joey Zapata (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 0 0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196816</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; font-weight: bold; margin: 5px 0;">Oct 15, 2019</div>																																									
	<b>1. Place an "X" in the appropriate box for the approval of:</b>																																															
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<b>Vendor Name:</b> ALICIA YVETTE HOLMES						<b>Vendor No.</b> 505598																																										
<b>Subject:</b> Professional Services																																																
<b>Lead Dept:</b> Office of Cultural Affairs																																																
<b>Action Requested:</b>		Consultant shall present workshops and residencies as directed by the Office of Cultural Affairs that will introduce and address culture through dance, folkloric arts, and storytelling. The workshops will explore adolescence in the bushes of Ghana, the Dagara tribes of Bukina Faso, the scared traditions of bat mitzvahs and quinceañeras, and Native American traditions. Students shall learn dance, bead making, how to create various crafts and other coming-of-age rituals for young women from around the world. Consultant shall also provide a program that allows young women/girls to record the oral histories of elder women in their communities for compilation into a book which can be presented to adults and children of all ages. Consultant shall also present Conversational Quilts which is a storytelling and movement workshop designed for Seniors. 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-00024749)		<b>Contract Term:</b> 10/20/2019		to 9/30/2020																																										
<b>Background:</b>		Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of <b>\$25,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.																																														
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**APPROVAL: Approved as being in accordance with the budget and Chapter 2 of the Dallas City Code.**

Jennifer Scripps  
Jennifer Scripps (Oct 15, 2019)

By Department Director

Oct 15, 2019

Date

Christen Sutton  
Christen Sutton (Oct 21, 2019)

Approved as to Form by City Attorney

Oct 21, 2019

Date


Joey Zapata  
Joey Zapata (Oct 15, 2019)

By City Manager

Oct 15, 2019

Date



 <b>CITY OF DALLAS</b>	<h1 style="margin:0;">ADMINISTRATIVE ACTION</h1> <p style="margin:0;">See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>						<b>ADMINISTRATIVE ACTION</b> <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">196817</div> <b>EFFECTIVE DATE</b> <div style="font-size: 1.2em; margin: 5px 0;">Oct 21, 2019</div>																																								
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Vendor Name: <b>SOUL REP THEATRE COMPANY</b>						Vendor No. <b>351177</b>																																									
Subject: Professional Services																																															
Lead Dept: Office of Arts and Culture																																															
Action Requested: Consultant shall produce the regional premiere production of <i>Dot. Dot</i> . <i>Dot. Dot</i> is a story about a mother who is struggling to hold on to her memory due to Alzheimer's and her children fighting to balance care for her and themselves. The production will feature a cast of youth and adult actors. A "Clap Back" panel discussion will take place opening weekend with the directors and cast to further engage the community on the topics relating to the play. This open-to-the-public production will take place in December 2019 at the South Dallas Cultural Center. All services are subject to the approval of the City of Dallas Office of Cultural Affairs, in accordance with the City of Dallas Cultural Policy, as amended.																																															
Contract Number:		OCA-2019-000011738 (CR 00024864)			Contract Term:		10/23/2019 to 1/31/2020																																								
Background: The fee for this service is <b>\$10,000.00</b> to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or <b>\$2,500.00</b> 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 <b>\$5,000.00</b> 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 <b>\$2,500.00</b> , of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.																																															
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**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

*Joey Zapata*  
Joey Zapata (Oct 21, 2019)

By City Manager

*Marichelle Samples*  
Marichelle Samples (Oct 28, 2019)

Approved as to Form by City Attorney

Oct 28, 2019

Date

Oct 21, 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****196818****EFFECTIVE DATE**

10/24/19 S.R.

**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.

**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:** University of Texas Southwestern Medical Center**Vendor No.****Subject:** In-Street Pedestrian Crosswalk Sign Maintenance Agreement**Lead Dept:** Department of Transportation SR**Action Requested:**

Authorize a contract with the University of Texas Southwestern Medical Center for the installation, repair, and maintenance of in-street pedestrian crosswalk signs located within the crosswalks on Forest Park Road between Mockingbird Lane and Inwood Road.

**Contract Number:** TRN-2020-00012011 SR **Contract Term:** 9/1/2019 to Indefinite

**Background:**

The City and the University of Texas Southwestern Medical Center are desirous of increasing pedestrian safety with the installation of in-street pedestrian crosswalk signs located within the crosswalks on Forest Park Road between Mockingbird Lane and Inwood Road.

**Funding:**

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	\$0.00 SR

**Contract Amendment Information:**

Supplemental Agreement No.	Base CR/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****196819****EFFECTIVE DATE**

10/21/19 sc

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

Vendor Name: Urban Libraries Council Vendor No. VC0000003959

Subject: Annual Membership

Lead Dept: Library

Action Requested: Authorize payment of annual membership to Urban Libraries Council – \$10,500.00

Contract Number: LIB-2020-00011874 Contract Term: 9/1/2019 to 8/31/2020

Background: Previously funded by the Friends of the Dallas Public Library, Library wishes to maintain membership with The Urban Libraries Council as a professional membership organization for urban libraries in the United States. Membership provides access to professional development resources, cutting edge research, and a community of libraries of similar size, interests, and concerns.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	LIB	5310		3099		- LIB-2020-00011874	\$10,500.00
						-	
						-	
Financing:						<b>TOTAL:</b>	\$10,500.00

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

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****196820****EFFECTIVE DATE**

Oct 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 **BAMC**

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

☐ Yes ☒ No

Vendor Name: Granicus, Inc.

Vendor No. VC0000005631

Subject: Citywide Agenda Management Preparation System – SA No. 3

Lead Dept: Communications &amp; Information Services

Action Requested: Authorize payment for services rendered.

Contract Number:	POM-2018-00004164	Contract Term:	8/7/2019	to	8/31/2019
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**Background:**

Professional consulting hours were necessary to perform custom design configurations in Legistar, the City's agenda preparation and management System. Professional consulting hours were necessary to design custom system templates and report parameters for committee meeting agenda preparation.

**Funding:**

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	1124		3099		- POM-2018-00004164	\$800.00
						-	
						-	
Financing:		General Fund				TOTAL:	\$800.00

**Contract Amendment Information:**

Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
3	17-1872	12/27/2017	\$247,586.73	\$9,946.13	\$258,516.86	4.41%

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

Shelia Robinson  
Shelia Robinson (Sep 19, 2019)

Sep 19, 2019

By Department Director

Date

Barbara A. McAninch  
Barbara A. McAninch (Oct 30, 2019)

Oct 30, 2019

Approved as to Form by City Attorney

Date

Joey Zapata  
Joey Zapata (Oct 30, 2019)

Oct 30, 2019

By City Manager

Date