

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Trinity Watershed Management  
Water Utilities

**CMO:** Elizabeth Reich, 670-7804  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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### **SUBJECT**

Authorize a three-year service contract for the purchase and application of hydro-mulch - 814 Solutions, LLC, lowest responsible bidder of two - Not to exceed \$186,060 - Financing: Stormwater Drainage Management Current Funds (\$181,800) and Water Utilities Current Funds (\$4,260) (subject to annual appropriations)

### **BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This service contract will allow for the purchase and application of hydro-mulch to maintain the grounds of City facilities and outdoor venues. This service contract will be used for erosion control to provide hydro-mulch services in levees, sumps, and other properties where traditional seeding would be impractical. Hydro-mulching provides a seed, fertilizer, mulch slurry-type mixture which is distributed onto the affected area. This type of distribution method is more effective on sloped surfaces, as it is more evenly distributed and requires a single application. Additionally, this method is more cost efficient than traditional seeding because it provides custom blended seeds to match the soil, which prevents overlapping of areas and is completed in a shorter time period. Germination typically occurs within a week of application.

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 1,770 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone.

**BACKGROUND (Continued)**

Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendor meets the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

\$181,800.00 - Stormwater Drainage Management Current Funds (subject to annual appropriations)

\$ 4,260.00 - Water Utilities Current Funds (subject to annual appropriations)

**M/WBE INFORMATION**

267 - Vendors contacted

267 - No response

0 - Response (Bid)

0 - Response (No bid)

0 - Successful

1,770 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

**814 Solutions, LLC**

White Male	5	White Female	1
Black Male	1	Black Female	0
Hispanic Male	15	Hispanic Female	0
Other Male	1	Other Female	0

**BID INFORMATION**

Business Development and Procurement Services received the following bids from solicitation number BC1614. We opened them on April 1, 2016. We recommend the City Council award this service contract in its entirety to the lowest responsive and responsible bidder.

\*Denotes successful bidder

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*814 Solutions, LLC	5750 Pino Ave. NE Albuquerque, NM 87109	\$186,060.00
Reed Hydromulching, Inc.	7112 County Rd. #802 Burleson, TX 76028	\$297,000.00

**OWNER**

**814 Solutions, LLC**

Sam Stribling, Chief Executive Officer  
Kevin Langham, Chief Operations Officer

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a three-year service contract for the purchase and application of hydro-mulch - 814 Solutions, LLC, lowest responsible bidder of two - Not to exceed \$186,060 - Financing: Stormwater Drainage Management Current Funds (\$181,800) and Water Utilities Current Funds (\$4,260) (subject to annual appropriations)

814 Solutions, LLC is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use the following sub-contractor.

**PROJECT CATEGORY:** Other Services

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$186,060.00	100.00%
<b>TOTAL CONTRACT</b>	<b>\$186,060.00</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

None

#### **Non-Local Contractors / Sub-Contractors**

<u>Non-local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
Hill Country Site Supply, LLC	WFDB04320N0817	\$137,928.00	74.13%
<b>Total Minority - Non-local</b>		<b>\$137,928.00</b>	<b>74.13%</b>

### **TOTAL M/WBE CONTRACT PARTICIPATION**

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$137,928.00	74.13%
<b>Total</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$137,928.00</b>	<b>74.13%</b>

October 26, 2016

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a service contract with 814 Solutions, LLC (VS0000069778) for the purchase and application of hydro-mulch for City properties in an amount not to exceed \$186,060.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to 814 Solutions, LLC shall be based only on the amount of the services directed to be performed by the City and properly performed by 814 Solutions, LLC under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$186,060.00 (subject to annual appropriations) from Service Contract number BC1614.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Sustainable Development and Construction

**CMO:** Elizabeth Reich, 670-7804  
Ryan S. Evans, 671-9837

**MAPSCO:** N/A

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### **SUBJECT**

Authorize a three-year service contract for digitization services - DRS Imaging Services of Texas, Inc., most advantageous proposer of twelve - Not to exceed \$663,660 - Financing: Building Inspection Current Funds (subject to annual appropriations)

### **BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This service contract will provide digitization services for Sustainable Development and Construction (SDC). SDC has over 10,000,000 images stored on microfilm, microfiche and aperture cards, and 600,000 documents which are physically archived at the Oak Cliff Municipal Center. These records include building plans, permits, applications, authorization forms, plats, zoning maps, and licenses. The records are accessible to the public and are often utilized by customers when researching properties for development/redevelopment. In order to access these documents customers must search the archives in person.

The digitized records will utilize the Electronic Document Management System (EDMS) to make the records easily accessible to staff and the public. The EDMS is a database for digital media currently accessible by City staff and the public via computers at the Oak Cliff Municipal Center. This service contract will allow additional documents to be added to the existing document management system.

The intent of this service contract is to enhance customer service by making documents available online, thereby reducing the need for customers to do business or conduct research in person.

**BACKGROUND (Continued)**

A seven member committee from the following departments reviewed and evaluated the qualifications:

- Sustainable Development & Construction (3)
- Communication and Information Services (2)
- Business Development and Procurement Services (2)\*

\*Business Development and Procurement Services only evaluated the Business Inclusion and Development Plan and cost.

The successful proposer was selected by the committee on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30%
- Capability, creditability and expertise of the proposer 25%
- Functional match to the City’s requirements 20%
- Business Inclusion and Development Plan 15%
- Overall approach/methodology 10%

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 1,173 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS’ ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women’s Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendor meets the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

\$663,660.00 - Building Inspection Current Funds (subject to annual appropriations)

**M/WBE INFORMATION**

- 191 - Vendors contacted
- 190 - No response
  - 1 - Response (Bid)
  - 0 - No response (No Bid)
  - 0 - Successful

1,173 – M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

**DRS Imaging Services of Texas, Inc.**

White Male	2	White Female	0
Black Male	2	Black Female	5
Hispanic Male	1	Hispanic Female	2
Other Male	1	Other Female	0

**PROPOSAL INFORMATION**

Business Development and Procurement Services received the following proposals from solicitation number BNZ1614. We opened them on March 24, 2016. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
*DRS Imaging Services of Texas, Inc.	9009 Pinehill Ln. #216 Houston, TX 77041	79.2%	\$ 663,660.00
GRM Information Management Services	1701 Timberlake Dr. Arlington, TX 76010	78.2%	\$ 816,120.00
Prescient Information Systems, Inc.	8902 Vincennes Cr. #B Indianapolis, IN 46268	66.5%	\$1,353,210.00



**PROPOSAL INFORMATION (Continued)**

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
Deluxe Government Solutions, LLC	2400 West Empire Ave. #400 Burbank, CA 91506	65.0%	\$1,603,100.00
Gill Digital Services, LLC	4100 Spring Valley Rd. #920 Dallas, TX 75244	59.3%	\$1,895,650.00
Docucon Imaging Services, Inc.	2801 N. 33 <sup>rd</sup> Ave. #1 Phoenix, AZ 85009	58.1%	\$2,046,173.00
Compu-Data International, LLC	2203 Timberloch Pl. #100 The Woodlands, TX 77380	56.6%	\$1,527,250.00
Caso, Inc.	3425 IH 34 N. #215 San Antonio, TX 78219	55.8%	\$5,720,200.00
BJAAN, Inc.	801 W. Kearney St. #206B Mesquite, TX 75149	54.2%	\$2,354,050.00
Delta T Digital Archiving, LTD	538 Forest Center Plaza Garland, TX 75042	50.8%	\$3,653,250.00
Integrity Document Services, LLC	8230 Elmbrook Dr. #500 Dallas, TX 75247	45.1%	\$1,886,050.00
ARC Document Solutions	4200 Spring Valley Rd. Farmers Branch, TX 75244		Non-responsive**

\*\*ARC Document Solutions was deemed non-responsive due to not meeting specifications.

**OWNER**

**DRS Imaging Services of Texas, Inc.**

Clifford Newman, Chief Executive Officer  
Paul Solomon, Chief Operating Officer

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a three-year service contract for digitization services - DRS Imaging Services of Texas, Inc., most advantageous proposer of twelve - Not to exceed \$663,660 - Financing: Building Inspection Current Funds (subject to annual appropriations)

DRS Imaging Services of Texas, Inc. is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use the following sub-contractor.

**PROJECT CATEGORY:** Other Services

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$663,660.00	100.00%
<b>TOTAL CONTRACT</b>	<b>\$663,660.00</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

None

#### **Non-Local Contractors / Sub-Contractors**

<u>Non-local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
DR III Inc.	WFWBE00270619	\$168,220.00	25.35%
<b>Total Minority - Non-local</b>		<b>\$168,220.00</b>	<b>25.35%</b>

### **TOTAL M/WBE CONTRACT PARTICIPATION**

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$168,220.00	25.35%
<b>Total</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$168,220.00</b>	<b>25.35%</b>

October 26, 2016

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a service contract with DRS Imaging Services of Texas, Inc. (VS90690) for digitization services for a term of three years in an amount not to exceed \$663,660.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to DRS Imaging Services of Texas, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by DRS Imaging Services of Texas, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$663,660.00 (subject to annual appropriations) from Service Contract number BNZ1614.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Aviation  
Code Compliance  
Convention and Event Services  
Mobility and Street Services  
Park & Recreation  
Police  
Water Utilities

**CMO:** Elizabeth Reich, 670-7804  
Ryan S. Evans, 671-9837  
Joey Zapata, 670-3009  
Jill A. Jordan, P.E., 670-5299  
Willis Winters, 670-4071  
Eric Campbell, 670-3255  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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## **SUBJECT**

Authorize a three-year service contract for temporary day labor - Lane Staffing, Inc., most advantageous proposer of five - Not to exceed \$14,783,393 - Financing: Current Funds (\$11,380,493), Convention and Event Services Current Funds (\$1,947,450), Water Utilities Current Funds (\$1,067,452), and Aviation Current Funds (\$387,998) (subject to annual appropriations)

## **BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This service contract will provide temporary day labor on an as needed basis throughout the City. This service contract will also provide flexibility and cost effectiveness with workers supplied by a temporary agency. Workers will remain employees of the temporary agency but receive daily work supervision from City staff.

**BACKGROUND (Continued)**

Temporary labor will allow for various City projects to be completed, which include, but are not limited to:

- Installation, repair, and maintenance of Water Utilities projects
- Assist Park & Recreation in maintaining services at buildings and grounds
- Maintenance and organization of property and equipment at Dallas Auto Pound

Other City departments needing temporary labor occasionally may also use this contract. Temporary labor for Sanitation Services is covered under a separate service contract.

This solicitation was structured in a manner which required bidders to submit a response using unit pricing. This bid resulted in a 43% increase on comparable unit prices for the bid awarded in 2011.

A five member committee from the following departments reviewed and evaluated the proposals:

- Code Compliance (2)
- Water Utilities (2)
- Business Development and Procurement Services (1)\*

\*Business Development and Procurement Services only evaluated the cost.

The successful proposer was selected by the committee on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30%
- Approach to filling positions 30%
- Experience and capabilities 25%
- Business Inclusion and Development Plan 15%

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 525 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendor meets the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On September 14, 2011, City Council authorized a three-year service contract for temporary day labor by Resolution No. 11-2371.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

\$11,380,493.40 - Current Funds (subject to annual appropriations)  
\$ 1,947,450.08 - Convention and Event Services Current Funds (subject to annual appropriations)  
\$ 1,067,451.42 - Water Utilities Current Funds (subject to annual appropriations)  
\$ 387,997.78 - Aviation Current Funds (subject to annual appropriations)

**M/WBE INFORMATION**

127 - Vendors contacted  
124 - No response  
3 - Response (Bid)  
0 - Response (No Bid)  
0 - Successful

525 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

Lane Staffing, Inc.

White Male	149	White Female	120
Black Male	314	Black Female	254
Hispanic Male	192	Hispanic Female	128
Other Male	26	Other Female	21

**PROPOSAL INFORMATION**

Business Development and Procurement Services received the following proposals from solicitation number BEZ1606. We opened them on April 15, 2016. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

**PROPOSAL INFORMATION (Continued)**

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*Lane Staffing, Inc.	3838 Oak Lawn Suite #1000 Dallas, TX 75219	\$14,783,392.68
CTJ Maintenance, Inc.	6565 N. MacArthur Blvd. Suite #225 Dallas, TX 75212	\$14,848,837.73
Rushmore Corp. dba All Temps 1 Personnel	2606 Martin Luther King, Jr. Blvd. Suite #207 Dallas, TX 75215	\$15,032,896.29
Results Staffing, Inc.	1555 W. Mockingbird Ln. Suite #220 Dallas, TX 75235	\$15,410,521.00
Corpcare, Inc.	5605 N. MacArthur Blvd. Dallas, TX 75038	\$15,623,378.51

**OWNER**

**Lane Staffing, Inc.**

Carla Lane, President

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a three-year service contract for temporary day labor - Lane Staffing, Inc., most advantageous proposer of five - Not to exceed \$14,783,393 - Financing: Current Funds (\$11,380,493), Convention and Event Services Current Funds (\$1,947,450), Water Utilities Current Funds (\$1,067,452), and Aviation Current Funds (\$387,998) (subject to annual appropriations)

Lane Staffing, Inc. is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use the following sub-contractor.

**PROJECT CATEGORY:** Other Services

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$14,783,392.68	100.00%
Total non-local contracts	\$0.00	0.00%
<b>TOTAL CONTRACT</b>	<b>\$14,783,392.68</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
Lane Staffing Inc.	BFWBC132050617	\$11,264,945.22	76.20%
Vignon Corporation	WFDB64915Y0417	\$3,518,447.46	23.80%
<b>Total Minority - Local</b>		<b>\$14,783,392.68</b>	<b>100.00%</b>

#### **Non-Local Contractors / Sub-Contractors**

None

### **TOTAL M/WBE CONTRACT PARTICIPATION**

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$11,264,945.22	76.20%	\$11,264,945.22	76.20%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$3,518,447.46	23.80%	\$3,518,447.46	23.80%
<b>Total</b>	<b>\$14,783,392.68</b>	<b>100.00%</b>	<b>\$14,783,392.68</b>	<b>100.00%</b>



October 26, 2016

**WHEREAS**, on September 14, 2011, City Council authorized a three-year service contract for temporary day labor by Resolution No. 11-2371; and,

**WHEREAS**, on September 8, 2014, Administrative Action No. 14-6572 authorized the extension to the service contract for a two year term from September 15, 2014 to September 14, 2016;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a service contract with Lane Staffing, Inc. (VS0000050443) for temporary day labor for a term of three years in an amount not to exceed \$14,783,392.68, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Lane Staffing, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Lane Staffing, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$14,783,392.68 (subject to annual appropriations) from Service Contract number BEZ1606.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

<b>KEY FOCUS AREA:</b>	E-Gov
<b>AGENDA DATE:</b>	October 26, 2016
<b>COUNCIL DISTRICT(S):</b>	All
<b>DEPARTMENT:</b>	Business Development & Procurement Services City Controller
<b>CMO:</b>	Elizabeth Reich, 670-7804
<b>MAPSCO:</b>	N/A

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### **SUBJECT**

Authorize a five-year service contract for financial advisory services - Hilltop Securities, Inc. in the amount of \$75,000 and Estrada Hinojosa & Company, Inc. in the amount of \$50,000 proposed jointly; and PFM Financial Advisors, LLC in the amount of \$375,000, most advantageous proposers of three - Total not to exceed \$500,000 - Financing: Financial advisory fees to be paid from bond proceeds and Water Utilities Current Funds, contingent upon completion of each bond sale; fees for advisory services not related to bond issuance to be paid from Current funds (\$500,000) (subject to annual appropriations)

### **BACKGROUND**

This service contract will provide financial advisory services to:

- Assist with the preparations for and sale of bonds
- Assist with preparations for and presentations to bond rating agencies
- Assist with certain aspects of capital budgeting and planning
- Provide other financial assistance and advice as needed

Financial advisors are needed to lend expertise in areas relating to public finance such as the structure and timing of bond sales, preparation of bond documents and rating agency presentation, assist in evaluating and selecting the best offers, and to close the transaction(s). In addition, the financial advisors are needed to ensure the City's goals and interests are represented and protected in the structuring of the transactions and during the establishment of the borrowing rates and yields.

**BACKGROUND (Continued)**

PFM Financial Advisors, LLC will be responsible for obligations secured by governmental fund revenues. Current obligations secured by governmental fund revenues include General Obligation Bonds; General Obligation Commercial Paper Notes; Certificates of Obligation (CO) including Combination Tax and Revenue CO's; Contractual Obligations including Equipment Acquisition Notes; Pension Obligation Bonds, and other financings by governmental fund revenues as approved by the City Council.

Hilltop Securities, Inc. and Estrada Hinojosa & Company, Inc. will be responsible for obligations secured by designated enterprise revenues. Current obligations secured by designated enterprise revenues include Waterworks and Sewer System Revenue Bonds; Waterworks and Sewer System Commercial Paper Notes; General Aviation Revenue Bonds; Civic Center and Convention Complex Revenue Bonds; Tax Increment Bonds; Issuances of Local Government Corporations acting on behalf of the City, and other financings secured by designated enterprise revenues as approved by the City Council.

A five member evaluation committee from the following departments reviewed and evaluated the proposals:

- City Controller's Office (1)
- Convention and Event Services (1)
- Water Utilities (1)
- Business Development and Procurement Services (2)\*

\*Business Development and Procurement Services (BDPS) with the assistance of the City Controller's Office evaluated cost. BDPS evaluated the Business Inclusion and Development Plan.

The successful proposer was selected by the committee on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30%
- Capability and expertise 30%
- Overall approach and methodology 25%
- Business Inclusion and Development Plan 15%

## **BACKGROUND (Continued)**

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 1,059 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendors meet the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

## **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On October 26, 2011, City Council authorized a five-year service contract with FirstSouthwest Company for financial advisory services by Resolution No. 11-2878.

On October 26, 2011, City Council authorized a five-year service contract with Estrada Hinojosa & Company, Inc. for financial advisory services by Resolution No. 11-2879.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

## **FISCAL INFORMATION**

\$500,000.00 - Current Funds (subject to annual appropriations)

Fees for financial advisory services in connection with the issuance, sale and delivery of the City's bonds are contingent upon the sale and delivery of the bonds and are payable from bond proceeds or Water Utilities Current Funds.

## **M/WBE INFORMATION**

206 - Vendors contacted

206 - No response

0 - Response (Bid)

0 - Response (No bid)

0 - Successful

1,059 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

## **ETHNIC COMPOSITION**

### **Hilltop Securities, Inc.**

White Male	436	White Female	283
Black Male	23	Black Female	69
Hispanic Male	34	Hispanic Female	79
Other Male	31	Other Female	19

### **Estrada Hinojosa & Company, Inc.**

White Male	8	White Female	5
Black Male	2	Black Female	2
Hispanic Male	14	Hispanic Female	10
Other Male	0	Other Female	0

### **PFM Financial Advisors, LLC**

White Male	11	White Female	1
Black Male	2	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	0	Other Female	0

## **PROPOSAL INFORMATION**

Business Development and Procurement Services received the following proposals from solicitation number BKZ1615. We opened them on August 5, 2016. We recommend the City Council award this service contract to the most advantageous proposer by group.

\*Denotes successful proposers

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*Hilltop Securities, Inc.	1201 Elm St. Suite 3500 Dallas, TX 75270	Group A - 80 Group B - 90
*Estrada Hinojosa & Company, Inc.	1717 Main St. Suite 4700 Dallas, TX 75201	Group A - 80 Group B - 90

Note: Hilltop Securities, Inc. and Estrada Hinojosa & Company, Inc. submitted a joint proposal.

## **PROPOSAL INFORMATION (Continued)**

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*PFM Financial Advisors, LLC	750 N. St. Paul St. Suite 540 Dallas, TX 75201	Group A - 92 Group B - 89
New Capital Funding, Inc.	12700 Merit Suite 124 Dallas, TX 75251	Group A - 41 Group B - 26

## **OWNERS**

### **Hilltop Securities, Inc.**

Hill A. Feinberg, Chairman  
Robert W. Peterson, President  
Brian L. Wittneben, Secretary  
Laura Leventhal, Treasurer

### **Estrada Hinojosa & Company, Inc.**

Noe Hinojosa, Jr., President  
Donald J. Gonzales, Treasurer

### **PFM Financial Advisors, LLC**

John Bonow, President  
Steve Boyle, Secretary

## BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

**PROJECT:** Authorize a five-year service contract for financial advisory services - Hilltop Securities, Inc. in the amount of \$75,000 and Estrada Hinojosa & Company, Inc. in the amount of \$50,000 proposed jointly; and PFM Financial Advisors, LLC in the amount of \$375,000, most advantageous proposers of three - Total not to exceed \$500,000 - Financing: Financial advisory fees to be paid from bond proceeds and Water Utilities Current Funds, contingent upon completion of each bond sale; fees for advisory services not related to bond issuance to be paid from Current funds (\$500,000) (subject to annual appropriations)

Hilltop Securities, Inc. is a local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce. PFM Financial Advisors, LLC is a local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use the following sub-contractor. Estrada Hinojosa & Company, Inc. is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Other Services

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### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$425,000.00	85.00%
Total non-local contracts	\$75,000.00	15.00%
<b>TOTAL CONTRACT</b>	<b>\$500,000.00</b>	<b>100.00%</b>

### LOCAL/NON-LOCAL M/WBE PARTICIPATION

#### Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
TKG & Associates	BFMB63473N116	\$112,000.00	26.35%
Estrada Hinojosa & Company, Inc	HMMB63501Y1116	\$50,000.00	11.76%
<b>Total Minority - Local</b>		<b>\$162,000.00</b>	<b>38.12%</b>

#### Non-Local Contractors / Sub-Contractors

None

**TOTAL M/WBE CONTRACT PARTICIPATION**

	<b><u>Local</u></b>	<b><u>Percent</u></b>	<b><u>Local &amp; Non-Local</u></b>	<b><u>Percent</u></b>
African American	\$112,000.00	26.35%	\$112,000.00	22.40%
Hispanic American	\$50,000.00	11.76%	\$50,000.00	10.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	<u>\$162,000.00</u>	<u>38.12%</u>	<u>\$162,000.00</u>	<u>32.40%</u>



October 26, 2016

**WHEREAS**, on October 26, 2011, City Council authorized a five-year service contract with FirstSouthwest Company for financial advisory services by Resolution No. 11-2878; and,

**WHEREAS**, on October 26, 2011, City Council authorized a five-year service contract with Estrada Hinojosa & Company, Inc. for financial advisory services by Resolution No. 11-2879;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a service contract with Hilltop Securities, Inc. (VS0000052889) in the amount of \$75,000.00, Estrada Hinojosa & Company, Inc. (259910) in the amount of \$50,000.00, and PFM Financial Advisors, LLC (VC16222) in the amount of \$375,000.00 for financial advisory services, for a term of five years in a total amount not to exceed \$500,000.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Hilltop Securities, Inc., Estrada Hinojosa & Company, Inc., and PFM Financial Advisors, LLC shall be based only on the amount of the services directed to be performed by the City and properly performed by Hilltop Securities, Inc., Estrada Hinojosa & Company, Inc., and PFM Financial Advisors, LLC under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$500,000.00 (subject to annual appropriations) according to the terms of the contract.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** 2

**DEPARTMENT:** Business Development & Procurement Services  
Aviation

**CMO:** Elizabeth Reich, 670-7804  
Ryan S. Evans, 671-9837

**MAPSCO:** 34E

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**SUBJECT**

Authorize the purchase of one heavy duty snow blower, with attachments, for Aviation - M-B Companies, Inc. through the National Joint Powers Alliance - Not to exceed \$1,241,368 - Financing: Aviation Current Funds

**BACKGROUND**

This item will authorize the purchase of one heavy duty snow blower, with attachments, for Aviation.

Dallas Love Field is required to meet Federal Aviation Administration (FAA) Regulations Part 139.313 governing snow and ice control. This regulation, in part, requires any air carrier airport that is located where snow and icing conditions occur must prepare, maintain, and carry out a snow and ice control plan that provides for the prompt removal or control of snow, ice, and slush on the airports runways and taxiways. Currently, FAA regulations require airport operations to maintain approximately 15 million square feet of paved surfaces utilized by aircraft and other equipment. This purchase of one additional heavy duty snow blower, with attachments, will provide an effective and efficient method to continue to meet FAA regulations.

The National Joint Powers Alliance (NJPA) conforms to the requirements of Texas Statutes that are applicable for competitive bids and proposals, in accordance with the Interlocal Cooperation Act, Chapter 791, Texas Government Code. In addition, the NJPA receive bids from manufacturers and dealers throughout the United States.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Information about this item will be provided to the Budget, Finance, and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

\$1,241,367.91 - Aviation Current Funds

**ETHNIC COMPOSITION**

M-B Companies, Inc.

White Male	188	White Female	19
Black Male	1	Black Female	0
Hispanic Male	2	Hispanic Female	0
Other Male	7	Other Female	0

**OWNER**

**M-B Companies, Inc.**

Terrence J. Cosgrove, President  
Michael Shinnars, Vice President  
Eldon L. Bohrofen, Secretary  
Susan A. Torrison, Treasurer

October 26, 2016

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the purchase of one heavy duty snow blower, with attachments, for Aviation is authorized with M-B Companies, Inc. (177102) through the National Joint Powers Alliance in an amount not to exceed \$1,241,367.91.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate requisition, to issue a purchase order for one heavy duty snow blower, with attachments, for Aviation. If a formal contract is required for this purchase instead of a purchase order, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse funds from the following appropriation in an amount not to exceed \$1,241,367.91:

<u>Fund</u>	<u>Dept</u>	<u>Unit</u>	<u>Obj</u>	<u>Amount</u>	<u>FY</u>	<u>Encumbrance</u>
0130	AVI	7722	4890	\$1,241,367.91	FY17	POAVI00000129003

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Aviation  
Housing/Community Services  
Park & Recreation  
Water Utilities

**CMO:** Elizabeth Reich, 670-7804  
Ryan S. Evans, 671-9837  
Alan Sims, Chief of Neighborhood Plus, 670-1611  
Willis Winters, 670-4071  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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## **SUBJECT**

Authorize **(1)** a three-year master agreement for the purchase of mulch materials - The LETCO Group, LLC dba Living Earth in the amount of \$549,010, GWG Wood Group, Inc. in the amount of \$308,644, and Blackson, Inc. in the amount of \$75,600; and **(2)** a three-year service contract for the delivery and installation of playground chips - Naturomulch, LLC in the amount of \$1,431,000, lowest responsible bidders of six - Total not to exceed \$2,364,254 - Financing: Current Funds (\$1,890,813), Water Utilities Current Funds (\$338,078), Aviation Current Funds (\$135,000), and 2016-17 Community Development Block Grant Funds (\$363) (subject to annual appropriations)

## **BACKGROUND**

This action does not encumber funds; the purpose of a master agreement and service contract is to establish firm pricing for goods and services, for a specific term, which are ordered on an as needed basis.

This agreement will be used to supply mulching materials for horticulture beds and tree plantings, top dressing for weed, moisture control, and playground chips.

The master agreement will provide wood fiber playground chips to replace existing wood chips in City-owned playgrounds. The playground chips provide a safe play surface under and around outdoor playground equipment and are certified by the International Playground Equipment Manufacturers Association (IPEMA) prior to delivery.

## **BACKGROUND (Continued)**

IPEMA certification verifies that the playground chips meet applicable American Society of the International Association for Testing and Materials (ASTM) standards F2075 and F1487 with regard to composition, particle size, consistency, purity, and impact attenuation (critical fall height).

The Park and Recreation Department maintains grounds at six 18-hole golf courses, over 21,000 acres of park property and 43 recreation centers.

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 1,382 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendor meets the wage floor rate of \$10.37 (for applicable service component) approved by City Council on November 10, 2015, by Resolution No. 15-2141.

## **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On May 28, 2014, City Council authorized a three-year master agreement for mulching materials and playground chips by Resolution No. 14-0818.

The Park and Recreation Board approved this item on September 1, 2016.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

## **FISCAL INFORMATION**

\$1,890,812.50 - Current Funds (subject to annual appropriations)  
\$ 338,078.25 - Water Utilities Current Funds (subject to annual appropriations)  
\$ 135,000.00 - Aviation Current Funds (subject to annual appropriations)  
\$ 362.50 - 2016-17 Community Development Block Grant Funds (subject to annual appropriations)

**M/WBE INFORMATION**

203 - Vendors contacted  
203 - No response  
    0 - Response (Bid)  
    0 - Response (No bid)  
    0 - Successful

1,382 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

The LETCO Group, LLC dba Living Earth

White Male	7	White Female	2
Black Male	4	Black Female	0
Hispanic Male	22	Hispanic Female	5
Other Male	0	Other Female	0

GWG Wood Group, Inc.

White Male	18	White Female	5
Black Male	4	Black Female	0
Hispanic Male	10	Hispanic Female	0
Other Male	2	Other Female	0

Blackson, Inc.

White Male	0	White Female	1
Black Male	2	Black Female	1
Hispanic Male	2	Hispanic Female	1
Other Male	0	Other Female	0

Naturomulch, LLC

White Male	3	White Female	0
Black Male	8	Black Female	1
Hispanic Male	3	Hispanic Female	0
Other Male	6	Other Female	1

## **BID INFORMATION**

Business Development and Procurement Services received the following bids from solicitation number BC1608. We opened them on May 6, 2016. We recommend the City Council award this master agreement to the lowest responsive and responsible bidder by line and group. Information related to this solicitation is available upon request.

\*Denotes successful bidders

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*The LETCO Group, LLC dba Living Earth	1901 California Crossing Rd. Dallas, TX 75220	Multiple Lines/Groups
*GWG Wood Group, Inc.	2797 Millers Ferry Rd. Ferris, TX 75125	Multiple Lines/Groups
*Blackson, Inc.	10034 Royal Ln. Dallas, TX 75238	Multiple Lines/Groups
*Naturomulch, LLC	602 Davis St. Grand Prairie, TX 75050	Multiple Lines/Groups
Preceptor Pad	9448 Forest Ln., #1401 Dallas, TX 75243	Multiple Lines/Groups
Soil Express, Ltd.	166 W. Frontier Pkwy. Prosper, TX 75078	Multiple Lines/Groups

## **OWNERS**

### **The LETCO Group, LLC dba Living Earth**

Mark Rose, President  
Daniel Wagner, Vice President

### **GWG Wood Group, Inc.**

Kirk Grady, Owner  
Lisa Grady, Treasurer

### **Blackson, Inc.**

Blackson Aiwerioghene, Owner

### **Naturomulch, LLC**

Shobha Goyal, President



Omprakash Goyal, Vice President

October 26, 2016

**WHEREAS**, on May 28, 2014, City Council authorized a three-year master agreement for mulching materials and playground chips by Resolution No. 14-0818;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That a master agreement for the purchase of mulch materials is authorized with The LETCO Group, LLC dba Living Earth (239731) in the amount of \$549,009.25, GWG Wood Group, Inc. (515537) in the amount of \$308,644.00, and Blackson, Inc. (VS90931) in the amount of \$75,600.00, for a term of three years in a total amount not to exceed \$933,253.25.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for mulch materials. If a written contract is required or requested for any or all purchases of mulch materials under the master agreement instead of individual purchase orders, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the City Manager is authorized to execute a service contract with Naturomulch, LLC (VS0000074476) for the delivery and installation of playground chips in an amount not to exceed \$1,431,000.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Naturomulch, LLC shall be based only on the amount of the services directed to be performed by the City and properly performed by Naturomulch, LLC under the contract.

**Section 4.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$2,364,253.25 (subject to annual appropriations) from Master Agreement/Service Contract number BC1608.

**Section 5.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize **(1)** a three-year master agreement for the purchase of mulch materials - The LETCO Group, LLC dba Living Earth in the amount of \$549,010, GWG Wood Group, Inc. in the amount of \$308,644, and Blackson, Inc. in the amount of \$75,600; and **(2)** a three-year service contract for the delivery and installation of playground chips - Naturomulch, LLC in the amount of \$1,431,000, lowest responsible bidders of six - Total not to exceed \$2,364,254 - Financing: Current Funds (\$1,890,813), Water Utilities Current Funds (\$338,078), Aviation Current Funds (\$135,000), and 2016-17 Community Development Block Grant Funds (\$363) (subject to annual appropriations)

The LETCO Group, LLC dba Living Earth, GWG Wood Group, Inc., and Blackson, Inc. are local, non-minority firms, have signed the "Business Inclusion & Development" documentation, and propose to use their own workforces. Naturomulch, LLC is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Goods

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$2,364,253.25	100.00%
Total non-local contracts	\$0.00	0.00%
<b>TOTAL CONTRACT</b>	<b>\$2,364,253.25</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
Naturomulch, LLC	IFMB28373N0618	\$1,431,000.00	60.53%
<b>Total Minority - Local</b>		<b>\$1,431,000.00</b>	<b>60.53%</b>

#### **Non-Local Contractors / Sub-Contractors**

None

**TOTAL M/WBE CONTRACT PARTICIPATION**

	<b><u>Local</u></b>	<b><u>Percent</u></b>	<b><u>Local &amp; Non-Local</u></b>	<b><u>Percent</u></b>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$1,431,000.00	60.53%	\$1,431,000.00	60.53%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	<u>\$1,431,000.00</u>	<u>60.53%</u>	<u>\$1,431,000.00</u>	<u>60.53%</u>

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Mobility and Street Services  
Trinity Watershed Management  
Water Utilities

**CMO:** Elizabeth Reich, 670-7804  
Jill A. Jordan, P.E., 670-5299  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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**SUBJECT**

Authorize a three-year master agreement for large concrete water pipes and accessories - Forterra Pressure Pipe, Inc. in the amount of \$4,469,223 and Forterra Pipe & Precast, LLC in the amount of \$1,113,936, most advantageous proposers of two - Total not to exceed \$5,583,159 - Financing: Current Funds (\$1,012,007), Water Utilities Current Funds (\$4,246,528), and Stormwater Drainage Management Current Funds (\$324,624)

**BACKGROUND**

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis.

This master agreement will provide large pressurized and precast concrete water pipes with accessories. Dallas Water Utilities (DWU) uses prestressed concrete cylinder pressurized pipe for repairs and replacement activities within untreated and potable water systems. The pressurized pipe is a watertight material that has a steel cylinder, steel joint rings, and a steel wire or rod wrap. This pipe material is utilized for the purpose of pressurized water application such as water transmission mains, water treatment plants, or other application where a watertight product is critical. DWU purchases large diameter pipe sections ranging from 20" - 96" in diameter and lengths from 16' - 24' linear feet. The availability of pipe will enable timely repairs to critical infrastructure; eliminating long lead time or extended customer outages.

**BACKGROUND (Continued)**

DWU maintains approximately 4,900 miles of water mains throughout the water distribution system.

Trinity Watershed Management (TWM), Park and Recreation, and Mobility & Street Services utilizes reinforced precast concrete pipes for rerouting water, water drainage, and replacement of collapsed or broken pipe structures as needed. Precast pipe is not a watertight pipe and is generally used for gravity applications. TWM currently maintains approximately 2,000 miles of storm sewers and manholes which carries storm water run-off from City streets.

A five member evaluation committee was selected from the following departments:

- Trinity Watershed Management (1)
- Water Utilities (1)
- Mobility & Street Services (1)
- Business Development and Procurement Services (2)\*

\*Business Development and Procurement Services only evaluated cost and the Business Inclusion and Development Plan.

The successful proposer was selected by the committee on the basis of the following criteria:

- Cost 35 points
- Experience 30 points
- Business Inclusion and Development Plan 15 points
- Approach 10 points
- Functional Match 10 points

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 936 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendors meet the wage floor rate of \$10.37 (for applicable service component) approved by City Council on November 10, 2015, by Resolution No. 15-2141.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On April 27, 2011, City Council authorized a three-year master agreement for concrete pipe by Resolution No. 11-1109.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

\$1,012,006.38 - Current Funds  
\$4,866,433.00 - Water Utilities Current Funds  
\$ 324,624.30 - Stormwater Drainage Management Current Funds

**M/WBE INFORMATION**

250 - Vendors contacted  
250 - No response  
    0 - Response (Bid)  
    0 - Response (No bid)  
    0 - Successful

936 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

Forterra Pressure Pipe, Inc.

White Male	292	White Female	13
Black Male	18	Black Female	2
Hispanic Male	315	Hispanic Female	12
Other Male	15	Other Female	0

Forterra Pipe & Precast, LLC

White Male	55	White Female	13
Black Male	8	Black Female	0
Hispanic Male	14	Hispanic Female	4
Other Male	0	Other Female	0

## **PROPOSAL INFORMATION**

Business Development and Procurement Services received the following proposals from solicitation number BMZ1615. We opened them on May 20, 2016. We recommend the City Council award this master agreement to the most advantageous proposers by group. Information related to this solicitation is available upon request.

\*Denotes successful proposers

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*Forterra Pressure Pipe, Inc.	1003 N. MacArthur Blvd. Grand Prairie, TX 75050	Multiple Groups
*Forterra Pipe & Precast, LLC	1000 N. MacArthur Blvd. Grand Prairie, TX 75050	Multiple Groups

## **OWNERS**

### **Forterra Pressure Pipe, Inc.**

Jeffrey Bradley, President  
Ken Primavera, Vice President  
Jeff Nelson, Treasurer

### **Forterra Pipe & Precast, LLC**

Jeffrey Bradley, President  
Mark Carpenter, Vice President  
Lori Browne, Secretary  
William Matthew Brown, Treasurer



## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a three-year master agreement for large concrete water pipes and accessories - Forterra Pressure Pipe, Inc. in the amount of \$4,469,223 and Forterra Pipe & Precast, LLC in the amount of \$1,113,936, most advantageous proposers of two - Total not to exceed \$5,583,159 - Financing: Current Funds (\$1,012,007), Water Utilities Current Funds (\$4,246,528), and Stormwater Drainage Management Current Funds (\$324,624)

Forterra Pressure Pipe, Inc. and Forterra Pipe & Precast, LLC are local, non-minority firms, have signed the "Business Inclusion & Development" documentation, and propose to use their own workforces.

**PROJECT CATEGORY:** Goods

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$5,583,158.68	100.00%
Total non-local contracts	\$0.00	0.00%
<b>TOTAL CONTRACT</b>	<b>\$5,583,158.68</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

None

#### **Non-Local Contractors / Sub-Contractors**

None

### **TOTAL M/WBE CONTRACT PARTICIPATION**

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	\$0.00	0.00%	\$0.00	0.00%

October 26, 2016

**WHEREAS**, on April 27, 2011, City Council authorized a three-year master agreement for concrete pipe by Resolution No. 11-1109; and,

**WHEREAS**, on April 1, 2014, Administrative Action No. 14-5696 authorized to extend the master agreement for twelve-months from April 26, 2014 to April 26, 2015 with Hanson Pipe Products, Inc.; and,

**WHEREAS**, on April 2, 2015, Administrative Action No. 15-5737 authorized to extend the master agreement for twelve-months from April 26, 2015 to April 25, 2016 with Hanson Pipe Products, Inc.;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That a master agreement for the purchase of large concrete water pipes and accessories is authorized with Forterra Pressure Pipe, Inc. (VC15523) in the amount of \$4,469,223.00 and Forterra Pipe & Precast, LLC (138811) in the amount of \$1,113,935.68, for a term of three years in a total amount not to exceed \$5,583,158.68.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for large concrete water pipes and accessories. If a written contract is required or requested for any or all purchases of large concrete water pipes and accessories under the master agreement instead of individual purchase orders, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$5,583,158.68 from Master Agreement number BMZ1615.

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

<b>KEY FOCUS AREA:</b>	E-Gov
<b>AGENDA DATE:</b>	October 26, 2016
<b>COUNCIL DISTRICT(S):</b>	All
<b>DEPARTMENT:</b>	Business Development & Procurement Services Communication and Information Services
<b>CMO:</b>	Elizabeth Reich, 670-7804 Mark McDaniel, 670-3256
<b>MAPSCO:</b>	N/A

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## **SUBJECT**

Authorize Supplemental Agreement No. 1 to increase the service contract for temporary information technology professionals - EJES, Inc. in the amount of \$665,309 from \$2,661,237 to \$3,326,546, Global Information Systems, Inc. in the amount of \$248,119 from \$992,478 to \$1,240,597, and Sierra Infosys, Inc. in the amount of \$87,807 from \$351,228 to \$439,035 - Total not to exceed \$1,001,235, from \$4,004,943 to \$5,006,178 - Financing: Current Funds (subject to annual appropriations)

## **BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This increase to the service contract will allow the City to continue to provide temporary Information Technology (IT) professionals to Communication and Information Services (CIS) while a new service contract is established. Additionally, the contract allows the City the flexibility to utilize temporary resources on an as needed basis.

Temporary IT resources supplied under this contract have specialized skills to assist short-term and time sensitive projects, and are utilized to architect, design, develop, and implement various infrastructure and software system projects. IT temporary professionals are utilized to assist CIS with various IT projects, which include, but are not limited to:

- Love Field Modernization Project Phase II
- Increased network bandwidth for recreation centers
- Enhanced IT support for Water Utilities projects
- Data Center support

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On October 22, 2014, City Council authorized a three-year service contract for temporary information technology professionals by Resolution No. 14-1779.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

\$1,001,235.00 - Current Funds (subject to annual appropriations)

**ETHNIC COMPOSITION**

EJES, Inc.

White Male	18	White Female	4
Black Male	17	Black Female	14
Hispanic Male	5	Hispanic Female	0
Other Male	7	Other Female	2

Global Information Systems, Inc.

White Male	0	White Female	1
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	12	Other Female	8

Sierra Infosys, Inc.

White Male	58	White Female	10
Black Male	12	Black Female	3
Hispanic Male	3	Hispanic Female	1
Other Male	33	Other Female	23

**OWNERS**

**EJES, Inc.**

Edwin B. Jones, President  
Sheila F. Jones, Secretary

**OWNERS (Continued)**

**Global Information Systems, Inc.**

Prasad Devabhaktuni, President  
Sunitha Devabhaktuni, Vice President  
Sirisha Pinnamaneni, Secretary

**Sierra Infosys, Inc.**

Raghunathan Kumar, President  
Rajmohan Pendyala, Senior Vice President  
Sangeetha Kumar, Secretary

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize Supplemental Agreement No. 1 to increase the service contract for temporary information technology professionals - EJES, Inc. in the amount of \$665,309 from \$2,661,237 to \$3,326,546, Global Information Systems, Inc. in the amount of \$248,119 from \$992,478 to \$1,240,597, and Sierra Infosys, Inc. in the amount of \$87,807 from \$351,228 to \$439,035 - Total not to exceed \$1,001,235, from \$4,004,943 to \$5,006,178 - Financing: Current Funds (subject to annual appropriations)

EJES, Inc. is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce. Global Information Systems, Inc. is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce. Sierra Infosys, Inc. is a non-local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Other Services

### **LOCAL/NON-LOCAL CONTRACT SUMMARY - THIS ACTION ONLY**

	<u>Amount</u>	<u>Percent</u>
Local contracts	\$665,309.00	66.45%
Non-local contracts	\$335,926.00	33.55%
<b>TOTAL THIS ACTION</b>	<b>\$1,001,235.00</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION THIS ACTION**

#### **Local Contractors / Sub-Contractors**

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
EJES, Inc	BMDB53984Y1017	\$665,309.00	100.00%
<b>Total Minority - Local</b>		<b>\$665,309.00</b>	<b>100.00%</b>

#### **Non-Local Contractors / Sub-Contractors**

<u>Non-local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
Sierra Infosys, Inc.	IMMB64157N0217	\$87,807.00	26.14%
<b>Total Minority - Non-local</b>		<b>\$87,807.00</b>	<b>26.14%</b>

**TOTAL M/WBE PARTICIPATION**

	<b>This Action</b>		<b>Participation to Date</b>	
	<b><u>Amount</u></b>	<b><u>Percent</u></b>	<b><u>Amount</u></b>	<b><u>Percent</u></b>
African American	\$665,309.00	66.45%	\$3,562,755.28	71.17%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$87,807.00	8.77%	\$439,035.00	8.77%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	<u>\$753,116.00</u>	<u>75.22%</u>	<u>\$4,001,790.28</u>	<u>79.94%</u>

October 26, 2016

**WHEREAS**, on October 22, 2014, City Council authorized a three-year service contract for temporary information technology professionals by Resolution No. 14-1779;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That following approval as to form by the City Attorney, the City Manager is hereby authorized to execute Supplemental Agreement No. 1 to increase the service contract with EJES, Inc. (505524) in the amount of \$665,309.00 from \$2,661,236.52 to \$3,326,545.52, Global Information Systems, Inc. (VS0000050253) in the amount of \$248,119.00 from \$992,478.00 to \$1,240,597.00, and Sierra Infosys, Inc. (VS0000049977) in the amount of \$87,807.00 from \$351,228.00 to \$439,035.00, for temporary information technology professionals, in a total amount not to exceed \$1,001,235.00, increasing the service contract from \$4,004,942.52 to \$5,006,177.52.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$1,001,235.00 (subject to annual appropriations) from Service Contract number BKZ1403.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.



**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** Office of Financial Services  
Water Utilities  
Office of Economic Development  
Communication and Information Services

**CMO:** Elizabeth Reich, 670-7804  
Mark McDaniel, 670-3256  
Ryan S. Evans, 671-9837

**MAPSCO:** N/A

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**SUBJECT**

Authorize payment of annual membership fees and continuation of arrangements for providing specialized municipal-related services to Gartner, Inc. (IT Executives and Leaders) in the amount of \$116,687, North Central Texas Council of Governments in the amount of \$125,773, Steering Committee of Cities Served by Oncor in the amount of \$168,178, Texas Coalition of Cities For Utility Issues in the amount of \$52,004, Texas Municipal League in the amount of \$51,194, Water Environment and Reuse Foundation in the amount of \$82,800, and Water Research Foundation in the amount of \$288,644 - Total not to exceed \$885,280 - Financing: Current Funds (\$513,836) and Water Utilities Current Funds (\$371,444)

**BACKGROUND**

Arrangements with these professional organizations provide the City of Dallas an avenue for greater communication and cooperation with other municipalities and government entities, access to research and information of benefit to the City, as well as providing consultation with other agencies on the needs of the region, state and nation.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

Current Funds - \$513,836.00  
Water Utilities Current Funds - \$371,443.41

**ETHNIC COMPOSITION**

**Gartner, Inc. (IT Executives and Leaders)**

Hispanic Female	90	Hispanic Male	71
Black Female	71	Black Male	45
White Female	1149	White Male	1527
Other Female	122	Other Male	151

**North Central Texas Council of Governments**

Hispanic Female	22	Hispanic Male	10
Black Female	31	Black Male	6
White Female	134	White Male	102
Other Female	19	Other Male	14

**Oncor Cities Steering Committee**

Ethnic Composition not available - staffed by volunteers

**Texas Coalition of Cities For Utility Issues**

Hispanic Female	0	Hispanic Male	0
Black Female	0	Black Male	0
White Female	1	White Male	0
Other Female	0	Other Male	0

**Texas Municipal League**

Hispanic Female	1	Hispanic Male	1
Black Female	2	Black Male	0
White Female	23	White Male	7
Other Female	0	Other Male	0

**ETHNIC COMPOSITION** (Continued)

Water Environment and Reuse Foundation

Hispanic Female	0	Hispanic Male	0
Black Female	2	Black Male	0
White Female	15	White Male	9
Other Female	1	Other Male	1

Water Research Foundation

Hispanic Female	3	Hispanic Male	1
Black Female	1	Black Male	0
White Female	23	White Male	10
Other Female	0	Other Male	1

October 26, 2016

**WHEREAS**, arrangements with professional organizations provide the City of Dallas access to research and information of benefit to the City, enhanced communication with other municipalities, opportunities for information exchange and professional development, as well as effective lobbying on matters of municipal interest; and

**WHEREAS**, the City of Dallas continues to benefit through its relationships with these professional organizations;

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City of Dallas continue arrangements with the organizations listed below for fiscal year 2016-17 for the annual fees specified.

**Section 2.** That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$116,687.00 from Fund 0198, Dept. DSV, Unit 1664, Object 3340, Encumbrance CT DSV17GARTNER, Vendor No. VS0000018090, for payment of annual fees to Gartner, Inc. for the IT Executives and Leaders.

**Section 3.** That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$125,773.00 from Fund 0001, Dept. BMS, Unit 1991, Object 3340, Encumbrance CT BMS1991A1701 Vendor No. 265554, for payment of annual fees for the North Central Texas Council of Governments.

**Section 4.** That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$51,194.00 from Fund 0001, Dept. BMS, Unit 1991, Object 3340, Encumbrance CT BMS1991A1702, Vendor 079714, for payment of annual fees for the Texas Municipal League.

**Section 5.** That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$168,178.00 from Fund 0001, Dept. BMS, Unit 1991, Object 3340, Encumbrance CT BMS1991A1703 Vendor No. 264729, for payment of annual fees for the Steering Committee of Cities Served by Oncor.

**Section 6.** That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$52,004.00 from Fund 0001, Dept. BMS, Unit 1991, Object 3340, Encumbrance CT BMS1991A1704 Vendor 354776, for payment of annual fees for the TCCUI (Texas Coalition of Cities for Utility Issues).

**Section 7.** That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$288,643.41 from Fund 0100, Dept. DWU, Unit 7015, Object 3340, Encumbrance CT DWU7015L1679, Vendor No. VC0000008752, for payment of annual fees for the Water Research Foundation.

October 26, 2016

**Section 8.** That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$82,800.00 from Fund 0100, Dept. DWU, Unit 7015, Object 3340, Encumbrance CT DWU7015L1680, Vendor No. 333952, for payment of annual fees for the Water Environment and Reuse Foundation.

**Section 9.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** Clean, Healthy Environment

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Code Compliance

**CMO:** Elizabeth Reich, 670-7804  
Joey Zapata, 670-3009

**MAPSCO:** N/A

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**SUBJECT**

Authorize a three-year professional services contract, with two one-year renewal options, for spay/neuter services - Spay Neuter Network, most qualified respondent of three - Not to exceed \$2,037,978 - Financing: Current Funds (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a professional services contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This professional services contract will supplement staff in providing spay/neuter services. This professional services contract provides quality spay/neuter services to control the animal population. A spayed/neutered animal is easier to train, less territorial, reduces certain animal health risks, a calmer, and gentler pet.

Approximately 8,400 animals were spayed/neutered in FY 2014-15. This reflects a 31% increase in comparison to FY 2013-14. The capacity to perform these services in-house with the available staff has been maximized. In an effort to shorten the length of time a pet waits for surgery, the City is subcontracting services to maximize its efficiency.

Chapter 7 of the Dallas City Code requires that all animals that are adopted from Dallas Animal Services be spayed/neutered. All animals that are returned to their owners are also to be spayed and neutered, unless an intact animal permit exists.

**BACKGROUND (Continued)**

A five member committee from the following departments reviewed and evaluated the proposals:

- Police (2)
- Fire-Rescue (1)
- Code Compliance (1)
- Business Development and Procurement Services (1)\*

\*Business Development and Procurement Services only evaluated the Business Inclusion and Development Plan.

The successful proposer was selected by the committee on the basis of demonstrated competence and qualifications under the following criteria:

- Capability of proposer 30%
- Overall approach 30%
- Qualification 25%
- Business Inclusion and Development Plan 15%

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 284 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendor meets the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

\$2,037,978.00 - Current Funds (subject to annual appropriations)

## **M/WBE INFORMATION**

30 - Vendors contacted  
30 - No response  
0 - Response (Bid)  
0 - Response (No bid)  
0 - Successful

284 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

## **ETHNIC COMPOSITION**

### Spay Neuter Network

White Male	4	White Female	10
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	3
Other Male	0	Other Female	0

## **RESPONDENT INFORMATION**

Business Development and Procurement Services received the following responses from solicitation number BAZ1513. We opened them on August 13, 2015. We recommend the City Council award this professional services contract to the most qualified respondent by group.

\*Denotes successful respondent

<b><u>Respondents</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*Spay Neuter Network	102 E. Trunk Street Crandall, TX 75114	Group 1 – 86% Group 2 – 86%
Texas Coalition for Animal Protection	713 Sunset Street Denton, TX 76201	Group 1 – 85% Group 2 – No bid
Vax Shack	1311 Squires Lane Aubrey, TX 76227	Non-responsive**

\*\*Vax Shack was deemed non-responsive due to not meeting specifications.



**OWNER**

**Spay Neuter Network**

Carol Shiels, President

October 26, 2016

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a professional services contract with Spay Neuter Network (VS0000026296) for spay/neuter services for a term of three years, with two one-year renewal options, in an amount not to exceed \$2,037,978.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Spay Neuter Network shall be based only on the amount of services directed to be performed by the City and properly performed by Spay Neuter Network under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$2,037,978.00 (subject to annual appropriations) from Service Contract number BAZ1513.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a three-year professional services contract, with two one-year renewal options, for spay/neuter services - Spay Neuter Network, most qualified respondent of three - Not to exceed \$2,037,978 - Financing: Current Funds (subject to annual appropriations)

Spray Neuter Network is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Other Services

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$2,037,978.00	100.00%
<b>TOTAL CONTRACT</b>	<b>\$2,037,978.00</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

None

#### **Non-Local Contractors / Sub-Contractors**

None

### **TOTAL M/WBE CONTRACT PARTICIPATION**

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	<u>\$0.00</u>	<u>0.00%</u>	<u>\$0.00</u>	<u>0.00%</u>

**AGENDA ITEM # 11**

**KEY FOCUS AREA:** Clean, Healthy Environment

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Code Compliance  
Park & Recreation  
Sanitation Services  
Trinity Watershed Management  
Water Utilities

**CMO:** Elizabeth Reich, 670-7804  
Joey Zapata, 670-3009  
Willis Winters, 670-4071  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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**SUBJECT**

Authorize **(1)** rescinding the service contract with Technical Testing International, LLC dba TTI Environmental Laboratories, previously approved on December 11, 2013, by Resolution No. 13-2048, for analytical laboratory testing services; and **(2)** a service contract for analytical laboratory testing services through December 10, 2017 - Pace Analytical Services, Inc., second lowest responsible bidder of eight - Not to exceed \$948,211 - Financing: Current Funds (\$2,955), Water Utilities Current Funds (\$761,564) , Stormwater Drainage Management Current Funds (\$165,357), and Sanitation Current Funds (\$18,335) (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

The City has exercised the termination for convenience clause with the contract awarded to Technical Testing International, LLC dba TTI Environmental Laboratories, awarded on December 11, 2013, by Resolution No. 13-2048. The contract shall be awarded to Pace Analytical Services, Inc., the second lowest bidder. This service contract will continue to allow City departments such as Water Utilities, Trinity Watershed Management, and Code Compliance to utilize certified, independent laboratories to conduct analytical laboratory testing services.

## **BACKGROUND (Continued)**

The contractor will analyze samples for compliance with state and federal regulations including The Clean Water Act, Safe Drinking Water Act, Clean Air Act, Comprehensive Environmental Response, Compensation and Liability Act, Resource Conservation and Recovery Act, and Solid Waste Disposal Act.

The analytical services will be used to support stormwater monitoring, illicit discharge investigations, enforcement investigations, hazardous and non-hazardous waste management, industrial waste monitoring, publicly owned treatment works influent and effluent monitoring, enforcement investigations, and other water/wastewater testing for the City. The independent laboratories under this contract will be required to perform mandated Environmental Protection Agency analysis in situations where the City of Dallas laboratories lack the proper equipment, lab instrumentation, and resources to perform the needed tasks.

This contract will allow BDPS sufficient time to complete the solicitation process.

## **PRIOR ACTION/REVIEW COUNCIL, BOARDS, COMMISSIONS**

On June 27, 2012, City Council authorized Supplemental Agreement No. 1 to exercise a one year renewal with forty-three professional service contracts for geotechnical studies and construction materials testing, analytical laboratory testing, and asbestos environmental and non-asbestos environmental testing services by Resolution No. 12-1617.

On December 11, 2013, City Council authorized a three-year service contract for analytical laboratory testing services by Resolution No. 13-2048.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

## **FISCAL INFORMATION**

\$ 2,955.00 - Current Funds (subject to annual appropriations)

\$761,564.03 - Water Utilities Current Funds (subject to annual appropriations)

\$165,356.66 - Stormwater Drainage Management Current Funds (subject to annual appropriations)

\$ 18,335.00 - Sanitation Current Funds (subject to annual appropriations)

## **ETHNIC COMPOSITION**

### Pace Analytical Services, Inc.

White Male	12	White Female	10
Black Male	2	Black Female	1
Hispanic Male	0	Hispanic Female	1
Other Male	4	Other Female	2

## **BID INFORMATION**

Business Development and Procurement Services received the following bids from solicitation number BT1311. We opened them on October 10, 2013. We recommend the City Council award this service contract to the lowest responsive and responsible bidder by group. Information related to this solicitation is available upon request.

\*Denotes successful bidder

\*\*Denotes rescinded

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*Pace Analytical Services, Inc.	400 W. Bethany Road Suite #190 Allen, TX 75013	Multiple groups
**Technical Testing International, LLC dba TTI Environmental Laboratories	800 106 <sup>th</sup> Street Arlington, TX 76011	Multiple groups
B&A Laboratories, Inc. dba Xenco Laboratories	9701 Harry Hines Boulevard Dallas, TX 75220	Multiple groups
Environmental Science Corporation dba ENVISCI, Inc.	801 Stadium Drive Suite #201 Arlington, TX 76011	Multiple groups
TestAmerica Laboratories, Inc.	4101 Shuffel Street NW North Canton, OH 44720	Multiple groups
A&B Environmental Service, Inc. dba A&B Labs	10100 East Freeway Suite #100 Houston, TX 77029	Multiple groups

**BID INFORMATION (Continued)**

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
Bio-Aquatic Testing, Inc.	2501 Mayes Road Suite #100 Carrollton, TX 75006	Non-responsive***
Oxidor Laboratories, LLC	1825 E. Plano Parkway Suite #160 Plano, TX 75074	Non-responsive***

\*\*\*Bio-Aquatic Testing, Inc. and Oxidor Laboratories, LLC were deemed non-responsive due to not meeting specifications.

**OWNER**

**Pace Analytical Services, Inc.**

Steve Vanderboom, President

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize **(1)** rescinding the service contract with Technical Testing International, LLC dba TTI Environmental Laboratories, previously approved on December 11, 2013, by Resolution No. 13-2048, for analytical laboratory testing services; and **(2)** a service contract for analytical laboratory testing services through December 10, 2017 - Pace Analytical Services, Inc., second lowest responsible bidder of eight - Not to exceed \$948,211 - Financing: Current Funds (\$2,955), Water Utilities Current Funds (\$761,564), Stormwater Drainage Management Current Funds (\$165,357), and Sanitation Current Funds (\$18,335) (subject to annual appropriations)

Pace Analytical Services, Inc. is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Other Services

### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$948,210.69	100.00%
<b>TOTAL CONTRACT</b>	<b>\$948,210.69</b>	<b>100.00%</b>

### LOCAL/NON-LOCAL M/WBE PARTICIPATION

#### Local Contractors / Sub-Contractors

None

#### Non-Local Contractors / Sub-Contractors

None

### TOTAL M/WBE CONTRACT PARTICIPATION

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
<b>Total</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>



October 26, 2016

**WHEREAS**, on June 27, 2012, City Council authorized Supplemental Agreement No. 1 to exercise a one year renewal with forty-three professional service contracts for geotechnical studies and construction materials testing, analytical laboratory testing, and asbestos environmental and non-asbestos environmental testing services by Resolution No. 12-1617; and,

**WHEREAS**, on December 11, 2013, City Council authorized a three-year service contract for analytical laboratory testing services by Resolution No. 13-2048; and,

**WHEREAS**, on May 18, 2016, Administrative Action Nos. 16-5924, 16-5925 and 16-5926 authorized to extend the service contract for a one year term from December 11, 2016 to December 10, 2017;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to (1) rescind the contract with Technical Testing International, LLC dba TTI Environmental Laboratories, previously approved on December 11, 2013, by Resolution No. 13-2048, for analytical laboratory testing services; and (2) execute a service contract with Pace Analytical Services, Inc. (VS0000068442) for analytical laboratory testing services through December 10, 2017 in an amount not to exceed \$948,210.69, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Pace Analytical Services, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Pace Analytical Services, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$948,210.69 (subject to annual appropriations) from Service Contract number BT1311.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** October 26, 2016

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Code Compliance  
Equipment & Building Services

**CMO:** Elizabeth Reich, 670-7804  
Joey Zapata, 670-3009  
Jill A. Jordan, P.E., 670-5299

**MAPSCO:** N/A

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**SUBJECT**

Authorize the purchase of twenty-six fleet vehicles for Code Compliance - Sam Pack's Five Star Ford through the Texas Smartbuy - Not to exceed \$622,160 - Financing: Current Funds

**BACKGROUND**

This item will allow for the purchase of twenty-six vehicles for various divisions in Code Compliance. Four trucks are replacing older animal vans and twenty-two vehicles are new additions to the fleet to accommodate new staff in the single family inspection program and the multi-tenant inspection program. Furthermore, vans being replaced have gone through an evaluation process using an established criterion which includes life-to-date maintenance costs, recommended replacement mileage, and recommended replacement life.

Texas Smartbuy conforms to the requirements of Texas Statutes that are applicable for competitive bids and proposals, in accordance with the Interlocal Cooperation Act, Chapter 791, Texas Government Code. In addition, Texas Smartbuy receive bids from manufacturers and dealers throughout the United States.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On June 12, 2013, City Council authorized a one-year master agreement for the purchase of two-hundred seventy-two pieces of fleet and equipment; a one -year master agreement for the purchase of eight pieces of fleet equipment; and a one-year master agreement for the purchase of four pieces of fleet equipment by Resolution No. 13-0936.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS) (Continued)**

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

**FISCAL INFORMATION**

\$622,160.00 - Current Funds

**ETHNIC COMPOSITION**

**Sam Pack's Five Star Ford**

White Male	97	White Female	22
Black Male	19	Black Female	1
Hispanic Male	94	Hispanic Female	12
Other Male	4	Other Female	2

**OWNER**

**Sam Pack's Five Star Ford**

Sam Pack, President

October 26, 2016

**WHEREAS**, on June 12, 2013, City Council authorized a one-year master agreement for the purchase of two-hundred seventy-two pieces of fleet and equipment; a one-year master agreement for the purchase of eight pieces of fleet equipment; and a one-year master agreement for the purchase of four pieces of fleet equipment by Resolution No. 13-0936;

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the purchase of twenty-six fleet vehicles for Code Compliance is authorized with Sam Pack’s Five Star Ford (113696) through the Texas Smartbuy in an amount not to exceed \$622,160.00.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate requisition, to issue a purchase order for twenty-six fleet vehicles for Code Compliance. If a formal contract is required for this purchase instead of a purchase order, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse funds from the following appropriations in an amount not to exceed \$622,160.00:

<u>Fund</u>	<u>Dept</u>	<u>Unit</u>	<u>Obj</u>	<u>Amount</u>	<u>FY</u>	<u>Encumbrance</u>
0001	CCS	2741	4740	\$208,828.00	FY17	POCCS00000129065
0001	CCS	3473	4740	\$191,920.00	FY17	POCCS00000129065
0001	CCS	3476	4740	\$221,412.00	FY17	POCCS00000129065

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.