

AGENDA ITEM # 23

STRATEGIC PRIORITY:

Government Performance and Financial Management

AGENDA DATE:

February 14, 2018

COUNCIL DISTRICT(S):

All

DEPARTMENT:

Office of Procurement Services
Department of Sustainable Development and Construction

CMO:

Elizabeth Reich, 670-7804
Majed Al-Ghafry, 670-3302

MAPSCO:

N/A

SUBJECT

Authorize **(1)** an acquisition contract for the purchase and installation of two wide-format printers for the Department of Sustainable Development and Construction in the amount of \$36,000; and **(2)** a three-year service contract for maintenance and support of two wide-format printers in the amount of \$7,603 - Stewart Engineering Supply, Inc., lowest responsible bidder of eleven - Total not to exceed \$43,603 - Financing: Building Inspection Current Funds (subject to annual appropriations)

BACKGROUND

These contracts will allow for the purchase, installation, maintenance, and support for two wide-format printers for the Department of Sustainable Development and Construction. The Department of Sustainable Development and Construction operates a central filing office which acts as a library of records for the construction related documents. Citizens and businesses come to the central files office to obtain permits histories and copies of building plans for both commercial and residential properties. The purchase of these two wide-format printers will allow office staff to continue to provide requested print documents in a timely manner.

The purchase and maintenance of this equipment was included as part of a solicitation with other equipment. When evaluating the vendor responses, it was decided that the other equipment was critical and needed to be purchased, administratively. Additionally, the end users wanted more time to fully evaluate the most efficient use of the wide-format printers before purchasing. The purchase of these wide-format printers, the overall dollar amount exceeds the allowable amount that can be awarded administratively therefore, City Council approval is now required for this purchase.

BACKGROUND (continued)

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out 1,210 email bid notifications to vendors registered under respective commodities. To further increase competition, the Office of Procurement Services 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, the Office of Business Diversity sent notifications to 25 chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, City Council authorized the wage floor rate of \$10.37, by Resolution No. 15-2141; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Government Performance & Financial Management Committee will receive this item for consideration on February 5, 2018.

FISCAL INFORMATION

Building Inspection Current Funds - \$43,602.43 (subject to annual appropriations)

M/WBE INFORMATION

160 - Vendors contacted
160 - No response
 0 - Response (Bid)
 0 - Response (No Bid)
 0 - Successful

The awardee has fulfilled the good faith effort requirements set forth in the Business Inclusion and Development Plan (BID) adopted on October 22, 2008, by Resolution No. 08-2826, as amended.

BID INFORMATION

The Office of Procurement Services received the following bids from solicitation number BU1721. We opened them on July 28, 2017. We recommend the City Council award these contracts to the lowest responsive and responsible bidder by line.

*Denotes successful bidder

BID INFORMATION (continued)

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Stewart Engineering Supply, Inc.	3221 E. Pioneer Pkwy. Arlington, TX 76010	Line 3 - \$43,602.43
Metro-Repro, Inc.	8906 Chancellor Row Dallas, TX 75247	Line 3 - \$49,354.00
Stewart Engineering Supply, Inc. Alternate 2	3221 E. Pioneer Pkwy. Arlington, TX 76010	Line 3 - \$54,851.84
Archive Supplies, Inc.	8925 Sterling St. Suite 150 Irving, TX 75063	Line 3 - \$58,498.00
Archive Supplies, Inc. Alternate 3	8925 Sterling St. Suite 150 Irving, TX 75063	Line 3 - \$58,498.00
Archive Supplies, Inc. Alternate 5	8925 Sterling St. Suite 150 Irving, TX 75063	Line 3 - \$58,498.00
NovaCopy, Inc.	4251 W. Carpenter Fwy. Irving, TX 75063	Line 3 - \$68,334.00
Archive Supplies, Inc. Alternate 2	8925 Sterling St. Suite 150 Irving, TX 75063	Line 3 - \$80,498.00
Archive Supplies, Inc. Alternate 4	8925 Sterling St. Suite 150 Irving, TX 75063	Line 3 - \$80,498.00
Archive Supplies, Inc. Alternate 6	8925 Sterling St. Suite 150 Irving, TX 75063	Line 3 - \$80,498.00
Databank	1421 Patton Place Suite 200 Carrollton, TX 75007	Line 3 - no bid

OWNER

Stewart Engineering Supply, Inc.

Jeff Stewart, President

Kathleen Stewart, Vice President

AGENDA ITEM # 24

STRATEGIC PRIORITY:

Government Performance and Financial Management

AGENDA DATE:

February 14, 2018

COUNCIL DISTRICT(S):

All

DEPARTMENT:

Office of Procurement Services
Department of Communication and Information Services

CMO:

Elizabeth Reich, 670-7804
Jody Puckett, 670-3390

MAPSCO:

N/A

SUBJECT

Authorize a three-year acquisition contract for the purchase of enterprise software licenses and maintenance for Geographic Information System software - ESRI, Inc., sole source - Not to exceed \$1,770,300 - Financing: Communication and Information Services 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 acquisition contract will provide for the purchase of enterprise software licenses and maintenance for Geographic Information System (GIS) software to support the management, development, and distribution of GIS data. GIS software enables the City to store, edit, analyze, publish (both internally and externally) geographic data. The enterprise license agreement will consolidate current individual GIS software licenses into a single city-wide agreement. This single city-wide agreement will provide efficiencies in managing City owned licenses at a lower cost than the current GIS software arrangement. Maintenance and support includes software upgrades to current releases of software, service packs, patches, and technical support.

The City will have access to consulting services, premium technical support, and training, which can be leveraged to perform a variety of activities such as:

BACKGROUND (continued)

- Conduct a review of the current GIS environment, capabilities, and targeted objectives
- Provide recommendations for implementation, potential growth, or expansion of GIS enabled workflows across operations and technology environments
- Engaging with subject matter experts to discuss, plan, and/or demonstrate key concepts and capabilities
- Technical support to assist with mission critical workflows and applications

On November 10, 2015, City Council authorized the wage floor rate of \$10.94, by Resolution No. 15-2141; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL BOARDS, COMMISSIONS)

On February 25, 2015, City Council authorized a five-year service contract for Geographic Information System software maintenance with Environmental Systems Research Institute, Inc. by Resolution No. 15-0338.

The Government Performance & Financial Management Committee will receive this item for consideration on February 5, 2018.

FISCAL INFORMATION

Communication and Information Services Current Funds - \$1,770,300 (subject to annual appropriations)

M/WBE INFORMATION

The Office of Procurement Services did not contact any M/WBE or other vendors for this item because the recommended awardee has the exclusive licensing rights and is the sole source provider.

The awardee has fulfilled the good faith effort requirements set forth in the Business Inclusion and Development Plan (BID) adopted on October 22, 2008, by Resolution No. 08-2826, as amended.

BID INFORMATION

<u>Bidder</u>	<u>Address</u>	<u>Amount</u>
ESRI, Inc.	380 New York Street Redland, CA 92373	\$1,770,300

Note: The Office of Procurement Services conducted a sole source review and found no exceptions.

OWNER

ESRI, Inc.

Jack Dangermond, President
Laura Dangermond, Vice President

AGENDA ITEM # 25

**STRATEGIC
PRIORITY:**

Government Performance and Financial Management

AGENDA DATE:

February 14, 2018

COUNCIL DISTRICT(S):

1, 2, 6, 14

DEPARTMENT:

Office of Procurement Services
Department of Convention and Event Services
Department of Equipment and Building Services

CMO:

Elizabeth Reich, 670-7804
Joey Zapata, 670-3009
Jody Puckett, 670-3390

MAPSCO:

44 S 45 L 45 P 45 Q 45 U 46 J 54 H

SUBJECT

Authorize two four-year concession contracts, with two one-year renewal options, for the installation, operation, and maintenance of automated teller machines at various City facilities - Metro Games, Inc. minimum annual guarantee \$13,830 and Choice ATM Enterprises, Inc. minimum annual guarantee \$14,000, highest responsible bidders of three - Total Minimum Annual Guarantee: \$27,830

BACKGROUND

These concession contracts will allow for the continuance of installation, operation, and maintenance services of automated teller machines (ATM's) for the use of City employees and patrons who visit City facilities. Continuing ATM services at strategic locations provides a convenient way for patrons to access cash for the payment of fees and fines. These facilities include:

- City Hall
- Oak Cliff Municipal Center
- Jack Evans Police Headquarters
- Police Auto Pound
- Central Library
- Municipal Court
- Marshal's Office
- Majestic Theater

BACKGROUND (continued)

ATM's will also be located at the Kay Bailey Hutchison Convention Center Dallas. These ATM's will be provided for the convenience of visitors attending events such as conferences, meetings, exhibitions, and sporting events. Additional ATM's may be requested on an as-needed basis to cover larger events.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out 287 email bid notifications to vendors registered under respective commodities. To further increase competition, the Office of Procurement Services 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, the Office of Business Diversity sent notifications to 25 chambers of commerce and advocacy groups to ensure maximum vendor outreach.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On October 26, 2010, City Council authorized a four-year concession contract, with three one-year renewal options, for automated teller machines at City Hall, Oak Cliff Municipal Center, and Jack Evans Police Headquarters with Choice ATM Enterprises, Inc. by Resolution No. 10-2731.

On October 24, 2012, City Council authorized a five-year concession contract for the installation, operation, and maintenance of automated teller machines at the Police Auto Pound, Farmers Market, Municipal Court, and Central Library with Metro Route Services by Resolution No. 12-2656.

The Government Performance & Financial Management Committee will receive this item for consideration on February 5, 2018.

FISCAL INFORMATION

Minimum Annual Guarantee - \$27,830

M/WBE INFORMATION

287 - Vendors contacted
287 - No response
0 - Response (Bid)
0 - Response (No Bid)
0 - Successful

The awardees have fulfilled the good faith requirements set forth in the Business Inclusion and Development Plan adopted by Resolution No. 08-2826, as amended.

BID INFORMATION

The Office of Procurement Services received the following bids from solicitation number BKZ1717. We opened them on November 3, 2017. We recommend the City Council award these concession contracts to the highest responsible bidders to the City by group.

*Denotes successful bidders

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Metro Games, Inc.	3419 Royalty Row Irving, TX 75062	Group 1 - \$13,830 Group 2 - \$10,000
*Choice ATM Enterprises, Inc.	2000 E. Lamar Blvd. Suite 750 Arlington, TX 76006	Group 1 - \$11,950 Group 2 - \$14,000
U.S. Bank	7206 N. Terra Vista Dr. Peoria, IL 61614	Group 1 - No Bid Group 2 - \$1,800

OWNERS

Metro Games, Inc.

Ron Adams, President

Choice ATM Enterprises, Inc.

John Di Palma, President

AGENDA ITEM # 26

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: February 14, 2018

COUNCIL DISTRICT(S): 2

DEPARTMENT: Office of Procurement Services
Department of Aviation

CMO: Elizabeth Reich, 670-7804
Jody Puckett, 670-3390

MAPSCO: 34 E

SUBJECT

Authorize the purchase of one regenerative air sweeper with Tymco International through the Houston-Galveston Area Council of Governments - Not to exceed \$120,580 - Financing: Aviation Current Funds

BACKGROUND

This item will allow for the purchase of one regenerative air sweeper to be used by Aviation.

The regenerative air sweeper will be used at Dallas Love Field to eliminate debris on paved surfaces, within the aircraft operations area, which could be ingested by aircraft engine turbines and cause mechanical failure.

The Houston-Galveston Area Council of Governments agreements are authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. Section 271.102 of the Texas Local Government Code authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Government Performance & Financial Management Committee will receive this item for consideration on February 5, 2018.

FISCAL INFORMATION

Aviation Current Funds - \$120,580

OWNER

Tymco International

Kenneth J. Young, President
Gary B. Young, Vice President

AGENDA ITEM # 27

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: February 14, 2018

COUNCIL DISTRICT(S): N/A

DEPARTMENT: Office of Procurement Services
Police Department

CMO: Elizabeth Reich, 670-7804
Jon Fortune, 670-1204

MAPSCO: N/A

SUBJECT

Authorize the sale of one 2016 GMC Sierra pickup through a public auction on January 17, 2018, to Monica Acosta, highest bidder - Revenue: \$20,250

BACKGROUND

This action seeks approval to sell one 2016 GMC Sierra pickup which was publicly auctioned on January 17, 2018. The vehicle was part of a normal auction of impounded vehicles from the Police Department auto pound.

The City used its current contract auctioneer, Lone Star Auctioneers, Inc., to auction this equipment. The auctioneer charges a buyer's premium instead of the City paying a fee.

Dallas City Code 2-37.4 requires that when the highest bid for property is more than \$20,000.00, the sale to the highest bidder must be confirmed by City Council.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Government Performance & Financial Management Committee will receive this item for consideration on February 5, 2018.

FISCAL INFORMATION

Revenue - \$20,250

BID INFORMATION

The following bid was received at public auction on January 17, 2018.

*Denotes successful bidder

<u>Bidder</u>	<u>Address</u>	<u>Amount</u>
*Monica Acosta	2333 Dyson Dallas, TX 75215	\$20,250

OWNER

Monica Acosta, Individual