



Agenda Information Sheet

File #: 18-1103

Item #: 7.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: November 14, 2018

COUNCIL DISTRICT(S): N/A

DEPARTMENT: Department of Communication and Information Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize an Interlocal Cooperative Agreement with the State of Texas Department of Information Resources (DIR) to allow the City to participate in the DIR Shared Services Program for managed security services - Financing: This action has no cost consideration to the City (see Fiscal Information)

BACKGROUND

The Interlocal Cooperative Agreement with DIR will allow the City to procure managed security services (cybersecurity services) directly from the State of Texas utilizing contract DIR-MSS-SCP-001. The City's existing Interlocal Agreement with DIR does not allow participation in the Shared Services Program.

The Shared Services Program will provide the City with another independent source to procure services for cybersecurity. Services available in the contract include cybersecurity threat monitoring, device management, incident response, and risk and compliance. All services are related to protecting the City's data from loss, theft, damage, or destruction due to cybersecurity threats.

Key benefits to the City participating in the DIR Shared Services Program include:

- Access to a comprehensive suite of security solutions and services including cybersecurity threat monitoring, device management, risk and compliance, and incident response
- Volume discounting that leverages statewide volume thresholds
- No minimum required commitments for Managed Security Services. Managed Security Services are offered on a month-to-month basis.
- Vendor oversight by DIR. DIR actively monitors service level agreements on a monthly basis to ensure services are timely.
- Security-cleared vendor personnel. Technicians servicing the contract are required to undergo a Criminal Justice Information Systems background check through the Texas Department of Public Safety

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

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

FISCAL INFORMATION

This action has no cost consideration to the City. This action will establish the interlocal cooperative agreement to access services. The department will seek approval by City Council resolution or administrative action, as appropriate, for any services procured through this program.

November 14, 2018

WHEREAS, the City desires to procure managed security services (cybersecurity services) directly from the State of Texas utilizing contract DIR-MSS-SCP-001; and

WHEREAS, the City's existing Interlocal Agreement with DIR does not allow participation in the Shared Services Program.

Now, Therefore,

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

SECTION 1. That the City Manager is hereby authorized to sign an Interlocal Cooperative Agreement with the State of Texas Department of Information Resources (DIR), approved as to form by the City Attorney, to allow the City to participate in the DIR Shared Services Program for managed security services.

SECTION 2. That this agreement is designated as Contract No. DSV-2019-00008265.

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.



Agenda Information Sheet

File #: 18-1200

Item #: 31.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: November 14, 2018

COUNCIL DISTRICT(S): N/A

DEPARTMENT: Office of Budget

EXECUTIVE: Elizabeth Reich

SUBJECT

An ordinance amending Ordinance No. 30991, previously approved on September 18, 2018, to authorize an appropriation adjustment for FY 2018-19; and authorize the City Manager to implement the adjustment - Financing: No cost consideration to the City

BACKGROUND

On September 18, 2018, City Council adopted the Operating, Grants/Trusts, and Capital Budgets for FY 2018-19, by Ordinance No. 30991.

City Charter does not allow for transfer of appropriations between departments, division, or purpose (City Charter Chapter XI, Section 4). The amendment requested reflects the transfer of appropriation from the Office of Management Services to the Department of Public Works to facilitate implementation of an Internal Service Fund for the General Obligation Bond Program.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 18, 2018, City Council adopted the FY 2018-19 City of Dallas Operating, Grants/Trusts, and Capital Budgets by Resolution No. 18-1337; Ordinance No. 30991.

The Government Performance and Financial Management Committee will be briefed regarding this item on November 5, 2018.

FISCAL INFORMATION

No cost consideration to the City.

ORDINANCE NO. _____

An ordinance amending Ordinance No. 30991 (2018-2019 FY Operating and Capital Budgets' Appropriations Ordinance) to make certain adjustments to fund appropriations for fiscal year 2018-2019 for the maintenance and operation of certain departments, and to authorize the city manager to implement those adjustments; providing a saving clause; and providing an effective date.

WHEREAS, on September 18, 2018, the city council passed Ordinance No. 30991, which adopted the operating and capital budgets' appropriations ordinance for fiscal year 2018-19; and

WHEREAS, the city council is authorized, in accordance with Chapter XI, Section 4, of the Dallas City Charter, to transfer an unencumbered balance of an appropriation made for the use of a department, division, or purpose to any other department, division, or purpose, or an increase in appropriation, may be made by the city council upon written recommendation of the city manager; Now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Section 1 of Ordinance No. 30991 is amended by adding capital funds to fund appropriations for fiscal year 2018-19 to read as follows:

“SECTION 1. That for the purpose of providing the funds to be expended in the budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, the available revenues of the city of Dallas are hereby appropriated for the maintenance and operation of the various city departments and activities as follows:

DEPARTMENTS AND ACTIVITIES

PROPOSED
2018-19

Building Services	22,729,907
City Attorney's Office	18,348,876
City Auditor's Office	3,367,314
City Manager's Office	2,787,305
City Secretary's Office	2,873,978
Civil Service	3,241,621
Code Compliance	31,635,395
City Controller's Office	6,768,899
Court and Detention Services	23,314,074
Dallas Animal Services	14,878,667
Elections	1,476,566
Fire	294,483,209
Human Resources	7,005,071
Independent Audit	917,892
Jail Contract – Lew Sterrett	8,908,016
Judiciary	3,446,356
Library	34,138,717
Mayor and Council	4,989,530
Non-Departmental	92,727,295
Office of Cultural Affairs	19,973,188
Office of Budget	3,796,050
Office of Economic Development	4,972,909
Office of Housing and Neighborhood Revitalization	4,213,724
Office of Management Services	31,520,619
Park and Recreation	98,542,371
Planning and Urban Design	3,171,871
Police	486,752,691
Procurement Services	2,443,038
Public Works	75,856,653
Sustainable Development and Construction	2,194,525
Transportation	47,219,419
Contingency Reserve	2,319,383
Salary and Benefits Reserve	2,200,000
Liability/Claims Fund	2,751,145
GENERAL FUND TOTAL	\$1,365,966,274

GRANT FUNDS

PROPOSED
2018-19

Court and Detention Services

Law Enforcement Officer Standards and Education (S104)

1,685

Management Services

Fair Housing FHAP Award 14-15 (F439)	6,162
Fair Housing FHAP Award 15-16 (F471)	22,671
GRANT FUNDS TOTAL	\$30,518

	<u>PROPOSED</u>
	<u>2018-19</u>
<u>TRUST AND OTHER FUNDS</u>	
<u>Communication and Information Services</u>	
Information Technology Equipment (0897)	1,450,000
 <u>Court and Detention Services</u>	
Employee Morale Fund (0902)	11
Technology Fund (0401)	343,587
 <u>Dallas Animal Services</u>	
Animal Control Enhancement 87D (0878)	842
Animal Services Operation Supp (0883)	137
Dallas Animal Services Online Donations (0714)	56
Dallas Animal Welfare Fund (0711)	393
 <u>Library</u>	
Edmond and Louise Kahn E. Trust (0208)	262,567
Central Library Gift and Donations (0214)	42,668
Hamon Trust (0458)	14,794
Genealogy Fund (0687)	19,550
Donations and Interest Fund (0734)	59,313
 <u>Management Services</u>	
Carryout Bag Regulation Fund (0989)	126,953
 <u>Office of Cultural Affairs</u>	
OCA Hotel Occupancy Tax (0435)	2,670,482
 <u>Office of Economic Development</u>	
Economic Development Sales Tax Rebate Program (0680)	467,562
New Market Tax Credit (0065)	114,225
Property Assessed Clean Energy Fund (0750)	4,511
South Dallas Fair Park Opportunity Fund (0351)	1,298,031
Deep Ellum Public Improvement District (9P01)	628,778
Dallas Downtown Improvement District (9P02)	7,566,520
Klyde Warren Park/ Dallas Arts District Public Improvement District (9P03)	1,273,513
Knox Street Public Improvement District (9P04)	366,712
Lake Highlands Public Improvement District (9P05)	695,989
North Lake Highlands Public Improvement District (9P06)	385,089
Oak Lawn-Hi Line Public Improvement District (9P07)	362,020

Prestonwood Public Improvement District (9P08)	427,621
South Side Public Improvement District (9P10)	260,676
University Crossing Public Improvement District (9P12)	773,814
Uptown Public Improvement District (9P13)	2,723,533
Vickery Meadow Public Improvement District (9P15)	900,464
<u>Office of Housing and Neighborhood Revitalization</u>	
Mayfair Gifts and Donation (0471)	2,518
Dallas Tomorrow Fund (0476)	530,705
<u>Park and Recreation</u>	
Craddock Park Expense Trust (0340)	6,022
Fair Park Marketing (0G43)	42,626
Fair Park Special Maintenance (0329)	108,492
Ford Found Innovative Program (0T14)	1,089
Golf Improvement Trust (0332)	1,481,189
Grauwylar Memorial E Trust (0331)	54
Junior Golf Program (0359)	5,116
Meadows-Fair Park Security 64E (0643)	130
Mowmentum Park Improvement (0T80)	41,752
Outdoor Programs (0469)	82,566
P & R Athletic Field Maintenance (0349)	163,825
Park and Rec Beautification (0641)	199,520
PKR Program Fund Tracking (0395)	2,197,698
Recreation Program (0341)	475,402
Southern Skates (0327)	81,009
White Rock Endowment (0354)	1,996
W.W. Samuell Park Trust (0330)	647,205
<u>Planning and Urban Design</u>	
Neighborhood Vitality Project Fund (0297)	70,770
<u>Police</u>	
Confiscated Monies - Federal (0436)	245,896
Confiscated Monies – State (0411)	3,343,712
Law Enforcement Officer Standard Education (0S1N)	516,536
Police Gifts and Donations (0321)	1,544
<u>Procurement Services</u>	
DABD 2003 South Fair Fund (0245)	4,668
TRUST AND OTHER FUNDS TOTAL	\$33,492,451
GRANT, TRUST AND OTHER FUNDS GRAND TOTAL	\$33,522,969

<u>ENTERPRISE/INTERNAL SERVICE/OTHER FUNDS</u>	<u>PROPOSED</u> <u>2018-19</u>
Aviation	
Airport Operations	143,726,945
Transportation Regulation	405,874
Communication and Information Services	
Information Technology	77,011,403
Radio Services	8,651,413
Convention and Event Services	108,647,915
Employee Benefits	
Benefits Administration	1,049,538
Wellness Program	358,858
Equipment and Fleet Management	54,912,850
Express Business Center	2,137,496
Management Services	
Office of the Bond Program	<u>10,079,445</u> [17,246,785]
<u>Public Works</u>	<u>7,167,340</u>
Risk Management	4,579,552
Sanitation Services	112,653,465
Storm Water Drainage Management	58,436,837
Sustainable Development and Construction	34,571,119
Water Utilities	665,491,395
WRR - Municipal Radio	2,076,728
911 System Operations	15,176,553
ENTERPRISE/INTERNAL SERVICE/OTHER FUNDS TOTAL	\$1,307,134,726''

SECTION 2. That the city manager is hereby authorized, upon written notice to the city controller, to transfer funds to make the adjustments to appropriations set forth in this ordinance.

SECTION 3. That it is the intent of the city council, by passage of this ordinance, to appropriate the funds for the city departments and activities. No office or position is created by the appropriation.

SECTION 4. That Ordinance No. 30991 will remain in full force and effect, save and except as amended by this ordinance.

SECTION 5. That this ordinance will take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so ordained.

APPROVED AS TO FORM:

CHRISTOPHER J. CASO, Interim City Attorney

By _____
Assistant City Attorney

Passed _____



Agenda Information Sheet

File #: 18-1083

Item #: 32.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: November 14, 2018

COUNCIL DISTRICT(S): 6, 8

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize **(1)** a construction services contract for the removal of existing scales, re-construction of scale beds, and purchase and installation of three heavy duty truck scales for the Department of Sanitation Services - Nicol Scales L.P. dba Nicol Scales & Measurement, lowest responsible bidder of two; and **(2)** an increase in appropriations in the amount of \$335,722.00 in the Sanitation Capital Improvement Funds - Not to exceed \$335,722.00 - Financing: Sanitation Capital Improvement Funds

BACKGROUND

This construction services contract will allow for the removal of existing scales, the re-construction of scale beds, and the purchase and installation of three heavy duty truck scales at the Bachman Transfer Station and McCommas Bluff Landfill.

One of the truck scale weigh systems will replace a scale located at Bachman Transfer Station. This scale is over 30 years old, can no longer be overhauled, and has exceeded its useful expected life. The Department of Sanitation Services (SAN) uses truck scales at each of its transfer facilities to weigh outbound transfer trucks/trailers to ensure loading up to but not exceeding the maximum legal weight. Weighing outbound trucks achieves the following aspects of the transportation process: 1) fuel management and transportation costs are maximized by loading the maximum legal weight; and 2) trucks do not exceed the maximum legal weight to ensure safety and limit stress on the truck.

Two of the truck scale weigh systems will replace scales located at the main scale house at McCommas Bluff Landfill. These scales are almost 20 years old and have met their expected life both in years and total weighs. These scales are used to capture weights for commercial, City of Dallas, and residential customers. Weights captured are used to calculate the tons of trash processed and fees owed for disposal as well as provide SAN with the total tons processed which are reported quarterly to Texas Commission on Environmental Quality. These scales are critical to ensuring accurate accounting of weights and fees related to landfill operations and services.

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 3,104 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)

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

FISCAL INFORMATION

Sanitation Capital Improvement Funds - \$335,722.00

<u>Council District</u>	<u>Amount</u>
6	\$120,832.00
8	<u>\$214,890.00</u>
Total	\$335,722.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$335,722.00	Other Services	23.80%	1.68%	\$5,650.00
<ul style="list-style-type: none"> • This contract does not meet the M/WBE goal, but complies with good faith efforts. 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> • Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements • Negotiations are not allowed
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The Office of Procurement Services received the following bids from solicitation number BN1819. We opened them on August 10, 2018. We recommend the City Council award this construction

services contract to the lowest responsive and responsible bidder by group.

*Denotes successful bidder

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Nicol Scales L.P. dba Nicol Scales & Measurement	7239 Envoy Court Dallas, TX 75247	Group 1 - \$214,890.00 Group 2 - \$120,832.00
Metler Toledo	1900 Polaris Parkway Columbus, OH 43240	Group 1 - \$400,000.00 Group 2 - Non Responsive**

**Metler Toledo was deemed non-responsive due to not meeting specifications.

OWNER

Nicol Scales L.P. dba Nicol Scales & Measurement

Theodore Brian Tobolka, President

November 14, 2018

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

SECTION 1. That the City Manager is hereby authorized to sign a construction services contract with Nicol Scales L.P. dba Nicol Scales & Measurement (005816), approved as to form by the City Attorney, for the removal of existing scales, re-construction of scale beds, and purchase and installation of three heavy duty truck scales for the Department of Sanitation Services, in an amount not to exceed \$335,722.00. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Nicol Scales L.P. dba Nicol Scales & Measurement shall be based only on the amount of the services directed to be performed by the City and properly performed by Nicol Scales L.P. dba Nicol Scales & Measurement under the contract.

SECTION 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$335,722.00 to Nicol Scales L.P. dba Nicol Scales & Measurement from Master Agreement Service Contract No. SAN-2018-00007986.

SECTION 3. That the City Manager is hereby authorized to increase appropriations in an amount not to exceed \$335,722.00 in the Sanitation Capital Improvement Fund, Fund 0593, Department SAN, Unit W329, Object 4720.

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.



Agenda Information Sheet

File #: 18-1077

Item #: 33.

STRATEGIC PRIORITY: Public Safety
AGENDA DATE: November 14, 2018
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year service price agreement for non-emergency wrecker services - Recovery Systems, Inc. dba Pro-Tow Wrecker Services in the amount of \$936,158.50 and 24 Hour Wrecker Service in the amount of \$360,964.00, most advantageous proposers of three - Total not to exceed \$1,297,122.50 - Financing: General Fund (\$98,278.00), Equipment and Fleet Management Fund (\$1,025,323.50), Sanitation Operation Fund (\$154,832.00), and Dallas Water Utilities Fund (\$18,689.00)

BACKGROUND

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis. We anticipate the following City departments will use this agreement:

- Equipment and Fleet Management Department
- Department of Code Compliance
- Water Utilities Department
- Park & Recreation Department
- Department of Sanitation Services

This service price agreement will provide non-emergency wrecker service for towing City vehicles as follows:

- Transporting mechanically disabled city owned vehicles to and from service centers for repairs
- Removing and transporting approximately 700 seized junk vehicles from any location within the City to the City's auto pound site for the Department of Code Compliance

The City maintains a fleet of approximately 5,500 vehicles.

An eight member committee from the following departments reviewed and evaluated the qualifications:

- Police Department (2)
- Building Services Department (2)
- Fire-Rescue Department (1)
- Department of Aviation (1)
- Office of Procurement Services (1)*
- Office of Business Diversity (1)*

*The Office of Procurement Services only evaluated cost and the Office of Business Diversity only evaluated the Business Inclusion and Development Plan.

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

- Cost 35 points
- Experience and qualifications 30 points
- Approach and methodology 20 points
- Business Inclusion and Development Plan 15 points

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 2,322 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 sent notifications to 25 chambers of commerce and advocacy groups to ensure maximum vendor outreach.

In this solicitation, the Office of Procurement Services required bidders to submit a response using unit pricing. This bid resulted in a 44 percent increase over comparable prices for the bids awarded in 2013.

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

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On December 11, 2013, City Council authorized a three-year service contract for non-emergency wrecker service with Recovery Systems, Inc. dba Pro-Tow Wrecker Service by Resolution No. 13-2047.

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

FISCAL INFORMATION

General Fund - \$98,278.00
 Equipment and Fleet Management Fund - \$1,025,323.50
 Sanitation Operation Fund - \$154,832.00
 Dallas Water Utilities Fund - \$18,689.00

Fund	FY 2018-19	FY2019-20	FY 2020-21
General Fund	\$13,564.00	\$42,357.00	\$42,357.00
Equipment and Fleet Management Fund	\$341,774.50	\$341,774.50	\$341,774.50
Sanitation Operation Fund	\$51,610.67	\$51,610.67	\$51,610.66
Dallas Water Utilities Fund	\$6,229.67	\$6,229.67	\$6,229.66
Total	\$413,178.84	\$441,971.84	\$441,971.82

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$1,297,122.50	Other Services	23.80%	0.00%	\$0.00
• M/WBE goal waived due to no M/WBE availability				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> • Utilized for high technology procurements, insurance procurements, and other goods and services • Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications • Always involves a team evaluation • Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposals from solicitation number BNZ1811. We opened them on May 31, 2018. We recommend the City Council award this service contract in its entirety to the most advantageous proposers.

*Denotes successful proposers

<u>Proposers</u>	<u>Address</u>	<u>Score</u>	<u>Amount</u>
*Recovery Systems, Inc. dba Pro-Tow Wrecker Services	1006 E. Main St. Lewisville, TX 75067	Group 1 - 68.25	\$412,593.00
		Group 2 - 73.00	\$255,719.00
		Group 3 - 72.67	\$680,439.50
*24 Hour Wrecker Service	616 N. Jefferson St. Lancaster, TX 75146	Group 1 - 79.83	\$360,964.00
		Group 2 - No bid	No bid
		Group 3 - No bid	No bid
URT Texas, Inc.	11239 Goodnight Ln. Dallas, TX 75229	Group 1 - 72.63	\$382,706.00
		Group 2 - 66.38	\$373,453.00
		Group 3 - 71.90	\$872,538.25

OWNERS**Recovery Systems, Inc. dba Pro-Tow Wrecker Services**

George Green, President

24 Hour Wrecker Service

Marie Boone, President
 Sheila Hupp, Vice President
 Chris Tibbs, Secretary

November 14, 2018

WHEREAS, on December 11, 2013, City Council authorized a three-year service contract for non-emergency wrecker service with Recovery Systems, Inc. dba Pro-Tow Wrecker Service, in an amount not to exceed \$1,698,628.00, by Resolution No. 13-2047.

Now, Therefore,

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

SECTION 1. That the City Manager is hereby authorized to sign a service price agreement with Recovery Systems, Inc. dba Pro-Tow Wrecker Services (359345) in the amount of \$936,158.50 and 24 Hour Wrecker Service (VC19308) in the amount of \$360,964.00, for non-emergency wrecker services for a term of three years, in a total amount not to exceed \$1,297,122.50. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Recovery Systems, Inc. dba Pro-Tow Wrecker Services and 24 Hour Wrecker Service shall be based only on the amount of the services directed to be performed by the City and properly performed by Recovery Systems, Inc. dba Pro-Tow Wrecker Services and 24 Hour Wrecker Service under the contract.

SECTION 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$1,297,122.50 to Recovery Systems, Inc. dba Pro-Tow Wrecker Services and 24 Hour Wrecker Service from Service Price Agreement No POM-2019-00008190.

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.



Agenda Information Sheet

File #: 18-1010

Item #: 34.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: November 14, 2018

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a five-year service contract for maintenance and support of the food establishment inspection and permitting software for the Department of Code Compliance - Accela, Inc., sole source - Not to exceed \$229,547.21 - Financing: General Fund (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 for continuous maintenance and support of the food establishment inspection and permitting software, utilized by the Department of Code Compliance (CCS). The software allows CCS' Consumer Health Division to conduct food and environmental inspections, permitting of facilities that provide food services, and the ability to accept online applications and process online payments. This software allows CCS to perform various operational functions and reporting capabilities. Additionally, functionality provided by the system includes, but is not limited to:

- Allows the Consumer Health staff to manage the data from over 14,000 food establishment facility inspections, 500 mobile vendor inspections, and 1000's of temporary events annually
- Provides transparency to the public by providing information such as restaurant inspection results

Maintenance and support includes technical support, system patches, fixes, and upgrades to the system.

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 December 12, 2012, City Council authorized a service contract for software upgrade of the food establishment permitting system for Code Compliance Services Department; and a five-year service and maintenance agreement with Decade Software Company, LLC by Resolution No. 12-2969.

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

FISCAL INFORMATION

General Fund - \$229,547.21 (subject to annual appropriations)

FY 18 - 19 \$41,542.26

FY 19 - 20 \$43,619.37 (subject to appropriations)

FY 20 - 21 \$45,800.34 (subject to appropriations)

FY 21 - 22 \$48,090.36 (subject to appropriations)

FY 22 - 23 \$50,494.88 (subject to appropriations)

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$229,547.21	Other Services	N/A	N/A	N/A
<ul style="list-style-type: none"> • M/WBE Goal Waived 				
Accela, Inc. will provide maintenance and support of food establishment inspection and permitting software and is the sole source provider. No sub-contracting opportunities are available.				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Sole Source	<ul style="list-style-type: none"> • Utilized for procurements where functional requirements can only be satisfied by one vendor, such as those where patents, copyrights or monopolies exists • Exempted from competitive bidding process • Reviewed by Procurement Services to ensure the procurement meets at least one general exception as stated in the Texas Local Government Code
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<u>Bidder</u>	<u>Address</u>	<u>Amount</u>
Accela, Inc.	2633 Camino Ramon #500 San Ramon, CA 94583	\$229,547.21

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

OWNER

Accela, Inc.

Mark Jung, Chief Executive Officer
Dustin Whisenhunt, Vice President

November 14, 2018

WHEREAS, on December 12, 2012, City Council authorized a service contract for software upgrade of the food establishment permitting system for Code Compliance Services Department in the amount of \$15,790.00; and a five-year service and maintenance agreement in the amount of \$92,682.00 with Decade Software Company, LLC, in a total amount not to exceed \$108,472.00, by Resolution No. 12-2969; and

WHEREAS, on October 2, 2015, Administrative Action No. 15-7172 authorized a professional service contract with Accela, Inc. for a three day on-site training and system configuration for EnvisionConnect software, in an amount not to exceed \$9,631.50, from \$108,471.96 to \$118,103.46; and

WHEREAS, on December 7, 2015, Administrative Action No. 15-7280 authorized the name change from Decade Software Company, LLC to Accela, Inc. for EnvisionConnect software maintenance; and

WHEREAS, on October 7, 2016, Administrative Action No. 16-6772 authorized Supplemental Agreement No. 1 to amend the contract to execute the Statement of Work for custom scripts for City of Dallas with Accela, Inc. in an amount not to exceed \$12,950.00, from \$118,103.46 to \$131,053.46; and

WHEREAS, on November 9, 2017, Administrative Action No. 17-7081 authorized the renewal of annual licensing, software maintenance and support for Envision and FIS software used by Code Compliance Services Consumer Health Division to record restaurant inspection and permitting data, with Accela, Inc. and to extend the contract term through July 21, 2018, in an amount not to exceed \$39,564.06, from \$131,053.46 to \$170,616.52.

Now, Therefore,

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

SECTION 1. That the City Manager is hereby authorized to sign a new service contract or a supplemental agreement to the existing contract, which ever provides more favorable terms for the City, with Accela, Inc. (VS87927), approved as to form by the City Attorney, for maintenance and support of the food establishment permitting software for a term of five years, for an amount not to exceed \$229,547.21. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Accela, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Accela, Inc. under the contract.

SECTION 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$229,547.21 (subject to annual appropriations) to Accela, Inc. from Master Agreement Service Contract No. DSV-2018-00006999.

November 14, 2018

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.



Agenda Information Sheet

File #: 18-979

Item #: 35.

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: November 14, 2018

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize **(1)** a five-year service price agreement, with two one-year renewal options, for citywide lease of multi-functional devices and desktop printers, maintenance, and managed services with Canon USA, Inc. through the Department of Information Resources cooperative agreement, most advantageous proposer of five in an amount not to exceed \$9,049,626.00; **(2)** the acceptance of funds from Canon USA, Inc. to pay early termination fees associated with the existing agreement with Xerox Corporation in an amount not to exceed \$196,482.11; and **(3)** Supplemental Agreement No. 5 to extend the service contract with Xerox Corporation, for the transition of multi-functional devices and desktop printers, maintenance, and managed services, for a six-month period from December 1, 2018 through May 31, 2019, in an amount not to exceed \$1,645,158.00, from \$13,706,046.11 to \$15,351,204.11 - Total not to exceed \$10,694,784.00 - Financing: Various Funds (see Fiscal Information section for further detail)

BACKGROUND

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

The purpose of this service price agreement is to provide multi-functional devices (MFD's) and desktop printers citywide, maintenance, support, and managed services. MFD's perform multiple document handling tasks such as print, fax, copy, scan, and e-mail on one single device. This new agreement also includes desktop printers and management software solutions.

The MFD's range in size, capacity, and output and are strategically deployed based on the number of users and print volume in a given work area. This agreement will replace all existing devices and includes coterminous lease terms that have the same fixed monthly fee rate and a 5-year contract term regardless on when a device is installed. To facilitate the coterminous lease the recommended vendor will be making a payment to the City that will allow for the payment of early termination fees associated with the end of the current contract for MFD's. Also included in the new agreement are:

- On-site training
- Onsite certified technicians who will provide maintenance and support of all MFD's and desktop printers leased through this agreement
- Toner, staples, and other supply consumables

This agreement will realize significant benefits through device management software solutions that will support:

- Optimizing printing infrastructure by enforcing print policy and applying rules for print jobs
- Auditing devices and retrieving data security settings to verify compliance and ensure the security of documents
- Automated security firmware updates
- Monitoring devices to maximize uptime by alerting support personnel of impending failure such as low toner, drum, or fuser replacements, etc.
- Remote problem resolution
- The ability to print from mobile devices to any MFD on the City's network
- Authenticating and releasing print jobs via City's employee ID
- Web-to-print that allows users to submit their print jobs to the City's copy center, preview, proof, and monitor their orders online
- Web portal that provides users a single point of access for their copier needs such as placing service calls, ordering supplies, viewing service request, self-help training videos, operating guides, FAQ, surveys, etc.

Overall, the managed print services and software solutions that include the latest technology advancements will maximize the effectiveness of MFD's and desktop printers deployed while encouraging and supporting the reduction of print volume that results in lowering cost.

The proposed contract includes a cost savings of approximately 56 percent over the current contract for MFDs awarded in 2011.

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

- Police Department (1)
- City Attorney's Office (1)
- Department of Communication & Information Services (1)
- Department of Code Compliance (1)
- Express Business Center, a division of the Office of Procurement Services (1)
- Office of Procurement Services (1)*
- Office of Business Diversity (1)*

*The Office of Procurement Services only evaluated cost and the Office of Business Diversity only evaluated the Business Inclusion and Development Plan.

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

- Cost 30 Points
- Approach 25 Points
- Technical 25 Points
- Experience and capability 10 Points
- Functionality 10 Points

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On June 22, 2011, City Council authorized a five-year service agreement for citywide lease and maintenance of multifunction (print, copy, fax, scan and email) devices with Xerox Corporation by Resolution No. 11-1801.

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

FISCAL INFORMATION

Funding allocation will be determined based on an assessment of departments’ needs. See attachment A for historic billing from current contract.

Various Funds - \$10,694,784.00

- FY 2018-19 \$3,455,083.20
- FY 2019-20 \$1,809,925.20
- FY 2020-21 \$1,809,925.20
- FY 2021-22 \$1,809,925.20
- FY 2022-23 \$1,809,925.20

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$10,694,784.00	CO-OP	N/A	N/A	N/A
<ul style="list-style-type: none"> • The Business Inclusion and Development Plan does not apply to Cooperative Purchasing Agreements (CO-OPs). 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Cooperative Purchasing	<ul style="list-style-type: none"> • Cooperative Purchasing Agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprised of other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices • Cooperative Purchasing is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement
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*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>	<u>Amount</u>
*Canon USA, Inc.	One Canon Park Melville, NY 11747	80.9	\$ 9,049,626.00
Konica Minolta Business Solutions U.S.A., Inc.	100 Williams Dr. Ramsey, NY 07446	77.1	\$11,361,747.13
NovaCopy, Inc.	4251 W. John Carpenter Frwy. Irving, TX 75063	69.6	\$ 9,765,009.97
Xerox Corporation	45 Glover Ave. Norwalk, CT 06856	72.8	\$11,800,500.84
Ricoh USA, Inc.	70 Valley Stream Pkwy. Malvern, PA 19355	73.0	\$13,411,926.00

OWNER

Canon USA, Inc.

Peter Kowalczyk, President
Arthur McGinn, Vice President

November 14, 2018

WHEREAS, on June 22, 2011, City Council authorized a five-year service agreement for lease and maintenance of multifunction (print, copy, fax, scan and email) devices with Xerox Corporation, in an amount not to exceed \$13,656,046.11, by Resolution No.11-1801; and

WHEREAS, on October 19, 2016, Administrative Action No. 16-6731 authorized to increase and extend the service agreement for lease and maintenance of multifunction devices with Xerox Corporation for three months from October 1, 2016 through December 31, 2016, in an amount not to exceed \$50,000.00, from \$13,656,046.11 to \$13,706,046.11; and

WHEREAS, on December 27, 2016, Administrative Action No. 16-7029 authorized the extension of the service agreement for lease and maintenance of multifunction devices with Xerox Corporation for nine months from January 1, 2017 through September 30, 2017; and

WHEREAS, on October 5, 2017, Administrative Action No. 17-6594 authorized the extension of the service agreement for lease and maintenance of multifunction devices with Xerox Corporation for twelve months from September 30, 2017 through September 29, 2018; and

WHEREAS, on September 25, 2018, Administrative Action No. 18-6613 authorized Supplemental Agreement No. 4 to extend the service contract for the lease and maintenance of multifunction devices with Xerox Corporation for two months from September 30, 2018 through November 30, 2018.

Now, Therefore,

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

November 14, 2018

SECTION 1. That the City Manager is hereby authorized to sign **(1)** a five-year service price agreement, with two one-year renewal options, with Canon USA, Inc. (156484) through the Department of Information Resources cooperative agreement, for the citywide lease of multi-functional devices and desktop printers, maintenance, and managed services in an amount not to exceed \$9,049,626.00; **(2)** the acceptance of funds from Canon USA, Inc. to pay early termination fees associated with the existing agreement with Xerox Corporation in an amount not to exceed \$196,482.11; and **(3)** Supplemental Agreement No. 5 to extend the service contract with Xerox Corporation (044875) for the transition of multi-functional devices and desktop printers, maintenance, and managed services for a six month period from December 1, 2018 through May 31, 2019, in an amount not to exceed \$1,645,158.00, from \$13,706,046.11 to \$15,351,204.11, for a total amount not to exceed \$10,694,784.00, approved 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 Canon USA, Inc. and Xerox Corporation shall be based only on the amount of the services directed to be performed by the City and properly performed by Canon USA, Inc. and Xerox Corporation under the contract.

SECTION 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$9,049,626.00 (subject to annual appropriations) to Canon USA, Inc. from Service Agreement Contract No. POM-2018-00007941 and to disburse an additional \$1,645,158.00 to Xerox Corporation from Contract for Collectively Managed and Consultative Services, Contract No. POM-2016-00001170.

SECTION 3. That the Chief Financial Officer is hereby authorized to deposit the sum paid in the amount of \$196,482.11 by Canon USA, Inc. in the Express Business Center Fund, Fund 0199, Department POM, Revenue Code 8428.

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.