

# Memorandum



CITY OF DALLAS

DATE April 21, 2026

TO Honorable Mayor and Members of the City Council

SUBJECT **Procurement Accountability Report (PAR) Outline**

Please find attached the Procurement Accountability Report (PAR) based on information through March 31, 2026. The PAR is a report of all administratively approved awards and pending administrative actions (AA).

These AAs exceed the \$100,000 competitive bidding threshold, but fall within the City Manager's signature authority, which includes contracts for goods, general, professional, personal, and other services below \$300,000, and contracts for architecture, engineering, and construction below \$500,000.

If you have any questions please contact Juanita Ortiz, Director of the Office of Procurement Services.

Service First, Now!

A handwritten signature in cursive script that reads "Donzell Gipson".

Donzell Gipson  
Assistant City Manager  
(Attachment)

c: Kimberly Bizzor Tolbert, City Manager  
Tammy Palomino, City Attorney  
Mamatha Sparks, City Auditor (I)  
Billierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Baron Eliason, Inspector General (I)  
Dominique Artis, Chief of Public Safety

Dev Rastogi, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Alina Ciocan, Assistant City Manager  
Robin Bentley, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Ahmad Goree, Chief of Staff to the City Manager  
Directors and Assistant Directors





**SERVICE  
FIRST,  
NOW!**

# Office of Procurement Services

**Juanita Ortiz**, Director

**Kimberly Franklyn**, Assistant Director  
*Procurement & Contract Management*

**Marissa Sanchez**, Assistant Director  
*Business Enterprise Hub*

*as of March 31, 2026*

A collage of various Dallas city scenes including the Reunion Tower, a Ferris wheel, a bridge, and police officers, all in a blue-tinted style.

# Procurement Accountability Report *FY 2025-26*

# EXECUTIVE SUMMARY

The Office of Procurement Services (OPS) is responsible for the procurement of general goods and services for all City departments, excluding civil works and construction projects. OPS conducts all formal procurements exceeding \$100,000, facilitates informal solicitations, reviews exceptions to competitive procurement, and provides citywide contract management and contract modification oversight. In addition to procurement services, OPS oversees the Business Enterprise Hub—responsible for implementation of the City’s DRIVE Policy—as well as the Express Business Center and City Store.

This Procurement Accountability Report (PAR) is organized to provide transparency into key procurement activity administered by OPS. The report highlights administratively approved and pending awards that exceed the \$100,000 competitive bidding threshold and fall within the City Manager’s Signature Authority (up to \$300,000 for general goods and services and up to \$500,000 for architecture, engineering, and construction (AEC)). To support implementation of these updated thresholds effective December 1, 2025, OPS updated administrative processes, enhanced reporting through the Enterprise Contract Management (ECM) portal, and trained more than 600 City staff.

While this report includes limited information related to construction and architecture and engineering activity for informational purposes, OPS does not oversee these procurements; questions regarding those items should be directed to the applicable department.

To ensure consistent reporting and focus on procurement activity, the PAR **does not include** the following categories:

- **Property-related contracts**, including leases, right-of-way agreements, and similar property transactions
- **Economic Development & Housing** agreements, including grants/loans, tax abatements, and TIF agreements
- **Cultural contracts**, including facility use agreements, programming agreements, and instructor-led classes
- **Items below the \$100,000 competitive bidding threshold**, including routine low-dollar purchases and informal procurements not captured within the PAR reporting scope

## Administratively Approved Awards

This section provides an overview of approved administrative actions that **exceed the \$100,000** competitive bidding threshold but fall within the City Manager’s Signature Authority, which includes contracts for general goods and services below \$300,000, and contracts for architecture, engineering, and construction below \$500,000.

Dept	Contract Number	Contract Description	Type	Vendor	Start	End	Amount
CES	CCT-2026-00030022	Discretionary Services to remove 1 vault for Component 1 of the KBHCCD Master Plan	Service Contract	Oncor Electric Delivery Company, LLC	3/3/26	3/3/28	\$221,431.34
FRM	FRM-2026-00029499	2-year sole source to secure access to vacant buildings as needed	Service Contract	Door and Window Guard Systems, Inc.	3/16/26	3/15/28	\$250,000.00
ITS	DSV-2026-00029593	3-year contract for the use of Grammarly Business Software through the DIR cooperative	Service Contract	Abundans Information Technology LLC	5/1/26	4/30/29	\$277,084.50
ITS	DSV-2026-00029517	3-year contract for Hazel AI through the Omnia Partners cooperative	Service Contract	Carahsoft Technology Corporation	7/8/26	7/7/29	\$161,061.00
PKR	PKR-2026-00029511	Design of Arts conservation for the African American Museum Dallas	AEC	Kirksey Architects, Inc.	3/1/26	9/1/27	\$130,200.00
TPW	PBW-2026-00029735	Design of 4 Intersections	AEC	Burns & McDonnell	2/2/26	2/1/29	\$343,502.49
TPW	PBW-2026-00029796	Preparation of conceptual design plans for 2 bike lanes	AEC	Stantec Consulting Company Inc.	2/11/26	2/10/29	\$437,652.00

## Pending Administrative Awards

This section provides an overview of pending administrative actions that **exceed the \$100,000** competitive bidding threshold but fall within the City Manager’s Signature Authority, which includes contracts for general goods and services below \$300,000, and contracts for architecture, engineering, and construction below \$500,000.

Dept	Contract No	Contract Description	Category	Estimated Amount*
ATT	ATT-2026-00030096	Legal advice in response to compliance questions regarding state or federal grants	Service Contract	\$126,400
AVI	AVI-2026-00029720	Two-year service contract for Love Field boiler room roof repair through the TIPS cooperative	Service Contract	\$238,891
AVI	AVI-2026-00029787	Two-year service contract for the treatment of food drain lines at DAL through the Buyboard cooperative	Service Contract	\$219,936
AVI	AVI-2026-00029726	Five-year sole source service contract for exit lane breach control systems	Service Contract	\$135,000
BCM	BON-2026-00030171	Winspear Opera House - HVAC Control System Siemens Integration	Interlocal Agreement	\$116,800
CES	CCT-2026-00030108	Materials testing for the KBHCCD Master Plan	AEC Contract	\$300,000
CES	CCT-2026-00030225	New design delivery method for structural system and MEP Engineering	AEC Contract	\$130,635
DAS	DAS-2026-00030119	A services contract with RSVP through an ILA with the City of Fort-Worth	Service Contract	\$298,680
DFR	DFD-2026-00029657	TEEX Training	Interlocal Agreement	\$250,000
DFR	DFD-2026-00029873	Thirty-six month price agreement to provide parts and repairs to the existing Plymovent Air Filtration System installed at 60 DFR locations (Sole Source)	Service Contract	\$296,000
DPD	DPD-2026-00029800	Three-year license agreement to purchase geolocation analysis platform	Service Contract	\$222,674
DPD	DPD-2026-00029583	Five-year service price agreement for drug and alcohol testing	Service Price Agreement	\$180,000
DWU	DWU-2026-00029763	Five-year sole source service contract for the continued use, cloud hosting, and annual subscription services of ANCILE uPerform	Service Contract	\$218,944
DWU	DWU-2026-00029731	Five-year master agreement for the delivery of bulk/boxed meals to support meetings, training, and other official events	Master Agreement	\$168,750
DWU	DWU-2026-00030112	Unified, compliance platform for managing industrial pretreatment and Fats, Oils, and Grease (FOG) programs	Service Contract	\$259,700
DWU	DWU-2026-00030152	Three-year service contract for annual cathodic protection system surveys/inspections service	Service Contract	\$250,000

Dept	Contract No	Contract Description	Category	Estimated Amount*
ECR	OEM-2026-00029035	Five-year service price agreement providing for the comprehensive large group linen and laundry services in response to an emergency or disaster in which individuals are displaced	Service Contract	\$250,000
FRM	FRM-2026-00029699	Contract for the assessment, design, and construction administration for the renovation of locker rooms at DFR Training academy	Service Contract	\$217,650
HCE	HCE-2026-00029900	Dallas Financial Empowerment Centers – Drivers of Poverty/Drivers of Opportunity Program (Grant Funded)	Service Contract	\$150,000
HCE	HCE-2026-00030146	One-year service contract, with one, one-year renewal option for Eviction Advocacy Program	Service Contract	\$250,000
HCE	HCE-2026-00029658	Youth Homeless & Housing Services Program TX Dept of Housing & Community Affairs Funds (Grant Funded)	Service Contract	\$200,000
HCE	HCE-2026-00029798	Youth Safety & Violence Interrupters Program (Grant Funded)	Service Contract	\$300,000
ITS	DSV-2025-00027949	Two-year service contract for continuous access to unlimited online, public/private classroom technical training for IT through the DIR cooperative	Service Contract	\$250,000
ITS	DSV-2026-00029786	Two-year price agreement for Apple Products through the Texas DIR cooperative	Master Agreement	\$249,957
ITS	DSV-2026-00029413	One-year service contract for the implementation of cloud hosting software solution through the Omnia Partners cooperative	Service Contract	\$168,889
ITS	DSV-2026-00029779	Two-year service contract for Velosimo software subscription through the Omnia Partners cooperative	Service Contract	\$136,876
LIB	LIB-2026-00029984	Three-year subscription to Cataloging and Metadata database and WebDewey	Service Contract	\$135,697
OAC	OCA-2026-00030222	Upgrade the auditorium’s audio-visual systems, including equipment, controls, and assistive technology (Grant Funded)	Service Contract	\$280,000
PKR	PKR-2026-00029972	Vickery Meadow Sprayground	AEC Contract	\$341,250
PKR	PKR-2026-00029939	Consulting services for Fair Park Tower building mural conservation	Service Contract	\$237,451
PKR	PKR-2026-00029447	CIP for Bachman Parking lot, RP Brooks Bridge, & Gateway Parking Lot, including preparation of plans, specifications, and estimates	AEC Contract	\$392,903
PKR	PKR-2026-00029430	Trinity Forest Spine Trail Phase II - Materials Testing	AEC Contract	\$152,855
PKR	PKR-2026-00029218	Consulting services to create a water activities management plan for White Rock Lake and Bachman Lake	Service Contract	\$120,000

Dept	Contract No	Contract Description	Category	Estimated Amount*
PKR	PKR-2026-00029274	Design Contract for Master Plan of Park	AEC Contract	TBD
PKR	PKR-2026-00029565	Safe Slide Aquatic Centers & Bahama Beach Restoration Project	AEC Contract	\$273,452
PKR	PKR-2026-00030210	Construction of replacement playground at Willis Winters Park	AEC Contract	\$255,000
TPW	PBW-2026-00029859	Paving and drainage, water and wastewater improvements of Brandon St from S Marlborough Ave to S Montclair Ave	AEC Contract	\$222,756
TPW	PBW-2026-00029701	Project Group 24-3001 Basic and Special Services	AEC Contract	\$200,307
TPW	PBW-2026-00029863	Paving and drainage design of three alleys	AEC Contract	\$253,000
TPW	PBW-2026-00029880	Design of complete streets improvements along N Harwood St from Woodall Rodgers SB to McKinney Ave	AEC Contract	\$198,000
TPW	PBW-2026-00029737	Design services for improvement of group streets project 24-6003	AEC Contract	\$413,736
TPW	PBW-2026-00030072	Design services for Project Group 24-4002	AEC Contract	\$400,000
TPW	PBW-2026-00029862	Paving and Drainage Design of five streets	AEC Contract	\$452,113
TPW	PBW-2026-00029865	Engineering services relating to the design improvements of Street and Alley Paving, drainage, water and wastewater	AEC Contract	\$486,785
TPW	PBW-2026-00029805	One-time purchase of multi-space parking meters, and related maintenance services, through Omnia Partners Cooperative	Service Contract	\$161,850

*\*Estimated Amounts are provided for planning purposes and may be revised as procurement develops. If the final award amount exceeds the City Manager's Signature Authority, the recommended award will be routed to City Council for consideration.*

