



City of Dallas

OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED

2023 FEB -1 AM 8::155

11/20/2022

CITY SECRETARY  
DALLAS, TEXAS

Saber Power Services LLC
9841 Saber Power Lane
Rosharon
TX, 77583
wosborne@saberpower.com
682.518.3676

RE: Services for electrical transmission substations

Dear Wesley

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 02/13/2023. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 02/13/2024, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by 11/30/2022.

YES, I agree to extend this agreement.

NO, I decline to extend this agreement.

*Rick Thompson*  
Rick Thompson (Dec 22, 2022 12:09 CST)

Dec 22, 2022

Authorized Signature	Date
Rick Thompson	Executive VP

Name

Title

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

Thank you,

Ifeanyi Anene
Contract Administrator
Office of Procurement
City of Dallas
ifeanyistanley.anene@dallas.gov

*Danielle Thompson*

*KTJ* Director, Office of Procurement Services

*Kimberly Bizer-Tolbert*  
Kimberly Bizer-Tolbert (Jan 31, 2023 14:09 CST)

Director, *Terry Lowery*  
Terry Lowery (Dec 30, 2022 11:38 CST)

Assistant City Manager/Chief

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

## 23-0076

EFFECTIVE DATE

02/01/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 5%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB -1 PM 5:04  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Supplier Name: TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT) Supplier No. 020318

Subject: AUTHORIZE AN AMENDMENT TO RES. # 21-0362

Lead Dept: AVI

Action Requested: AUTHORIZE A SECOND AMENDMENT TO THE AIRPORT PROJECT PARTICIPATION AGREEMENT TXDOT CSJ NUMBER 2118DALAS TO ACCEPT AN ADDITIONAL \$15,000 FOR A CHANGE IN METHODOLOGY ON THE CONSTRUCTION EMISSIONS IN THE AMOUNT OF \$15,000 WITH THE TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT) - FINANCING: NO COST CONSIDERATION

Contract Number: AVI-2021-00015699 Contract Term: 5/12/2021 to 7/6/2024

Background: ON FEBRUARY 24, 2021, CITY COUNCIL AUTHORIZED AN INTERLOCAL AGREEMENT WITH TXDOT TO PERFORM A PHASED TAXIWAY ECHO DESIGN AND CONSTRUCTION PROJECT AT DALLAS EXECUTIVE AIRPORT AS PART OF THE CAPITAL IMPROVEMENT PLAN UNDER TXDOT'S STATE BLOCK GRANT PROGRAM. THE TERMS OF THAT CONTRACT PROVIDED THAT THE CITY MATCH 10 PERCENT OF THE PROJECT COSTS UP TO \$463,300.00. AN AMENDMENT TO THE EXISTING INTERLOCAL AGREEMENT AIRPORT PROJECT PARTICIPATION AGREEMENT TXDOT CSJNUMBER 2118DALAS WITH TXDOT WAS APPROVED BY AA ON 12/2/2021 WHICH ALLOWED FOR TXDOT TO FUND THE 10% DESIGN MATCHING GRANT WITH ADDITIONAL ARPA MONEY THEY RECEIVED WHICH COVERED THE CITY'S MATCHING GRANT PORTION OF THE DESIGN (\$35,500).

THIS ACTION WILL AUTHORIZE THE DEPARTMENT OF AVIATION TO AMEND THE EXISTING INTERLOCAL AGREEMENT AIRPORT PROJECT PARTICIPATION AGREEMENT TO 1) INCREASE ESTIMATED TOTAL DESIGN COSTS FROM \$185,300 TO TO \$200,300 (2) ACCEPT AN ADDITIONAL \$15,000 FOR A CHANGE IN METHODOLOGY ON THE CONSTRUCTION EMISSIONS

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0131	AVI	W388	AAIP	4111	AVIW388	- CX-AVI-2021-00015699	\$0.00	
						-	\$0.00	
						-	\$0.00	
Financing:							<b>TOTAL:</b>	\$0.00

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



City of Dallas

# ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER
230077
EFFECTIVE DATE
Jan 19, 2023

### INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED  
 FEB - 7 PM 3:56  
 CITY SECRETARY  
 DALLAS, TEXAS

VENDOR NAME: AS CON, INC.	VENDOR NUMBER: 261853
CONTRACT NAME: Crockett Dog Park	DEPARTMENT: PKR
CONTRACT NUMBER: PKR-2021-00015491	CONTRACT TERMS: 05/18/21 to 03/31/23

**ACTION REQUESTED:** The change order #3 subcontractor's price was \$4,715.00. The general contractor (A.S.Con Inc.) should have added 15% overhead and profit. The O&H was omitted and the change order #2 was approved for \$4,715 with the contractor's O&P. The objective of this ACO is to pay the O&P to the general contractor.

**BACKGROUND:** This change order consists of the following:  
 Construction Improvements at 501 Carroll Avenue to include fenced paddocks, dog waste stations, steel fencing, lighting, planting irrigation, walkways and a central plaza. There was a change order #1 to include additional work to include water meter, irrigation materials per revisions to irrigation plan, wire mesh fence added to small dog paddock, add six new Vitex trees with irrigation and mulch, replace two trash receptacles with side opening door version.

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
3R05	PKR	W372	PK01	4599	PK03W372		\$ 707.25	
<i>Kaitlin Casim 1/13/2023</i>							\$	
<b>PROGRAM NO.:</b>							<b>FINANCING:</b>	<b>TOTAL:</b> \$ 707.25

<b>CHANGE ORDER DATA:</b>	Change Order No.: 3	Original CR/AA No.: 0518	21- CR/AA Date: 03/24/2021	Original CR/AA Amount: \$ 531,150.00
	Total of Previous Change Orders: \$ 22,488.25		Previous Total Amount: \$ 553,638.25	
	Change Amount Including this Order: \$ 23,195.50	Total Amount Including this Order: \$ 554,345.50	Total Change Order Percentage: 4.37 %	

### APPROVAL

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

By Department Director <i>John Jenkins</i>	Date Jan 19, 2023
---	----------------------

*Arun Agarwal*  
 Arun Agarwal (Feb 3, 2023 14:26 CST)

*Anthony Becker*  
 Anthony Becker (Feb 7, 2023 15:03 CST)

Feb 3, 2023

Feb 7, 2023



City of Dallas

**OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER**

230078

RECEIVED

2023 FEB -8 AM 9:09

12/26/2022

Schneider Electric Buildings Americas, Inc. (261927)  
1650 W Crosby Road  
Carrollton, TX 75006  
brian.merritt@schneider-electric.com / tim.zemen@us.schneider-electric.com  
972-236-0300 / 469-344-8870

CITY SECRETARY  
DALLAS, TEXAS

RE: POM-2018-00004554 DWU (8121704 Service Plan for Security Video and Access Control Systems)

Dear Brian Merritt/ Tim Zemen,

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 01/22/2023. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 01/22/2024, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by 01/10/2023

- YES, I agree to extend this agreement.
- NO, I decline to extend this agreement.

*Shawn Hanrahan*  
Shawn Hanrahan (Jan 24, 2023 08:14 CST)

Jan 24, 2023

Authorized Signature	Date
Shawn Hanrahan	General Manager- Dallas Branch
Name	Title

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

Thank you,

Ifeanyi Anene  
Contract Manager  
Office of Procurement  
ifeanyistanley.anene@dallas.gov

*Danielle Thompson*  
Director, Office of Procurement Services

*Kimberly Bizer Tolbert*  
Kimberly Bizer Tolbert (Feb 6, 2023 15:27 CST)

Director, *Terry Lowery*  
Terry Lowery (Jan 26, 2023 08:28 CST)

Assistant City Manager/Chief

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)





OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

230079  
RECEIVED

2023 FEB -8 AM 9: 09

11/23/2022

MAXIM CRANE WORKS

5701 DENTON HWY

FORT WORTH

TX, 76148

ipowell@maximcrane.com

800-626-1107

CITY SECRETARY  
DALLAS, TEXAS

RE: BN1912 Crane Rental w/Operator

Dear Ian

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expires on 01/07/2023. The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 06/23/2023, or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by 11/30/2022.

- YES, I agree to extend this agreement.
- NO, I decline to extend this agreement.

  
Ian Powell (Dec 12, 2022 10:59 MST)

Dec 13, 2022

Authorized Signature	Date
Ian Powell	Sales rep

Name

Title

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

Thank you,

Ifeanyi Anene

Contract Administrator

Office of Procurement

ifeanyistanley.anene@dallas.gov

  
Danielle Thompson  
Director, Office of Procurement Services



Director,

  
Donzell Giverson

Assistant City Manager/Chief

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

# 230080

EFFECTIVE DATE

Dec. 2nd, 2022

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2022 FEB 3 AM 10:53  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: Builders of Hope CDC Supplier No. 337558

Subject: 2<sup>nd</sup> Amendment to the Development Agreement, Regarding Sales Price

Lead Dept: Department of Housing & Neighborhood Revitalization

Action Requested: An amendment to existing contract with Builders of Hope, CDC (Developer), to amend the Sales Price to, "... sold to a Qualified Homebuyer, at a sales price not to exceed \$255,000.00 and the square footage of each Affordable Housing Unit, shall be a minimum of 1,200 square feet." Adjustments to Exhibit D are attached.

Contract Number:	HOU-2020-00012920	Contract Term:		to	
------------------	-------------------	----------------	--	----	--

Background: The City of Dallas approved a development agreement with Builders of Hope Community Development Corporation, on April 8, 2020 by Resolution No. 20-0551 for the sale of up to 20 Land Transfer lots in the West Dallas Land Transfer cluster. All homes are to be constructed and sold to homebuyers between 60% - 80% of the AMI.

HUB  
Check appropriate Box  
<https://mycpa.cp.state.tx.us/tpa/sscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	0%

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

David Noguera  
David Noguera (Dec 1, 2022 17:18 CST)

Stephen Mcfayden  
Stephen Mcfayden (Jan 19, 2023 12:43 CST)

Jan 19, 2023

Dec 1, 2022

By Department Director

Date

Approved as to Form by City Attorney

SGM

Date

Majed Al-Ghalby  
Majed Al-Ghalby (Dec 2, 2022 06:41 CST)

Dec 2, 2022

By City Manager

Date



# ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER
230081
EFFECTIVE DATE
Feb 9, 2023

### INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED  
 FEB 16 AM 9:05  
 CITY SECRETARY  
 DALLAS, TEXAS

**VENDOR NAME:** Turner Construction Company      **VENDOR NUMBER:** 508618

**CONTRACT NAME:** Dallas Museum of Art Restoration      **DEPARTMENT:** BCM

**CONTRACT NUMBER:** BON-2020-00013648      **CONTRACT TERMS:** 6/24/2020 to 3/31/2023

**ACTION REQUESTED:** Authorize an increase to the construction contract with Turner Construction Company for renovations at the Dallas Museum of Art, for modifications to the planned scope of work, in an amount not to exceed \$52,652.18, increasing the contract amount from \$4,454,636.76, to \$4,507,288.94, and includes an extension to the project completion date.

**BACKGROUND:** This change order consists of the following:  
 On June 24, 2020, City Council authorized a construction services contract with Turner Construction Company for renovation of the Dallas Museum of Art located at 1717 North Harwood St., by Resolution 20-1016. This action with authorize an increase to the construction contract to address unforeseen conditions related to the elevators and additional security improvements, including the addition of sump pumps at the basement level for Garage elevators, replacement of the gate motor at Elev. 53, replacement of packing at Elev. 55, and the addition of security window film at 49 locations, as well as the addition of custom astragals at 13 exterior door locations. This scope modification also includes a 38-day extension to the project completion date.

FUNDING:	FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		1V49	OCA	VF03	CULF	4310	EB17VF03	CX BON-2020-00013646
								\$
								\$
<b>PROGRAM NO.:</b>		EB17VF03		<b>FINANCING:</b>		2017 General Obligation Bond Fund		<b>TOTAL:</b> \$ 52,652.18

<b>CHANGE ORDER DATA:</b>	<b>Change Order No.:</b> 4	<b>Original CR/AA No.:</b> 20-1016	<b>Original CR/AA Date:</b> 6/24/2020	<b>Original CR/AA Amount:</b> \$ 4,338,782.00
	<b>Total of Previous Change Orders:</b> \$ 115,854.76		<b>Previous Total Amount:</b> \$ \$4,454,636.76	
	<b>Change Amount Including this Order:</b> \$ 168,506.94	<b>Total Amount Including this Order:</b> \$ 4,507,288.94	<b>Total Change Order Percentage:</b> 3.88 %	

### APPROVAL

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

By Department Director

Date

Feb 9, 2023





City of Dallas

# ADMINISTRATIVE CHANGE ORDER

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER  
**230082**

EFFECTIVE DATE  
**02/15/2023**

### INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED  
 2023 FEB 16 PM 1:25  
 CITY SECRETARY  
 DALLAS, TEXAS

**VENDOR NAME:** DDM Construction Corporation **VENDOR NUMBER:** VS97675

**CONTRACT NAME:** Street Reconstruction Package A, Group 17-1306 and 17-4004 **DEPARTMENT:** Public Works

**CONTRACT NUMBER:** PBW-2019-00011545 **CONTRACT TERMS:** 11/2/2020 to 4/28/2023

**ACTION REQUESTED:** Authorize Change Order No.2 to the construction contract with DDM Construction Corporation for Street Reconstruction Package A, Group 17-1306 and 17-4004. This action will not increase the contract amount of \$3,805,071.82.

**BACKGROUND:** **This change order consists of the following:**  
 During construction, unforeseen field condition was encountered that made it necessary for additional storm drain replacement on East Corning Avenue from Arizona Avenue to South Marsalis Avenue. This will require reducing items no longer needed and adding additional quantities to the inlet and storm manhole items in the contract. All items needed for this change order are included in the attachment.

FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V22	PBW	V230	SREC	4510	PB17V230	CX PBW-2019-00011545	\$ -22,463.25
1V22	PBW	V286	SREC	4510	PB17V286	CX PBW-2019-00011545	\$ -36,136.75
1V22	PBW	V249	SREC	4510	PB17V249	CX PBW-2019-00011545	\$ 58,600.00
<b>PROGRAM NO.:</b>		PB17V230, PB17V286, PB17V249		<b>FINANCING:</b>		2017 General Obligation Bond Fund	<b>TOTAL:</b> \$ 0.00

<b>CHANGE ORDER DATA:</b>	<b>Change Order No.:</b> 2	<b>Original CR/AA No.:</b> 19-1874	<b>Original CR/AA Date:</b> 12/11/2019	<b>Original CR/AA Amount:</b> \$ 3,805,071.82
	<b>Total of Previous Change Orders:</b> \$ 0.00		<b>Previous Total Amount:</b> \$ 3,805,071.82	
	<b>Change Amount Including this Order:</b> \$ 0.00	<b>Total Amount Including this Order:</b> \$ 3,805,071.82	<b>Total Change Order Percentage:</b> 0.00 %	

**APPROVAL**

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

By Department Director *Ali Hatafi, P.E.* Date **2/15/23**





# ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER

230083

EFFECTIVE DATE

2/17/2023

### INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED  
 FEB 17 AM 9:45  
 CITY SECRETARY  
 DALLAS, TEXAS

<b>VENDOR NAME:</b> Stoic Civil Construction, Inc.	<b>VENDOR NUMBER:</b> VS92564
<b>CONTRACT NAME:</b> Erosion Control at Various Locations Phase 1, Construction Contract No. 20-235	<b>DEPARTMENT:</b> Dallas Water Utilities
<b>CONTRACT NUMBER:</b> SDM-2020-00014571	<b>CONTRACT TERMS:</b> 12/31/2020 to 1/31/2024

<b>ACTION REQUESTED:</b>	Authorize Change Order No. 3 to the construction contract with Stoic Civil Construction, Inc. to extend the contract by an additional 365 days until January 31, 2024. The terms of the contract were effective to January 31, 2023. This action has no cost consideration to the City.
--------------------------	---

<b>BACKGROUND:</b>	On November 11, 2020, City Council authorized a construction contract with Stoic Civil Construction, Inc. for the erosion control and storm drainage improvements at eight locations, by Resolution No. 20-1815. On October 13, 2021, City Council authorized Change Order No. 1 to the construction services contract with Stoic Civil Construction, Inc. for emergency work at the pedestrian bridge over White Rock Creek in R.P. Brooks Park, by Resolution No. 21-1692. On November 2, 2022, Administrative Change Order No. 22-1318 authorized Change Order No. 2 to the construction services contract with Stoic Civil Construction, Inc. to return the remaining balance, add additional funding for RP Brooks project and pay overrun for Pentagon and Coombs Creek Drainage Improvements.
--------------------	--

FUNDING:	FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	<b>PROGRAM NO.:</b>		<b>FINANCING:</b>			<b>TOTAL:</b>		\$ 0.00

<b>CHANGE ORDER DATA:</b>	<b>Change Order No.:</b> 3	<b>Original CR/AA No.:</b> 20-1815	<b>Original CR/AA Date:</b> 11/11/2020	<b>Original CR/AA Amount:</b> \$ 4,522,689.50
	<b>Total of Previous Change Orders:</b> \$ 250,747.14		<b>Previous Total Amount:</b> \$ 4,773,436.64	
	<b>Change Amount Including this Order:</b> \$ 0.00	<b>Total Amount Including this Order:</b> \$ 4,773,436.64	<b>Total Change Order Percentage:</b> 5.54 %	

### APPROVAL

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

By Department Director <u>Terry Lowery</u> Terry Lowery (Feb 17, 2023 08:53 CST)	Date 02/17/23
--	------------------

230084



City of Dallas

OFFICE OF PROCUREMENT SERVICES  
EXTENSION REQUEST LETTER

RECEIVED

2023 FEB 21 AM 9:35

02/01/2023

CITY SECRETARY  
DALLAS, TEXAS

WEST SHORE SERVICES, INC.

6620 Lake Michigan Dr.

Allendale, MI. 49401

kcouncil@westshorefire.com

616-895-4347

RE: Service Contract for installation and purchase of 20 sirens

Dear Kenneth

Your company is currently a supplier of goods and/or services of the City of Dallas for the above referenced master agreement. The term of this agreement expired on 01/10/2023 . The City of Dallas is requesting to extend this agreement, under the same terms and conditions, through 01/10/2024 , or until the funds are depleted, whichever is sooner.

By agreeing to this extension, you also agree to maintain any required insurance or bonding required in the original agreement for the term of the extension. If bonding is required, please submit the bonding documents to me for review and compliance verification.

Please complete the information requested below and send the completed form to me via email by 02/15/2023 .

- YES, I agree to extend this agreement.
- NO, I decline to extend this agreement.

*Luke Miller*

Feb 2, 2023

Name	Authorized Signature	Date
Luke Miller	Director of Operations	

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

Thank you,

Ifeanyi Anene

Contract Manager

Office of Procurement

ifeanyistanley.anene@dallas.gov

*Danielle Thompson*  
 Director, Office of Procurement Services

*Jon Fortune*  
 Jon Fortune (Feb 15, 2023 10:53 CST)

Director, [Signature]

Assistant City Manager/Chief

Changes to supplier accounts may be completed online at <https://Vendors.DallasCityHall.com>.  
(Name and Tax ID number changes cannot be made online.)



# ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER  
**230085**

EFFECTIVE DATE  
02/16/2023

### INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
FEB 21 AM 9:42

**VENDOR NAME:** Gibson & Associates, Inc. **VENDOR NUMBER:** 230445

**CONTRACT NAME:** Pavement Repairs Program at Dallas Airport System **DEPARTMENT:** Aviation

**CONTRACT NUMBER:** CX-AVI-2019-00010064 **CONTRACT TERMS:** January 24, 2023 to December 11, 2023

**ACTION REQUESTED:** Extend contract term date to December 11, 2023 to allow for continuation of services until new procurement can be completed. No additional funds requested with this action. This is only a request to extend time of the contract.

**BACKGROUND:** This change order consists of the following:  
On December 11, 2019, the City authorized a three-year construction contract to perform Dallas Airport System pavement repair services with Gibson & Associates, Inc by council resolution 19-1856. No previous amendments have been made.

FUNDING:	FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
		0130	AVI	7712	PVMT	3210		CX AVI-2019-00010064
								\$
								\$
<b>PROGRAM NO.:</b>				<b>FINANCING:</b> Aviation Fund		<b>TOTAL:</b>		\$ 500,000

<b>CHANGE ORDER DATA:</b>	<b>Change Order No.:</b> 1	<b>Original CR/AA No.:</b> 19-1856	<b>Original CR/AA Date:</b> 12-11-2019	<b>Original CR/AA Amount:</b> \$ 5,320,512.16
	<b>Total of Previous Change Orders:</b> \$ 0		<b>Previous Total Amount:</b> \$ 5,320,512.16	
	<b>Change Amount Including this Order:</b> \$ 0	<b>Total Amount Including this Order:</b> \$ 5,320,512.16	<b>Total Change Order Percentage:</b> 0 %	

### APPROVAL

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

By Department Director

Date

02/16/2023

*Patrio Carrero*  
Patrio Carrero (Feb 16, 2023 69:37 CST)



# ADMINISTRATIVE CHANGE ORDER

City of Dallas

(For Construction Contracts Only)

ADMINISTRATIVE ACTION NUMBER
230086
EFFECTIVE DATE
2/17/2023

### INSTRUCTIONS

- Complete and submit this form for approval of a change order to a contract for Civil Works Project or Building Facility construction contract required by state law to be procured through competitive bid, competitive sealed proposal, or an alternative delivery method that increases or decreases the contract price by \$100,000 or less, provided that the original contract price may not be increased by more than 25 percent. Once the form has been approved, file with the City Secretary's office.
- The cumulative total of all change orders must not exceed 25% of the original contract amount.
- Attach all supporting documents.
- See Administrative Directive 4-5 for additional information and routing.
- Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED  
 FEB 21 AM 10:03  
 CITY SECRETARY  
 DALLAS, TEXAS

<b>VENDOR NAME:</b> Douglas Dailey Construction, LLC	<b>VENDOR NUMBER:</b> VC21483
<b>CONTRACT NAME:</b> Small Services Contract Part 1, 2, and 3	<b>DEPARTMENT:</b> Dallas Water Utilities
<b>CONTRACT NUMBER:</b> DWU-2021-00016195	<b>CONTRACT TERMS:</b> 09/1/2021 to 6/30/2023

<b>ACTION REQUESTED:</b>	Request approval to extend the contract completion date of 2/28/2023 to 6/30/2023 (Change Order No. 2) with Douglas Dailey Construction, LLC to continue current water and wastewater small services contract until the new small services contract can be awarded in May 2023.
--------------------------	---

<b>BACKGROUND:</b>	<p><b>This change order consists of the following:</b>          On June 9, 2021, City Council authorized a construction services contract with Douglas Dailey Construction, LLC, for (1) an eighteen-month master agreement for water and wastewater small services installations in the amount of \$5,340,775.00; (2) the installation of water and wastewater mains at four locations in the amount of \$2,571,487.50; and (3) an eighteen-month master agreement for water and wastewater mainline extensions and emergency mainline installations and relocations at various locations in the amount of \$2,645,375.00 - Total not to exceed \$10,557,637.50 by Resolution No. 21-1024. On August 10, 2022, City Council authorized an increase in the construction services contract with Douglas Dailey Construction, LLC for additional work associated with the installation of permitted wastewater services by Resolution No. 22-132.</p>
--------------------	---

FUNDING:	FUND	DEPT	UNIT	ACTV	OBJ.	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								\$
								\$
<b>PROGRAM NO.:</b>				<b>FINANCING:</b>				<b>TOTAL:</b> \$ 0.00

<b>CHANGE ORDER DATA:</b>	<b>Change Order No.:</b> 2	<b>Original CR/AA No.:</b> 21-1024	<b>Original CR/AA Date:</b> 6/9/2021	<b>Original CR/AA Amount:</b> \$ 10,557,637.50
	<b>Total of Previous Change Orders:</b> \$ 2,598,950.00		<b>Previous Total Amount:</b> \$ 13,156,587.50	
	<b>Change Amount Including this Order:</b> \$ 0.00	<b>Total Amount Including this Order:</b> \$ 13,156,587.50	<b>Total Change Order Percentage:</b> 24.62 %	

### APPROVAL

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

By Department Director  
Terry Lowery  
 Terry Lowery (Feb 17, 2023 08:46 CST)

MP

Date  
 02/17/23





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-05 for additional guidelines and routing.

File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.

ADMINISTRATIVE ACTION

230087

EFFECTIVE DATE

December 12, 2022

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2022 FEB 28 PM 1:06  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name:	Alta Language Service, Inc	Supplier No.	VS0000058632
----------------	----------------------------	--------------	--------------

Subject: Oral Proficiency Testing

Lead Dept: Human Resources

Action Requested: Authorize a Supplemental Agreement No. 1 with Alta Language Service to increase the service contract for oral proficiency testing in the amount of 25% and extend the contract date from March 1, 2022 until December 31, 2023. Alta will continue to provide proficiency interviews and testing for language skills certification in the languages of Cantonese, Cambodian, Hindi, Korean, Kurdish, Laotian, Mandarin, Spanish, Thai, Vietnamese, and other such as the City deems necessary in order for Human Resource to complete the RFCSP.

Contract Number:	PER-2022-00020224	Contract Term:	3/2/2023	to	12/31/2023
------------------	-------------------	----------------	----------	----	------------

Background: Oral proficiency testing will allow the City of Dallas to provide accurate and clear oral communication to non-English speaking citizens and employees.

HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/tpassc/mblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PER	1438		3070		-	\$3,762.00
<b>Financing:</b>							<b>TOTAL:</b>
							\$3,762.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	22-6241	9/1/2022	\$15,048.00	\$0.00	\$ 0.00	25.00%

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

*Nina Arias*  
 \_\_\_\_\_  
 By Department Director Date  
 Dec 12, 2022

*Anna Lamberti Holmes*  
 \_\_\_\_\_  
 Approved as to Form by City Attorney Date  
 Dec 12, 2022

*[Signature]*  
 \_\_\_\_\_  
 By City Manager Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

## 23-5305

EFFECTIVE DATE

12/9/22

2023 FEB-1 AM 10:18  
CITY SECRETARY  
DALLAS, TEXAS

RECEIVED

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: Brown & Root Industrial Services, LLC Supplier No. VC15293

Subject: RENEWAL OF CONSTRUCTION CONTRACT FOR JOB ORDER CONTRACTING SERVICES

Lead Dept: DEPARTMENT OF AVIATION

Action Requested: Authorization Supplemental Agreement No. 1 for the first renewal of three one year renewal options to the construction contract with Brown and Root Industrial Services LLC to perform job order contracting services.

Contract Number: AVI-2020-00013052 Contract Term: 12/9/2020 to 12/09/2023

Background: On December 9, 2020, the City authorized a two-year construction contract with three one-year renewal options to perform job order contracting services with Brown & Root Industrial Services LLC by Council Resolution 20-1877. This first renewal will allow for initiating new projects and completion of current projects, without adding additional funds.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						MASC AVI-2020-00013052	\$0.00
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	1	20-1877	12/9/2022	\$7,500,000.00	0	\$7,500,000.00	%

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

Patricia Carrero  
Patricia Carrero (Dec 8, 2022 16:19 CST)  
By Department Director

12/08/2022  
Date

Ashley Stockton  
Ashley Stockton (Feb 1, 2023 09:33 CST)  
Approved as to Form by City Attorney

02/01/2023  
Date

AM  
MS

[Signature]  
By City Manager  
12/9/22  
Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

23-5306

EFFECTIVE DATE

12/9/22

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB-1 AM 10:19  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Supplier Name: Gilbert May, Inc. DBA Phillips/May Corporation Supplier No. VS0000039750

Subject: RENEWAL OF CONSTRUCTION CONTRACT FOR JOB ORDER CONTRACTING SERVICES

Lead Dept: DEPARTMENT OF AVIATION

Action Requested: AUTHORIZATION SUPPLEMENTAL AGREEMENT NO. 1 FOR THE FIRST RENEWAL OF THREE ONE YEAR RENEWAL OPTIONS TO THE CONSTRUCTION CONTRACT WITH Gilbert May Inc DBA Phillips/May Corporation TO PERFORM JOB ORDER CONTRACTING SERVICES.

Contract Number: AVI-2021-00014837 Contract: December 9th, 2020 12/09/2023

Background: ON DECEMBER 9, 2020, THE CITY AUTHORIZED A TWO-YEAR CONSTRUCTION CONTRACT WITH THREE ONE-YEAR RENEWAL OPTIONS TO PERFORM JOB ORDER CONTRACTING SERVICES WITH GILBERTT MAY, INC. DBE PHILLIPS/MAY CORPORATION BY COUNCIL RESOLUTION 20-1877. THIS FIRST RENEWAL WILL ALLOW FOR INITIATING NEW PROJECTS AND COMPLETION OF CURRENT PROJECTS, WITHOUT ADDING ADDITIONAL FUNDS.

HUB Check appropriate Box  YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  NO, there are no HUB's in Dallas County to contact for this business category.  NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						MASC AVI-2020-0001 4837	\$0.00
							\$0.00
							\$0.00
Financing:						TOTAL:	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	20-1877	12/9/2020	\$7,500,000.00	0	\$7,500,000.00	%

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


*AM*  
By Department Director

12/08/2022  
Date

*Ashley Stockton*  
Approved as to Form by City Attorney

02/01/2023  
Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	ADMINISTRATIVE ACTION	23-5307
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	EFFECTIVE DATE
		Jan 9, 2023

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2023 FEB -1 AM 11:36  
 CITY SECRETAR  
 DALLAS, TEXAS

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

Supplier Name: Artstillery Nonprofit	Supplier No. VS97020
--------------------------------------	----------------------

Subject: Arts Activate 2023 - Round 2

Lead Dept: Office of Arts and Culture

**Action Requested:** Flamenco Y Frida is an immersive public performance to occur over 3 live immersive performances (Ticketed), 1 Cuadro Style Juerga Workshop (Free), 1 Flamenco Jam Session (Free) in conjunction with a discussion on the incorporation of Mexican culture and heritage with Flamenco and 1 Elder Adult Jam Session (Free) to be offered at a local City of Dallas facility. The Cuadro Style Juerga Workshop will include rhythms (palms/hand clapping techniques in Flamenco). Elements of dance and song and its relevance to the Flamenco art form will also be discussed and practiced. Flamenco Y Frida was originally created in Chicago, Illinois. Artstillery's intent is to bring in the original team consisting of Vocalist Patricia Ortega co-founder of Urban Flamenco Arts Project and Ensemble Espanol, 4 ensemble dancers including Claudia Pizarro of Ensemble Espanol, and musicians consisting of Andrea Saucedo the first female Flamenco guitarist from Jalisco, Mexico to perform in the states, a percussionist, violinist and horn player. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2022-00020336 (CR-00026305)	Contract Term:	AA Effective Date	to	9/15/2023
------------------	---------------------------------	----------------	-------------------	----	-----------

**Background:** The fee for this service is \$14000 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$3500 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$7000 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$3500, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.


<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmb/search/">https://mycpa.cpa.state.tx.us/tpasscmb/search/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.
--	---

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880	CA01	3089	AA23R2 Imp	MASC OCA-2022-00020336	\$14,000.00
<b>Financing:</b>						<b>TOTAL:</b>	\$14,000.00
General Fund							

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

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

 Martine Philippe (Jan 6, 2023 11:06 CST)	Jan 6, 2023  Bian Beverly (Feb 1, 2023 11:09 CST)	Feb 1, 2023
---	--	-------------

By Department Director	Date	Approved as to Form by City Attorney	Date
 Liz Cedillo-Pereira (Jan 9, 2023 14:39 CST)	Jan 9, 2023		
By City Manager	Date		





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

**23-5308**

EFFECTIVE DATE

Jan 9, 2023

RECEIVED  
 2023 FEB -1 AM 11:36  
 CITY SECRETARY  
 DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: Jiles King Supplier No. VC18934

Subject: Arts Activate 2023 - Round 2

Lead Dept: Office of Arts and Culture

**Action Requested:** The BLK Experience Museum is an innovative pop-up museum dedicated to celebrating black lives and black excellence. This open-to-the-public event shall be hosted at the Urban Arts Center the entire month of February 2023 throughout Black History Month. The exhibit space shall include interactive experiences by touring eight spaces highlighting profound black experiences that will shine a light of the strengths and struggles of black lives throughout history. Each of the eight rooms will be designed by a different artist, several of whom shall be from the Dallas area who will be specifically selected to bring their perspective of the black experience. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number: OCA-2022-00020336 (CR-00026293) Contract Term: AA Effective Date to 9/15/2023

**Background:** The fee for this service is \$8000 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2000 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$4000 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2000, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880	CA01	3089	AA23R2-	MASC OCA-2022-00020336	\$8,000.00
Financing: General Fund						<b>TOTAL:</b>	\$8,000.00

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

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

Martine Phillippe (Jan 6, 2023 11:00 CST)  
By Department Director

Jan 6, 2023  
Date

Brian Beverly (Feb 1, 2023 11:16 CST)  
Approved as to Form by City Attorney

Feb 1, 2023  
Date

Liz Cedillo-Pereira (Jan 9, 2023 14:46 CST)  
By City Manager

Jan 9, 2023  
Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

23-5309

EFFECTIVE DATE

Jan 24, 2023

RECEIVED  
 2023 FEB -1 PM 1:39  
 CITY SECRETARY  
 DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: Nancy Lieberman Charities (NLC) Supplier No. \_\_\_\_\_

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested: Authorize the installation of an enhanced basketball court at Old East Dallas Work Yard Park. NLC will donate a refurbished court including Park and Recreation Logo and other court related improvements.

Contract Number: PKR-2023-00021126 Contract Term: NTP to 03/01/2024

Background: The purpose of this Agreement is to confirm the approval of the terms and conditions related to the donation and maintenance of refurbished basketball courts at Old East Dallas Work Yard Park. NLC will provide funding for the basketball court refurbishment project as a way to acknowledge and recognize the Dallas Police Department ("DPD").

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbl/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2023-00021126	\$0.00
						-	
						-	
Financing: No Cost to the City						TOTAL:	\$0.00

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

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

John Jenkins  
John Jenkins (Jan 23, 2023 10:57 CST)  
By Department Director

Jan 23, 2023  
Date

Christine Lanners  
Christine Lanners (Jan 24, 2023 15:34 CST)  
Approved as to Form by City Attorney

Jan 24, 2023  
Date

OA  
OA

Carl A.  
By City Manager

Jan 24, 2023  
Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

## 23-5310

EFFECTIVE DATE

Feb 1, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB -1 PM 1:41  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: DALLAS COUNTY DENTAL SOCIETY FOUNDATION Supplier No. \_\_\_\_\_

Subject: GIVE KIDS A SMILE

Lead Dept: PARK AND RECRETION

Action Requested: APPROVE A ZERO COST (\$0.00) MEMORANDUM OF UNDERSTANDING WITH DALLAS COUNTY DENTAL SOCIETY FOUNDATION TO PROVIDE AN ORAL HEALTH EDUCATION SESSION AND DENTAL SCREENINGS TO OUT OF SCHOOL TIME PARTICIPANTS

Contract Number:	PKR-2023-00021359	Contract Term:	NTP	to	May 31, 2023
------------------	-------------------	----------------	-----	----	--------------

Background: DALLAS COUNTY DENTAL SOCIETY (DCDS) IS A PROFESSIONAL ASSOCIATION FOR LICENSED TEXAS DENTISTS COMMITTED TO GIVING THE COMMUNITY RELIABLE, TRUSTWORTHY INFORMATION AND ACCESS TO ACCREDITED DENTISTS. DCDS IS THE LOCAL COMPONENT TO THE TEXAS DENTAL ASSOCIATION AND THE AMERICAN DENTAL ASSOCIATION.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A				- PKR-2023-00021359	\$0.00
						-	\$0.00
						-	\$0.00
Financing:						<b>TOTAL:</b>	\$0.00

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

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

*John Jenkins*  
John Jenkins (Jan 27, 2023 11:19 CST)

Jan 27, 2023

By Department Director

Date

*Christine Lanners*  
Christine Lanners (Feb 1, 2023 13:19 CST)

Feb 1, 2023

Approved as to Form by City Attorney

Date


*OA*  
OA

*Carl H*

Feb 1, 2023

By City Manager

Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	23-5311	23-5311
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	EFFECTIVE DATE
		Jan 18, 2023

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

**RECEIVED**  
 2023 FEB -1 PM 1:42  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name:	Vill Sivoravong	Supplier No.	VS91740
----------------	-----------------	--------------	---------

Subject: Contract Fee Instructor

Lead Dept: Park and Recreation

Action Requested: Authorize contract fee instructor agreement with Vill Sivoravong. The vendor will provide badminton services to the citizens of Dallas.  
 Contact: Christi Giles 214-670-8707

Contract Number:	PKR-2022-00020063	Contract Term:	NTP	to	11/30/2023
------------------	-------------------	----------------	-----	----	------------

Background: Contract fee instructors provide leisure, sport, and/or health and wellness activity instruction



HUB  
 Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbl/search/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A		N/A PKR-2022-00020063	70-30 Split
						-	
						-	
Financing:						No cost to the City	TOTAL: \$0:00

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

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

<u>John Jenkins</u> John Jenkins (Jan 17, 2023 14:36 CST) By Department Director	Jan 17, 2023 Date	 Approved as to Form by City Attorney	Jan 26, 2023 Date
 By City Manager	Jan 18, 2023 Date		



 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <h2>23-5312</h2> <p><b>EFFECTIVE DATE</b> Jan 9, 2023</p>
--	---	---

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 FEB -1 PM 2:11  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name:	Ricardo Alarcon	Supplier No.	VC23718
----------------	-----------------	--------------	---------

Subject:	Arts Activate 2023 - Round 2
----------	------------------------------

Lead Dept:	Office of Arts and Culture
------------	----------------------------

**Action Requested:**  
 Equinox - Descenso de la Serpiente will explore the Mayan cultural traditions around the Solar Equinox including the "descent of the serpent" in the form of shadows at Chichén Itzá, great God Kukulcan or feathered serpent, and the Mayan ballgame. The Equinox will be a small-scale model of a pyramid with each side portraying significant aspects of the Mayan accomplishments in astronomy, mathematics, architecture, and engineering using video projection "light art" and other visual mediums. This art installation will be on display at the Crown Hill Memorial Park & Mausoleum and the Dallas Public Library in downtown Dallas and will include performances by Grupo Pakal – Mayan Performing Arts. The project will bring together visual art, dance, music, and sport to celebrate the Mayan civilization and will reach out to more people about this important Mexican and Central American cultural heritage. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2022-00020336 (CR-00026296)	Contract Term:	AA Effective Date	to	9/15/2023
------------------	---------------------------------	----------------	-------------------	----	-----------


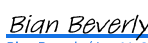

**Background:**  
 The fee for this service is \$8000 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2000 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$4000 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2000, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.


<b>HUB</b> Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbsearch/">https://mycpa.cpa.state.tx.us/tpasscmbsearch/</a>	<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
	<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
	<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
	<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880		3089	AA23R2	MASC OCA-2022-00020336	\$8,000.00
<b>Financing:</b>						<b>TOTAL:</b>	\$8,000.00
		General Fund					

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

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

 Martine Philippe (Jan 6, 2023 11:01 CST)	Jan 6, 2023 Date	 Bian Beverly (Jan 11, 2023 09:26 CST)	Jan 11, 2023 Date
By Department Director		Approved as to Form by City Attorney	
	 Liz Cedillo-Pereira (Jan 9, 2023 14:48 CST)	Jan 9, 2023 Date	
	By City Manager		

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	23-5313
		EFFECTIVE DATE
		Dec 7, 2022

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

<input checked="" type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

RECEIVED

2023 FEB -1 PM 2:18  
CITY SECRETARY  
DALLAS, TEXAS

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

Supplier Name: ZOH0 Corporation	Supplier No. VS94905
---------------------------------	----------------------

Subject: ServiceDesk Plus Software Annual Subscription

Lead Dept: Park and Recreation

Action Requested: Authorize an encumbrance of \$23,340.00 for ManageEngine Service Desk Plus (A high quality IT help desk and inventory management system) yearly subscription services. The vendor will provide the annual maintenance and licensing services. GSA Contract: 47QTCA19D009H

Contract Number:	PKR-2023-00021098	Contract Term:	1/11/2023	to	1/10/2024
------------------	-------------------	----------------	-----------	----	-----------

Background: Park and Recreation IT division has been using the ManageEngine Service Desk Plus since 2017, to manage department's IT support needs through incident management, problem management, change management, release management, IT project management, service catalog, asset management, and CMDB.

HUB Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0341	PKR	5021		3438		CX PKR-2023-00021098	\$23,340.00	
						-		
						-		
<b>Financing:</b>							<b>TOTAL:</b>	\$23,340.00


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

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

*John Jenkins*  
 By Department Director  
 Dec 6, 2022  
 Date

*Anna Lamberti Holmes*  
 Approved as to Form by City Attorney  
 Dec 7, 2022  
 Date

*OA*  
 By City Manager

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <h2>23-5314</h2>
		<b>EFFECTIVE DATE</b>
		Jan 18, 2023

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

a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).

c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

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

**RECEIVED**  
 2023 FEB -1 PM 4:03  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: Maurice Miller Supplier No. VC23882

Subject: Contract Fee Instructor

Lead Dept: Park and Recreation

Action Requested: Authorize contract fee instructor agreement with Maurice Miller. The vendor will provide Pickleball instruction services to the citizens of Dallas.  
Contact: Christi Giles 214-670-8707

Contract Number:	PKR-2023-00021122	Contract Term:	NTP	to	12/31/2023
------------------	-------------------	----------------	-----	----	------------

Background: Contract fee instructors provide leisure, sport, and/or health and wellness activity instruction

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbl/search/>

YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

NO, there are no HUB's in Dallas County to contact for this business category.

NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A		N/A PKR-2023-00021122	70-30 Split
						-	
						-	
Financing:						<b>TOTAL:</b>	\$0.00

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

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


*John Jenkins*  
 John Jenkins (Jan 17, 2023 14:46 CST)  
 By Department Director

Jan 17, 2023  
 Date

*Tommy Lee*  
 Approved as to Form by City Attorney  
 Jan 25, 2023  
 Date

*Carl*  
 By City Manager  
 Jan 18, 2023  
 Date



 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b> <h1>23-5315</h1>
	<b>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</b>	<b>EFFECTIVE DATE</b> Jan 31, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 1 PM 4:41  
 CITY SECRETARY  
 DALLAS, TEXAS

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

<b>Supplier Name:</b>	<b>GTO1 Construction Corporation – Contractor</b> Anthony Ray Haggerty - Homeowner	<b>Supplier No.</b>	VC24205
-----------------------	---	---------------------	---------

**Subject:** Healthy Homes & Lead Reduction

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for HHLR Program at property address 3317 Alabama St, Dallas, TX 75216 in the amount of \$4,471.50 from the HHLR grant, \$0 from the matching CDBG funds and \$4,165.00 from the Healthy Homes supplemental grant

<b>Contract Number:</b>	HOU- 2023-00020866	<b>Contract Term:</b>	Effective Date of the AA above	to	One year after Effective Date of AA above
-------------------------	--------------------	-----------------------	--------------------------------	----	---

**Background:** On May 22, 2019, the Dallas City Council approved Resolution 19-0823, which established the HHLR program to support the lead-based paint identification and remediation activities and the repair of conditions that exacerbate asthma for eligible housing units.

**HUB Check appropriate Box**

<https://mycpa.cp.state.tx.us/tpa/sscmbsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	\$0.0

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

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

<i>David Noguera</i> _____ By Department Director	Jan 31, 2023 _____ Date <i>majed Al-ghafry</i> _____ majed Al-ghafry (Jan 31, 2023 19:35 CST) By City Manager	<i>Kelsey Ciluffo</i> _____ Approved as to Form by City Attorney KC	Feb 1, 2023 _____ Date
---	---	---	------------------------------

235316

RECEIVED

2023 FEB 28 PM 12: 02

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

**Memorandum**

Date: February 23, 2023

To: City Secretary, CSO

From: David Noguera, Director, Housing and Neighborhood Revitalization

Re: Rescind Administrative Action No. 23-5316 for Healthy Home Lead Reduction Program  
Property address: 2902 S. Marsalis Ave, Dallas TX 75216

Please accept to rescind our request for Healthy Home Lead Reduction Administrative Action Number 23-5316. Please receive our request to rescind AA No. 23-5316.

If you require additional information to process this request, please contact Towanda Harvey at 214-670-3639.

*Thor Erickson*

Thor Erickson  
Assistant Director

Feb 24, 2023

Date


*David Noguera*

David Noguera, Director  
Housing and Neighborhood and Revitalization

Feb 27, 2023

Date

*2/27/23*

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b>
	<p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<h1>23-5316</h1>
		<b>EFFECTIVE DATE</b> Jan 31, 2023

RECEIVED  
 2023 FEB 1 PM 4:53  
 CITY SECRETARY  
 DALLAS, TEXAS

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

a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 15%).

c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

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

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

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

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

<b>Supplier Name:</b>	<b>GT01 Construction Corporation – Contractor</b> <b>Loucius Miller - Homeowner</b>	<b>Supplier No.</b>	VC24205
-----------------------	--	---------------------	---------

**Subject:** Healthy Homes & Lead Reduction

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute agreement for payment for HHLR Program at property address 2902 S Marsalis Ave, Dallas, TX 75216 in the amount of \$ 3,672.00 from the HHLR grant, \$0 from the matching CDBG funds and \$4,570.00 from the Healthy Homes supplemental grant

<b>Contract Number:</b>	HOU- 2023-00020678	<b>Contract Term:</b>	Effective Date of the AA above	to	One year after Effective Date of AA above
-------------------------	--------------------	-----------------------	--------------------------------	----	---

**Background:** On May 22, 2019 the Dallas City Council approved Resolution 19-0823, which established the HHLR program to support the lead-based paint identification and remediation activities and the repair of conditions that exacerbate asthma for eligible housing units.

**HUB**  
Check appropriate Box  
<https://mycpa.cp.state.tx.us/tpa/sscmblsearch/>

YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

NO, there are no HUB's in Dallas County to contact for this business category.

NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

*David Noguera*  
 By Department Director  
 Jan 31, 2023  
 Date

*Kelsey Cilyffo*  
 Approved as to Form by City Attorney KC  
 Feb 1, 2023  
 Date

*majed Al-ghafry*  
 majed Al-ghafry (Jan 31, 2023 10:41 CST)  
 By City Manager  
 Jan 31, 2023  
 Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

23-5317

EFFECTIVE DATE

Feb 1, 2023

RECEIVED  
 FEB 2 AM 8:50  
 CITY SECRETARY  
 DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name:	Insight Public Sector	Supplier No.	343565					
Subject:	WASP Subscription							
Lead Dept:	Dallas Police Department (DPD)							
Action Requested:	Authorize Supplemental Agreement No. 1 to increase contract amount by 24.87%.							
	Contract Number:	DPD-2022-00019899	Contract Term: 11/22/2022 to 11/21/2025					
Background:	WASP specializes in Inventory Management and Asset Tracking applications. This system will help gain visibility and control of inventory that is kept by Quartermaster Unit.							
HUB Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/">https://mycpa.cpa.state.tx.us/tpasscmblsearch/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.							
Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	F697	MGT	255C		4731		- DPD-2022-00019899	9,605.99
	Financing:							<b>TOTAL:</b>
Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage	
	1	22-6693	38,622.07	38,622.07	0.00	\$48,228.06	24.87%	

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

*MRT*  
 Martin Riojas (Feb 1, 2023 15:48 CST)  
 By Department Director

Feb 1, 2023  
 Date

*Don Knight*  
 Don Knight (Feb 1, 2023 16:58 CST)  
 Approved as to Form by City Attorney

Feb 1, 2023  
 Date

*Jon Fortune*  
 Jon Fortune (Feb 1, 2023 16:38 CST)  
 By City Manager

Feb 1, 2023  
 Date

*AK*



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

23-5318

EFFECTIVE DATE

Jan 25, 2023

RECEIVED  
 2023 FEB -2 PM 12:07  
 CITY SECRETARY  
 DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 23%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: Raba-Kistner, Inc Supplier No. VS000074591

Subject: Administrative Action for Material Testing for Routh Street Sidewalk Improvements

Lead Dept: Public Works

Action Requested: Authorize an Administrative Action for Engineering Services Contract with Raba-Kistner, Inc, in an amount not to exceed \$7,977.00 to provide Construction Material Testing during reconstruction of Routh Street Sidewalk Improvements.

Contract Number: PBW-2023-00020862 Contract Term: 2/01/2023 to 02/28/2025

Background: This AA is required to provide the Construction Material Testing required for each Capital Construction Project. Professional Solicitation #CIZ1917 has provided a short list of qualified firms to provide these services and Raba-Kistner, Inc., is the most highly qualified contractor.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
1V22	PBW	V983	SSUD	4113	PB17V983	PBW-2023-00020862	\$7,977.00

Financing: Street & Transp. Fund (A). 2017 Gen. Obligation Bond Funds **TOTAL: \$ 7,977.00**

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


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

alireza hatefi (Jan 25, 2023 10:35 CST)
   
 By Department Director
 

 Jan 25, 2023
   
 Date
   
  
 Robert Perez (Jan 25, 2023 10:45 AM '23)
   
 By City Manager
 

  
 Molly P. Ward
   
 Approved as to Form by City Attorney
   
 Jan 25, 2023
   
 Date
 

 Feb 1, 2023
   
 Date

 City of Dallas	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	23-5319	EFFECTIVE DATE
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	10/28/2022

 RECEIVED  
 2023 FEB 2 PM 12:29  
 CITY SECRETARY  
 DALLAS, TEXAS

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

a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).

c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

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

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

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

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

Supplier Name:	EBSCO Industries, Inc.	Supplier No.	077473
----------------	------------------------	--------------	--------

Subject: eMagazine Database Subscription

Lead Dept: Library

Action Requested: Authorize payment for access to EBSCO's online eMagazine database, Flipster.

Contract Number:	LIB-2023-00020802	Contract Term:	02/15/2023	to	02/14/2024
------------------	-------------------	----------------	------------	----	------------

Background: EBSCO's Flipster eMagazine platform provides access to magazine publications via an online database. From either a computer or the Flipster app, customers can choose from a wide variety of magazine titles that can be checked out. Three bids were solicited for this service with EBSCO providing the only responsive bid.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

NO, there are no HUB's in Dallas County to contact for this business category.

NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	0001	LIB	5392		3341		- LIB-2023-00020802	\$10,710.34
							-	
							-	
Financing:							<b>TOTAL:</b>	\$10,710.34

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

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


MJ Giudice  
 MJ Giudice (Oct 25, 2022 15:30 CDT)  
 By Department Director

Ashley Stockton  
 Ashley Stockton (Feb 2, 2023 11:36 CST)  
 Approved as to Form by City Attorney

*[Signature]*  
 By City Manager

Date  
 Oct 28, 2022



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	23-5320	
	EFFECTIVE DATE	
	Feb 2, 2023	
See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.		

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

RECEIVED

2023 FEB 2 PM 1:05

CITY SECRETARY  
DALLAS, TEXAS

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

Supplier Name: National Automobile Dealers Association	Supplier No. 222961
--	---------------------

Subject: Vehicle Donation

Lead Dept: Dallas Police Department (DPD)

Action Requested: Authorization for the acceptance of a donation for a 2019 Ford F-150 and 2020 Nissan Altima vehicle.

Contract Number:	DPD-2023-00021256	Contract Term:	1/20/2023	to	1/19/2024
------------------	-------------------	----------------	-----------	----	-----------

Background: The National Automobile Dealers Association wishes to donate two vehicles to the Dallas Police Department. The intended purpose of these vehicles is for use as bait vehicles.

HUB Check appropriate Box


<https://mycpa.cpa.state.tx.us/tpasscmbl/search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						N/A	0.00
Financing:						No cost consideration - Donation	<b>TOTAL:</b> 0.00

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


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

  
 Martin Riojas (Feb 2, 2023 09:13 CST)  
 By Department Director


Feb 2, 2023  
 Date

  
 Lisa Mares (Feb 2, 2023 10:59 CST)  
 Approved as to Form by City Attorney **LM**

Feb 2, 2023  
 Date

  
 Jon Fortune (Feb 2, 2023 10:01 CST)  
 By City Manager

Feb 2, 2023  
 Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the <b>City Secretary's Office to receive an official file stamp.</b>	23-5321
		EFFECTIVE DATE
		Jan 25, 2023

RECEIVED  
2023 FEB -2 PM 3:10  
CITY SECRETARY  
DALLAS, TEXAS

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).	
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.	
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):	

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

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

Supplier Name: Michael Giovanni Valderas	Supplier No. 353637
--	---------------------

Subject: Professional Services  
Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant will produce an art exhibit titled *Marginal Universe*. Consultant will be responsible for providing 20 original pieces of artwork of consultant's own work. Exhibit will be on display at the Latino Cultural Center (LCC). Consultant will coordinate an artist talk-back or artist workshop with Latino Cultural Center's staff and will also provide images and information for marketing materials, detailed inventory list. All services are subject to the approval of the City of Dallas Office of Arts & Culture, in accordance with the City of Dallas Cultural Policy, as amended.

<b>Contract Number:</b>	OCA-2023-00020599 (CR-00026283)	<b>Contract Term:</b>	1/31/2023	to	4/28/2023
-------------------------	---------------------------------	-----------------------	-----------	----	-----------

**Background:** The fee for this service is a total of **\$10,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or **\$5,000.00** of the total awarded amount upon completion of deliverables one through three and one (1) final payment of 50% or **\$5,000.00** upon satisfactory completion of all required services as determined by the Director and receipt of final invoice. Previous AA (226053) for an outdoor art piece, that will deteriorate when exposed, scheduled for display during Fall 2022. The exhibition was delayed to Spring 2023, but piece was delivered services were complete. The piece is currently in storage and scheduled for outdoor display in addition to the *Marginal Universe* exhibition authorized by this contract. The exhibition is now scheduled for April 2023, and these works are in addition to the previously delivered outdoor artwork.


**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

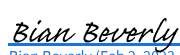
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	OCA	4805	CA02	3089		MASC OCA-2023-00020599	\$10,000.00	
<b>Financing:</b>							<b>TOTAL:</b>	\$10,000.00

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

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

  
Martine Philippe (Jan 24, 2023 15:48 CST)

Jan 24, 2023

  
Bian Beverly (Feb 2, 2023 11:15 CST)

Feb 2, 2023

By Department Director

Date

Approved as to Form by City Attorney

Date



Jan 25, 2023

By City Manager

Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235322

EFFECTIVE DATE

2/2/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 FEB -3 AM 10:30  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name:	MUNIREVS INC. DBA LODGINSGREVS	Supplier No.	VS99581
----------------	--------------------------------	--------------	---------

Subject: CONSENT TO ASSIGNMENT REQUEST FOR MUNIREVS INC.

Lead Dept: DSV

Action Requested: AUTHORIZE A CONSENT TO ASSIGNMENT FROM MUNIREVS TO GOVOS, INC.

Contract Number:	DSV-2019-00009686	Contract Term:	10/07/2019	to	08/31/2024
------------------	-------------------	----------------	------------	----	------------

Background: ON OCTOBER 2, 2019, CITY COUNCIL AWARDED MUNIREVS INC. DBA LODGINSGREVS SUPPLEMENTAL AGREEMENT NO. 1 TO AUTHORIZE A CONSENT TO ASSIGNMENT AND ASSUMPTION OF SERVICES FROM MUNIREVS INC DBA LODGINSGREVS (VS99581) TO GOVOS, INC.

HUB  
Check appropriate Box  
<https://mvcpa.cpa.state.tx.us/tpasscmbl/search/>

YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  
 YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  
 NO, there are no HUB's in Dallas County to contact for this business category.  
 NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022. N/A -CM/JS

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
								MASC-DSV-2019-00009686
							-	\$0.00
							-	\$0.00
Financing:							<b>TOTAL:</b>	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
			4/10/2019	\$495,000.00		\$ 0.00	%

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

*Sheri Kowalski*  
Sheri Kowalski (Feb 2, 2023 14:16 CST)

Feb 2, 2023

By Department Director

Date

*Christina Tavoroukas*  
Christina Tavoroukas

Feb 2, 2023

Approved as to Form by City Attorney

Date


*[Signature]*

Feb 2, 2023

By City Manager

Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	235323	EFFECTIVE DATE
		Jan 9, 2023	

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).	
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.	
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):	

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

RECEIVED  
 2023-EB-3 AM 10:30  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: Renee Miche'al Jones	Supplier No. 513892
-------------------------------------	---------------------

Subject: Arts Activate 2023 - Round 2

Lead Dept: Office of Arts and Culture

**Action Requested:** Messages of the Soul: Adinkra Symbology is a gallery exhibit of textile art and photography combined to create stories of the past, present, and future. Each project features a hand-printed symbology that translates into a known or unknown story. In addition, the exhibit features local photographer Jay Stork and his works highlighting the inner souls of his subjects represented by Adinkras that reveal the spirit of the individual. The project aims to expose a larger audience of Dallas to the Adinkra ancient textile art. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

<b>Contract Number:</b>	OCA-2022-00020336 (CR-00026295)	<b>Contract Term:</b>	AA Effective Date	<b>to</b>	9/15/2023
-------------------------	---------------------------------	-----------------------	-------------------	-----------	-----------

**Background:** The fee for this service is \$8000 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2000 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$4000 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2000, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

**HUB Check appropriate Box**




<https://mycda.cda.state.tx.us/passcomt/lssearch/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0001	OCA	4880		3089	AA23R2	MASC OCA-2022-00020336	\$8,000.00
	<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$8,000.00

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

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

 Martine Philippe (Jan 6, 2023 11:01 CST)	Jan 6, 2023 Date	 Brian Beverly (Jan 11, 2023 08:59 CST)	Jan 11, 2023 Date
By Department Director	Date	Approved as to Form by City Attorney	Date
	 Liz Cedillo-Pereira (Jan 9, 2023 14:47 CST)	Jan 9, 2023 Date	
	By City Manager		Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235324

EFFECTIVE DATE

Feb 1, 2023

RECEIVED  
 FEB 1 2023 11:32 AM  
 CITY SECRETARY  
 DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 20%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: Harrison Kornberg Architects, LLC Supplier No. 249502

Subject: DMA Restoration

Lead Dept: Bond and Construction Management

Action Requested: Authorize Supplemental Agreement #3 to the contract with Harrison Kornberg Architects, LLC in the amount \$15,025.00, from \$845,281.00, to \$860,306.00, which includes an extension to the project completion date.

Contract Number: PBW-2019-00008846 Contract Term: 2/13/2019 to 3/31/2023

Background: On 2/13/2019, Resolution 19-0250 authorized a design services contract with Harrison Kornberg Architects, LLC, to provide construction administration services for renovation and upgrades at Dallas Museum of Art. Due to approved modifications to the general contractor's scope of work resulting from unforeseen conditions, additional design services are necessary for necessary modifications to civil engineering and elevator consultant services.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
IV49	OCA	VF03	CULF	4112	EB17VF03	CX- PBW-2019-00008846	\$15,025.00
						-	
						-	
Financing: 2017 Bond Funds						TOTAL:	\$15,025.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
	#3	19-0250	2/13/2019	\$726,207.00	\$119,074.00	\$860,306.00	18.47%

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

Adriana Castaneda (Feb 1, 2023 11:10 CST)  
By Department Director

Feb 1, 2023  
Date

Approved as to Form by City Attorney

Feb 1, 2023  
Date

Robert Perez (Feb 1, 2023 14:18 CST)  
By City Manager

Feb 1, 2023  
Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235325

EFFECTIVE DATE

2/1/23

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB -3 PM 2:53  
CITY SECRETAR  
DALLAS, TEXA

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Supplier Name: OMNI HOTEL Supplier No. \_\_\_\_\_

Subject: TEXAS YOUTH ADVISORY SUMMIT

Lead Dept: CITY MANAGER'S OFFICE

Action Requested: To approve the Omni Hotel & Resorts Letter Agreement between the City of Dallas/City Manager's and The Omni Dallas Hotel for the use of the Ballroom, and Arts District Rooms for the Annual Texas Youth Advisory Summit. The agreement will include accommodations meeting and event space, AV and food and beverages.

Contract Number: TRN-2022-00018902 Contract Term: 2/3/23 to 2/5/23

Background: The City of Dallas Youth Commission will be hosting the Annual Texas Youth Advisory Commission Summit at the Omni Dallas Hotel from February 3-5. The summit will bring over 20 cities and 200 high school students to Dallas to build their skills around advocacy and youth engagement. Expenditures for this event shall be paid by out of Dallas Youth Commission Budget.

HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/passcmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	MGT	1855		3099		-	\$51,396.85	
						-	\$0.00	
						-	\$0.00	
Financing:							TOTAL:	\$0.00 \$51,396.85

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
					\$51,396.85		%

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

*Kimberly Bizar Tolbert*  
Kimberly Bizar Tolbert (Feb 3, 2023 14:30 CST)

By Department Director

Feb 3, 2023

Date

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

Date

*2/2/23*  
Date

*[Signature]*  
By City Manager

2/1/23

Date

J. G. City Attorney





# ADMINISTRATIVE ACTION

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

## ADMINISTRATIVE ACTION

235326

### EFFECTIVE DATE

Dec 12, 2022

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for rotifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2022 FEB 3 PM 3:11  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: Peninsula Neighborhood Association Supplier No. \_\_\_\_\_

Subject: Beautification Agreement

Lead Dept: Park and Recreation

**Action Required**  
 Authorize a Beautification Agreement with the Peninsula Neighborhood Association to assist with native prairie cultivation, invasive species removal, and native wildflower and seeding at White Rock Lake. A map identifying the area is provided. Contact: Sloan Anderson (214) 801-6563

Contract Number: PKR-2023-00020959 Contract Term: 1/27/2023 to 1/26/2024

**Background:**  
 The Peninsula Neighborhood Association is a specific civic group with a special interest in prairie conservation and restoration. The group is interested in maintaining prairie unit 7 (and part of 8) at White Rock Lake indicated in the map provided. There is no cost to the city.

**HUB**  
 Check appropriate Box  
<https://mvpca.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2023-00020959	\$0.00
						-	
						-	
<b>Financing:</b> No cost to the City						<b>TOTAL:</b>	\$0.00


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

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

*John Jenkins*  
 By Department Director  
 Dec 12, 2022  
 Date

*Molly P. Ward*  
 Approved as to Form by City Attorney  
 1/12/2023  
 Date

*DA*  
 By City Manager  
 Dec 12, 2022  
 Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <b>235327</b>
		<b>EFFECTIVE DATE</b>
		Nov 21, 2022

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
 NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: For the Love of The Lake (FTLOTL) Supplier No. \_\_\_\_\_

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested: Authorize a Beautification Agreement with For the Love of the Lake to fund amenities and service enhancements through various fundraisers to be held at White Rock Lake Park and to perform services by picking up litter and debris at White Rock Lake Park, all in coordination with the Park and Recreation Department. These services will be provided via programs (Shoreline Adoption, 2<sup>nd</sup> Saturday) set forth by FTLOTL.

Contract Number:	PKR-2023-00020819	Contract Term:	1/27/2023	to	1/26/2024
------------------	-------------------	----------------	-----------	----	-----------

Background: For the Love of the Lake is a non-profit organization whose volunteers support programs to preserve and enhance White Rock Lake Park. FTLOTL organizes regular clean-up activities, and tree-planting events and raises the money needed to fund improvements to White Rock Lake Park, and wishes to continue to do so.

HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2023-00020819	\$0.00
						-	
						-	
Financing:						No Cost to the City	TOTAL: \$0.00

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

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

*John Jenkins*  
 By Department Director      Nov 17, 2022  
 Date

*Molly P. Ward*  
 Approved as to Form by City Attorney      Nov 28, 2022  
 Date

*Carl*  
 By City Manager      Nov 21, 2022  
 Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235328

EFFECTIVE DATE

Nov 7, 2022

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB 6 PM 1:41  
CITY SECRETARY  
DALLAS, TEXAS

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

Supplier Name: HYATT REGENCY DALLAS Supplier No. 237705

Subject: CATERING MOTHER'S DAY LUNCHEON

Lead Dept: PKR

Action Requested: AUTHORIZE ENCUMBRANCE OF \$54,057.34 FOR HYATT REGENCY DALLAS, VENDOR WILL HOST AND CATER THE SENIOR PROGRAM DIVISION'S MOTHER'S DAY LUNCHEON ON MAY 5TH, 2023, THE EVENT WILL BE FOR 800 GUESTS, INCLUDES FOOD, ENTERTAINMENT AND A KEYNOTE SPEAKER. CONTACT: DARYL QUARLES AT 671-1602.

Contract Number: PKR-2023-00020677 Contract Term: 05/05/2023 to 05/05/2023

Background: HYATT REGENCY HAS BEEN IN BUSINESS FOR MORE THAN 60 YEARS, THE HOTEL IS A GETAWAY TO THE BEST OF THE CITY. IT IS CONVENIENTLY LOCATED WITHIN WALKING DISTANCE OF MANY TOURIST ATTRACTIONS INCLUDING DEALEY PLAZA AND THE WEST END.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/lp/asscmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	PKR	1726		3415			\$54,057.34	
							\$0.00	
							\$0.00	
Financing:							TOTAL:	\$54,057.34

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$54,057.34	%

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

J. J. Jenkins  
John Jenkins (Nov 4, 2022 12:37 CDT)  
By Department Director

Nov 4, 2022  
Date

Molly P. Ward  
Molly P. Ward  
Approved as to Form by City Attorney  
Date

12/19/2022

OA  
OA

Carl  
By City Manager

Nov 7, 2022  
Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235329

EFFECTIVE DATE

Feb 3, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

2023 FEB - 6 PM 1:41  
 RECEIVED  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name:	DELOITTE CONSULTING LLP	Supplier No.	516612
----------------	-------------------------	--------------	--------

Subject: RATIFICATION TO RELEASE PAYMENT FOR CONSULTING SERVICES

Lead Dept: INFORMATION AND TECHNOLOGY SERVICES

Action Requested: AUTHORIZE SUPPLEMENTAL AGREEMENT NO.33 TO AUTHORIZE THE RELEASE OF PAYMENT OF FOUR (4) INVOICES FOR PROFESSIONAL SERVICES AND QUARTERLY STORAGE FEES USING UNALLOCATED PROJECT DOLLARS WITHIN THE CONTRACT. THIS ACTION ALLOWS FOR \$254,756.15 OF UNALLOCATED FUNDS TO BE ALLOCATED FOR THESE SERVICES LEAVING A BALANCE OF \$6,334,199.98.

Contract Number:	DSV-2016-00000418	Contract Term:	4/1/2013	to	3/31/2024
------------------	-------------------	----------------	----------	----	-----------

Background: This amendment will allow for the release of payment for services performed by the vendor related to security role redesigns, infrastructure requirements for work manager and true-up fees associated with additional Storage Area Network (SAN) storage consumption for the City's SAP Management systems from January 2019 through April 2021.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0198	DSV	1614	TECH	3070	N/A	CT DSV23DELSAP32	\$0.00
						-	\$0.00
						-	\$0.00
<b>Financing:</b>						<b>TOTAL:</b>	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	33	13-0488	3/27/2013	\$35,041,449.00	\$23,124,640.08	\$58,166,089.08	65.99%

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

William Zielinski  
 William Zielinski (Jan 31, 2023 10:54 CST)  
 By Department Director

Jan 31, 2023  
 Date

Alan Knight  
 Approved as to Form by City Attorney  
 Feb 3, 2023  
 Date

Carl  
 By City Manager  
 Feb 3, 2023  
 Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <b>235330</b> <b>EFFECTIVE DATE</b> <b>Nov 30, 2022</b>
--	---	---

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

a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).

c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

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

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

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

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

Supplier Name: TimeClock Plus, LLC ("TCP") /Humanity.com, Inc. Supplier No. VC21193

Subject: Digital Scheduling and Time Clock for Seasonal Aquatic Facilities

Lead Dept: Park and Recreation

Action Requested: **Authorize an encumbrance of \$33,000 for TimeClock Plus, LLC ("TCP"), DBA Humanity.com, Inc. for 2/1/2023 to 1/31/2024.**

Contact: Robert Cutright 315-601-1129

Contract Number:	PKR-2023-00021017	Contract Term:	2/1/2023	to	1/31/2024
------------------	-------------------	----------------	----------	----	-----------

Background: Humanity is the leading cloud-based employee scheduling platform that accelerates schedule creation by up to 80 percent. Organizations of all sizes receive unprecedented insight into their operations, and actionable data to optimize staffing based on employee skill set, time-off/leave management, and staff availability.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

NO, there are no HUB's in Dallas County to contact for this business category.

NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
001	PKR	5286		3099		- MASC PKR PKR-2023-00021017	\$33,000
						-	
						-	
Financing:						<b>TOTAL:</b>	33,000

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

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

John Jenkins  
John Jenkins (Nov 29, 2022 22:50 CST)

Nov 29, 2022

Molly P. Warsh

Feb 6, 2023

By Department Director

Approved as to Form by City Attorney

Date

OA  
OA

Carl  
Date

Nov 30, 2022

By City Manager

Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235331

EFFECTIVE DATE

1/31/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2023 FEB-6 PM 2:59

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Supplier Name: WRIGHT CHOICE GROUP Supplier No. VC23485

Subject: PRESENTER AT THE DALLAS MAYOR AND CITY COUNCIL RETREAT FEBRUARY 15, 2023

Lead Dept: MAYOR AND CITY COUNCIL OFFICES

Action Requested: AUTHORIZE A PERSONAL SERVICES CONTRACT WITH BEVERLY WRIGHT OF WRIGHT CHOICE GROUP (WGC) TO PROVIDE PRESENTATION AND FACILITATION TO THE DALLAS MAYOR AND CITY COUNCIL RETREAT ON THE TOPIC OF PERFORMANCE ASSESSMENT.

Contract Number:	MCC-2023-00021404	Contract Term:	02/15/23	to	04/16/23
------------------	-------------------	----------------	----------	----	----------

Background: CITY OF DALLAS COUNCIL RETREAT 2023 FACILITATION, CONSULTATION, PRE-PLANNING FOR CITY OF DALLAS COUNCIL RETREAT FEBRUARY 15 IN REFERENCE TO COUNCIL APPOINTEE PERSONNEL PERFORMANCE ASSESSMENTS

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmlsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MCC	1010		3099		-	\$15,000.00
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$15,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount including this Action	Total Supp'l Agreement Percentage
						\$15,000.00	%

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

Yldefonso Rodriguez Sola  
By Department Director

1/31/2023  
Date


Anna Lamberti Holmes  
Approved as to Form by City Attorney

Feb 3, 2023  
Date

[Signature]  
By City Manager

1/31/2023  
Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	235332	EFFECTIVE DATE
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	Jan 27, 2023

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

RECEIVED  
 2023 FEB -7 AM 8:56  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: Frances Bagley, LLC	Supplier No. VC0000009274
------------------------------------	---------------------------

Subject: Recreation of Bronze Animals at Hampton Illinois Library

Lead Dept: Office of Arts and Culture

Action Requested: Authorization is requested to contract with the original artist, Frances Bagley, LLC to recreate bronze animals which were stolen from their location at the Hampton Illinois Library. The artist has prepared a proposal and confirmed the appropriate services and procedures.

<b>Contract Number:</b>	OCA-2022-00020580	<b>Contract Term:</b>	January 5, 2023	<b>to</b>	December 31, 2023
-------------------------	-------------------	-----------------------	-----------------	-----------	-------------------

**Background:** The Reading Garden consists of 24 Texas limestone quarry blocks located behind recreation of bronze animals which were stolen from their location Branch Library. These blocks are intended to be used as a seating area and are accessible to the library patrons and students/staff of Jimmie Brashear elementary school, which is right next door. The blocks are arranged in the style of a natural amphitheater, with 3 rows of stones in a slight curve on a grassy incline. Many of the stones have quotations by literary figures inscribed either on the tops of the stones or on the sides. In addition, 13 native reptiles in cast bronze had been installed into 11 of the stones.




**HUB**  
Check appropriate Box  
<https://mycpa.cp.state.tx.us/tpa/sscmblsearch/>


<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0001	OCA	4804	PUBA	3070		CX- OCA-2022-00020580	\$13,750.00
	<b>Financing:</b> General Fund						<b>TOTAL:</b>	\$13,750.00

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

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

 Martine Philippe (Jan 26, 2023 14:15 CST) By Department Director	Jan 26, 2023 Date	 Hannah Minton (Feb 6, 2023 16:59 CST) Approved as to Form by City Attorney	Feb 6, 2023 Date
 By City Manager		Jan 27, 2023 Date	

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <b>235333</b> <b>EFFECTIVE DATE</b> <b>Jan 9, 2023</b>
--	---	--

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB - 7 AM 8:53  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name:	THE NASHER SCULPTURE CENTER	Supplier No.	510576
Subject:	Arts Activate 2023 - Round 2		
Lead Dept:	Office of Arts and Culture		

**Action Requested:** til Midnight, is a free, monthly, afterhours event that presents live outdoor musical performances, film screenings, and access to visual art exhibitions to an audience of over 2,500 per event. This program offers unique, diverse, artist-driven, interdisciplinary arts experiences to Dallas residents and visitors at the Nasher Sculpture Center in the Dallas Arts District. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2022-00020336 (CR-00026310)	Contract Term:	AA Effective Date	to	9/15/2023
------------------	---------------------------------	----------------	-------------------	----	-----------

**Background:** The fee for this service is \$16000 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$4000 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$8000 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$4000, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.




**HUB**  
 Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb/lssearch/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880		3089	AA23R2	MASC OCA-2022-00020336	\$16,000.00
<b>Financing:</b>						<b>TOTAL:</b>	\$16,000.00
		General Fund					

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

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

 Martine Phillippe (Jan 6, 2023 11:07 CST) By Department Director	Jan 6, 2023 Date	 Hannah Minton (Jan 30, 2023 15:58 CST) Approved as to Form by City Attorney	Jan 30, 2023 Date
 Liz Cedillo-Pereira (Jan 9, 2023 14:37 CST) By City Manager	Jan 9, 2023 Date		





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235334

EFFECTIVE DATE

12/20/2022 vV

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
FEB 7 AM 11:43  
CITY SECRETARY  
DALLAS, TEXAS

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Supplier Name: UNIVERSITY OF NORTH TEXAS AT DALLAS Supplier No. VS99490

Subject: CUSTOMIZED CIVILIAN LEADERSHIP SERIES - TRAINING

Lead Dept: DEVELOPMENT SERVICES (DEV)

Action Requested: TO AUTHORIZE FACILITATION OF A CUSTOMIZED CIVILIAN LEADERSHIP SERIES TRAINING FOR DEVELOPMENT SERVICES EMPLOYEES.

Contract Number:	DEV-2023-0002119	Contract Term:	12/27/2022	to	09/30/2023
------------------	------------------	----------------	------------	----	------------

Background: TO ALLOW THE UNIVERSITY OF NORTH TEXAS OF DALLAS TO FACILITATE A FIVE-DAY TRAINING FOR DEVELOPMENT SERVICES EMPLOYEES TO ENRICH THEIR LEADERSHIP SKILLS USING THE CARUTH POLICE INSTITUTE CURRICULUM. THE CARUTH POLICE INSTITUTE IS A DEPARTMENT WITHIN THE UNIVERSITY OF NORTH TEXAS AT DALLAS, WHICH HAS PREVIOUSLY BEEN USED BY THE CITY OF DALLAS.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/gasscmbl/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0150	DEV	3141		3361		CX DEV-2023-0002119	\$17,000.00	
							\$0.00	
							\$0.00	
Financing:							TOTAL:	\$17,000.00

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


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

*[Signature]*  
By Department Director

*[Signature]*  
Date  
*[Signature]*  
Approved as to Form by City Attorney  
*[Signature]*  
Date 12/20/22  
*[Signature]*  
for  
*[Signature]*  
by City Manager

Feb 7, 2023  
Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	2 3 5 3 3 5	EFFECTIVE DATE
		Feb 7, 2023	

RECEIVED

2023 FEB 7 AM 11:56

CITY SECRETARY  
DALLAS, TEXAS

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

<b>Supplier Name:</b>	Texas Workforce Commission	<b>Supplier No.</b>	266459
<b>Subject:</b>	Eagle Database Subscription		
<b>Lead Dept:</b>	Dallas Police Department (DPD)		
<b>Action Requested:</b>	Authorize purchase of Eagle Database subscription for 25 online users in the amount of \$2,000.00.		
	<b>Contract Number:</b>	DPD-2023-00020938	<b>Contract Term:</b> 3/1/2023 to 2/29/2024

**Background:** The Texas Workforce Commission database would be used as an investigative tool that would allow our department another avenue to locate persons of interest.


**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input checked="" type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2135		2731		- DPD-2023-00020938	2,000.00
<b>Financing:</b>						<b>TOTAL:</b>	2,000.00

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

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

  
Martin Riojas (Feb 7, 2023 07:10 CST)

Feb 7, 2023

  
Matthew Green (Feb 7, 2023 09:57 CST)


Feb 7, 2023

By Department Director

Date

Approved as to Form by City Attorney

Date

  
Jon Fortune (Feb 7, 2023 08:56 CST)

Feb 7, 2023

  
MRG

By City Manager

Date

**ADMINISTRATIVE ACTION**  
235336



# ADMINISTRATIVE ACTION

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

**EFFECTIVE DATE**

09/23/2022

RECEIVED  
 2023 FEB 7 PM 1:26  
 CITY SECRETARY  
 DALLAS, TEXAS

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 15%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): Database Subscription  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name: Baker & Taylor, LLC. Supplier No. 028976

Subject: CollectionHQ Subscription

Lead Dept: Library

Action Requested: Authorize payment for subscription to CollectionHQ, a web-based collection management database.

Contract Number:	LIB-2022-00020464	Contract Term:	01/25/2023	to	01/25/2024
------------------	-------------------	----------------	------------	----	------------

Background: CollectionHQ is a web-based application that helps library staff with the acquisition and management of library materials. It provides modules for selection, collection management, marketing, and performance of library materials. CollectionHQ is fully hosted online and accessible by any staff computer.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	LIB	5392		3341		- CX LIB-2022-00020464	\$34,425.00	
						-		
						-		
Financing:							<b>TOTAL:</b>	\$34,425.00

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

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

MJ Giudice  
MJ Giudice (Sep 16, 2022 14:43 PDT)  
By Department Director

Ashley Stockton  
Ashley Stockton (Feb 7, 2023 12:07 CST)  
Approved as to Form by City Attorney

[Signature]  
By City Manager  
Date: Sep 23, 2022



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235337

EFFECTIVE DATE

February 7, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name:	BUSH BOYZ ENTERPRISES, INC.	Supplier No.	VC26456
----------------	-----------------------------	--------------	---------

Subject:	SOUTHERN DALLAS INVESTMENT FUND GRANT
----------	---------------------------------------

Lead Dept:	MANAGEMENT SERVICES - SMALL BUSINESS CENTER
------------	---

Action Requested:	AUTHORIZE AN ECONOMIC DEVELOPMENT GRANT AGREEMENT PURSUANT TO CHAPTER 380 OF THE TEXAS LOCAL GOVERNMENT CODE, AND THE 2017 GENERAL OBLIGATION BOND FUNDS FROM PROPOSITION I. TO PROVIDE GRANT FUNDING TO BUSH BOYZ ENTERPRISE, INC. UNDER THE SOUTHERN DALLAS INVESTMENT FUND PROGRAM STATEMENT AS FUNDED BY 2017 BOND FUNDS (PROP. I) APPROVED ON MAY 22, 2019 BY COUNCIL RESOLUTION #19-0803.
-------------------	---

Contract Number:	SBC-2023-00021012	Contract Term:	to
------------------	-------------------	----------------	----

**Background:** SOUTHERN DALLAS INVESTMENT FUND IS USED TO STIMULATE BUSINESS AND COMMERCIAL ACTIVITY IN SOUTHERN DALLAS, IN CONFORMANCE WITH CHAPTER 380 OF THE TEXAS LOCAL GOVERNMENT CODE; AND SOUTHERN DALLAS INVESTMENT FUND PROGRAM STATEMENT. BUSH BOYZ ENTERPRISES, INC. TOTAL PROJECT COST IS \$33,270.00 FOR CAPITAL IMPROVEMENTS TO THE COMMERCIAL BUILDING LOCATED AT 313 N. BISHOP AVE. DALLAS, TX 75208 IN (COUNCIL DISTRICT # 1); THIS GRANT MEETS THE ELIGIBILITY CRITERIA OF THE SOUTHERN DALLAS INVESTMENT FUND PROGRAM STATEMENT AS AUTHORIZED ON SEPTEMBER 28, 2022 BY COUNCIL RESOLUTION #22-1477.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
1V52	MGT	VI09	SDIF	3016	EC17VI09	CX	SBC-2023-00021012	\$30,000.00
						-		\$0.00
						-		\$0.00
<b>Financing:</b>							<b>TOTAL:</b>	\$30,000.00


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

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

By Department Director Date 2/6/23

Approved as to Form by City Attorney Date Feb 7, 2023



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	235338	235338
	EFFECTIVE DATE	EFFECTIVE DATE
	January 13, 2023	January 13, 2023

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

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input checked="" type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2023 FEB -7 PM 4:10

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

Supplier Name: Brianna Young	Supplier No.:
------------------------------	---------------

Subject: Dallas Homebuyer Assistance Program

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execution of the City of Dallas Homebuyer Written Agreements (HOME/CDBG) for down payment assistance for the total amount of \$29,500 (\$14,750 in HOME funds, \$14,750 in CDBG funds). Funds have been appropriated by previous City Council resolution.

Contract Number:	HOU-2023-00020988	Contract Term:	to
------------------	-------------------	----------------	----

Background: Ms. Young was approved for purchase of property at 312 N. Patton Ave., Unit 101. using HOME funds (\$14,750.00) and CDBG funds (\$14,750.00) for homebuyer assistance. The city provided the DHAP program pursuant to Council Resolution 21-1656 on October 13, 2021 to provide homebuyer assistance to households with income at or below 80% of the AMI. Funding has been appropriated under a prior Resolution.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input checked="" type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	n/a	n/a	n/a	0.00	0	\$ 0.00	0%

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


David Noguera  
David Noguera (Jan 13, 2023 16:27 CST)  
By Department Director

Jan 13, 2023  
Date

Kelsey Ciluffo  
Kelsey Ciluffo (Feb 7, 2023 15:40 CST)  
Approved as to Form by City Attorney

Feb 7, 2023  
MS Date

Jan 13, 2023  
By City Manager Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	235339
		EFFECTIVE DATE
		Feb 6, 2023

RECEIVED  
2023 FEB -8 AM 10:28  
CITY SECRETARY  
DALLAS, TEXAS

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).	
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.	
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.	
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):	

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

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

<b>Supplier Name:</b>	ARTSTILLERY	<b>Supplier No.</b>	VS97020
-----------------------	-------------	---------------------	---------

<b>Subject:</b>	Professional Services
<b>Lead Dept:</b>	Office of Arts and Culture

<b>Action Requested:</b>	Consultant shall present performances and workshops that focus on Yoga for all ages, literary/spoken word writing workshops, theatre for older adults, adults, and youth & "Learning how to empower your own voice in public spheres" workshops for all ages as directed by the Office of Arts and Culture. Consultant can also provide performances upon request from our repertoire or a selected (agreed upon) piece by both participating organizations. All services can be made available virtually and are subject to the approval of City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.				
<b>Contract Number:</b>	OCA-2022-00020135 (CR-00026098)	<b>Contract Term:</b>	2/9/2023	to	9/30/2023

<b>Background:</b>	Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of <b>\$8,000.00</b> . Payment will be made upon satisfactory completion of each requested service following receipt of consultant's final report of the services provided with attached/uploaded invoice.
--------------------	---

<b>HUB</b>	Check appropriate Box <a href="https://mycpa.cpa.state.tx.us/tpasscmbi/search/">https://mycpa.cpa.state.tx.us/tpasscmbi/search/</a>
	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4878	CA01	3089		MASC OCA-2022-00020135	\$8,000.00
<b>Financing:</b> General Fund							<b>TOTAL:</b> \$8,000.00

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

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

 Martine Philippe (Feb 2, 2023 15:24 CST) By Department Director	Feb 2, 2023 Date	 Bian Beverly (Feb 7, 2023 08:02 CST) Approved as to Form by City Attorney	Feb 7, 2023 Date
 By City Manager		Feb 6, 2023 Date	



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235340

EFFECTIVE DATE

February 6, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB -8 AM 11:00  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Supplier Name: RUSH TRUCK LEASING, INC. Supplier No. 517378

Subject: REFUSE TRUCK RENTAL

Lead Dept: SANITATION SERVICES

Action Requested: AUTHORIZE RENTAL OF FOUR REFUSE TRUCKS FOR A THREE MONTH PERIOD THROUGH A COOPERATIVE PURCHASING PROGRAM WITH THE CITY OF DENTON.

Contract Number:	SAN-2023-00021217	Contract Term:	2/3/2023	to	1/15/2024
------------------	-------------------	----------------	----------	----	-----------

Background: REFUSE TRUCK RENTAL IS REQUIRED TO ASSIST SANITATION IN MEETING ITS DAILY EQUIPMENT NEEDS IN ORDER TO PROVIDE ON-TIME RECYCLE AND GARBAGE COLLECTION.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0440	SAN	3515		3410		CX SAN-2023-00021217	\$84,392.00
						-	\$0.00
						-	\$0.00
Financing: Sanitation Operation Fund						<b>TOTAL:</b>	\$84,392.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$84,392.00	%

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

Jay Council  
Jay Council (Feb 3, 2023 14:40 CST)

By Department Director

02/03/2023

Date

Arthur N. Bashor  
Arthur N. Bashor (Feb 8, 2023 10:38 CST)

Approved as to Form by City Attorney

02/08/2023

Date

Carl A

By City Manager

02/06/2023

Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235341

EFFECTIVE DATE

01-09-2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB - 8 AM 11:58  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: TEXAS A&M ENGINEERING EXTENSION SERVICE - TEEX Supplier No. VC0000004488

Subject: CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN TRAINING COURSE DELIVERY

Lead Dept: MGT-IPS

Action Requested: AUTHORIZE EXECUTION OF AGREEMENT BETWEEN CITY OF DALLAS AND THE TEXAS A&M ENGINEERING EXTENTION SERVICE

Contract Number: IPS-2023-00021224 Contract Term: 1/1/2023 to 6/1/2023

Background: THE CITY INTENDS TO TRAIN STAFF FROM MULTIPLE DEPARTMENTS IN CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED). THIS ACTION AUTHORIZES EXECUTION OF PRICE AGREEMENT FOR TRAINING DELIVERY.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpascmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	5352		3099		CT IPS-2023-00021224	\$25,850.00
						-	\$0.00
						-	\$0.00
Financing: GENERAL FUND						TOTAL:	\$25,850.00

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

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

Kevin Oden 1/5/2023  
By Department Director Date

Don Knight Feb 8, 2023  
Approved as to Form by City Attorney Date

Jon Fortune Jan 9, 2023  
By City Manager Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235342

EFFECTIVE DATE

02-07-2023<sup>86</sup>

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2023 FEB 8 AM 11:56

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Supplier Name: CHILD POVERTY ACTION LAB ("CPAL") Supplier No. \_\_\_\_\_

Subject: MEMORANDUM OF AGREEMENT BETWEEN CITY AND CPAL

Lead Dept: MGT-IPS

Action Requested: AUTHORIZE EXECUTION OF MEMORANDUM OF AGREEMENT BETWEEN CITY AND CPAL

Contract Number: N/A Contract Term: 1/1/2023 to 12/31/2025

Background: THE CITY INTENDS TO FORMALIZE ITS RELATIONSHIP WITH THE CHILD POVERTY ACTION LAB TO CONTINUE THE DEVELOPMENT AND OPERATION OF THE RISK TERRAIN MODEL. TO DO THIS, CPAL RELIES ON DATA PROVIDED QUARTERLY BY THE CITY. THIS ACTION FORMALIZES THE RESPONSIBILITIES OF EACH PARTY.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

Kevin Oden  
By Department Director

1/3/2022  
Date

Don Knight  
Don Knight (Feb 7, 2023 17:32 CST)  
Approved as to Form by City Attorney

Feb 7, 2023  
Date

Jon Fortune  
Jon Fortune (Feb 7, 2023 17:24 CST)  
By City Manager

Feb 7, 2023  
Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235343  
EFFECTIVE DATE

1-26-2023

RECEIVED  
CITY SECRETARY  
DALLAS TEXAS  
FEB - 8 PM 2:13

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) Supplier No. 349633

Subject: AGREEMENT & APPLICATION TO APPLY TO THE TCEQ VOLUNTARY CLEANUP PROGRAM (VCP)

Lead Dept: OEQ

Action Requested: AUTHORIZE ADMINISTRATIVE ACTION ALLOWING THE CITY OF DALLAS TO APPLY TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) VOLUNTARY CLEANUP PROGRAM (VCP). NO COST CONSIDERATION TO THE CITY.

Contract Number: OEQ-2023-00021227 Contract Term: 1/5/2023 to 1/5/2025

Background: THE CITY OF DALLAS IS REQUESTING OVERSIGHT, REVIEW, AND APPROVAL FROM TCEQ STAFF IN THE VCP PURSUANT TO 361.604 OF THE TEXAS SOLID WASTE DISPOSAL ACT FOR THE PROPERTY LOCATED AT 1711 GAISFORD STREET AND 4105 SOUTH FITZHUGH AVENUE (FAIR PARK COMMUNITY PARK & PARKING GARAGE), DALLAS, DALLAS COUNTY, TEXAS.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

By Department Director

Date

Approved as to Form by City Attorney

Date

By City Manager

Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235344

EFFECTIVE DATE

January 13<sup>th</sup>, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB-8 PM 2:21  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: REKJ Builders Limited Liability Company - Contractor  
Kimberly Mathis - Homeowner

Supplier No. VC20926

Subject: Dallas Tomorrow Fund (DTF)

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute a tri-party agreement for the Dallas Tomorrow Fund (DTF) Program to provide repairs and/or rehabilitation to the property located at 6115 Songwood Dr., Dallas, TX 75241, in an amount not to exceed \$14,420.00.

Contract Number:	HOU-2022-00020190	Contract Term:	Effective Date of the AA above	to	02/18/2023
------------------	-------------------	----------------	--------------------------------	----	------------

Background: On September 28, 2016 the Dallas City Council approved Ordinance No. 30236, which amended Chapter 27 Sec 16.13-16.23 of the Dallas City Code ("Code"), changing the process of referring persons determined financially unable to repair or rehabilitate their property or premises in compliance with the Code. DTF must be used for the sole purpose of rehabilitating and/or repairing properties and premises in the city for persons who are found unable to financially comply with notice of violation issued by the director under Section 27-16 of the Code. Funding for the repairs/rehabilitation is derived from the Contract for Services executed between the City and Contractor, as authorized by City Council Resolution No. 20-1555, approved on October 13, 2020.

HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/tpa/sscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

David Noguera  
David Noguera (Jan 13, 2023 16:18 CST)

By Department Director

Jan 13, 2023  
Date

Suzanne Knuppel  
Suzanne Knuppel (Jan 17, 2023 16:16 CST)

Approved as to Form by City Attorney *SK*

Jan 17, 2023  
Date

Majed [Signature]  
Majed [Signature] (Jan 13, 2023 18:03 CST)

By City Manager

Jan 13, 2023  
Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235345

EFFECTIVE DATE

1/31/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 14%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB -9 AM 10:13  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: KPI North America, LLC Supplier No. VC26535

Subject: Customer Surveys at Dallas Love Field

Lead Dept: Aviation

Action Requested: Authorize consulting services contract for the awarded consultant to conduct surveys at Dallas Love Field. Service solicited through Purchasing using **B122-00020295** in an amount not to exceed **\$16,800.00**

Evaluation documents attached  
 Contract Number: AVI-2023-00021028 Contract Term: 1/30/2023 to 1/29/2024

Background: The awarded consultant will conduct surveys each quarter to comply with ACI standards. Consultant was evaluated and the service was solicited through Purchasing using reference number **B122-00020295**. The awarded amount is not to exceed **\$16,800.00**.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0130	AVI	7710	AV11	3070		CX AVI-2023-00021028	\$16,800.00
Financing: FY2023 Operating Fund							TOTAL: \$16,800.00

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

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

1/30/2023  
By Department Director Date

02/01/23  
Approved as to Form by City Attorney Date

1/31/23  
By City Manager Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235346

EFFECTIVE DATE

01/23/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB -9 PM 12:30  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Supplier Name: LINEBARGER GOGGAN BLAIR & SAMPSON, LLP Supplier No. \_\_\_\_\_

Subject: CONTRACT RENEWAL- LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

Lead Dept: HOUSING AND NEIGHBORHOOD REVITALIZATION/ DHADC

Action Requested: AGREEMENT NO. 3 TO EXERCISE THE THIRD OF FOUR ONE YEAR RENEWAL OPTIONS, TO THE SERVICE CONTRACT WITH LINEBARGER GOGGAN BLAIR & SAMPSON, LLP. NO INCREASE IN FUNDING.

Contract Number:	HOU - 201900011476	Contract Term:	OCT. 1, 2022	to	SEPT. 30, 2023
------------------	--------------------	----------------	--------------	----	----------------

Background: DHADC CONTRACT WITH LINEBARGER FOR PROFESSIONAL LEGAL SERVICES.


HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>


- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

 1/20/23  
 By Department Director Date

 2/8/23  
 Approved as to Form by City Attorney KC Date

 01/23/23  
 By City Manager Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235347

EFFECTIVE DATE

January 25, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached)  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB 10 PM 1:00  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Supplier Name: BARTLETT & WEST, INC. Supplier No. VS0000079867

Subject: SUPPLEMENTAL AGREEMENT NO. 2 TO ASSIGN CONTRACT TO BARTLETT & WEST, INC., FROM CIVIL ASSOCIATES, INC., DUE TO MERGER OF THE COMPANIES.

Lead Dept: TRANSPORTATION

Action Requested: AUTHORIZE SUPPLEMENTAL AGREEMENT NO. 2 TO ASSIGN CONTRACT NO. TRN-2022-00018440 TO BARTLETT & WEST, INC., FROM CIVIL ASSOCIATES, INC., DUE TO MERGER OF THE COMPANIES.

Contract Number:	TRN-2022-00018440	Contract Term:	3-9-2022	to	UNTIL COMPLETED
------------------	-------------------	----------------	----------	----	-----------------

Background: ON MARCH 9, 2022, CITY COUNCIL AUTHORIZED THE PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH CIVIL ASSOCIATES, INC., TO DESIGN ROADWAY MODIFICATIONS OF PARK LANE FROM GREENVILLE AVENUE TO HEMLOCK AVENUE, HEMLOCK AVENUE TO ABRAMS ROAD, AND ALONG FAIR OAKS AVENUE FROM RIDGECREST ROAD TO WALNUT HILL LANE INCLUDING IMPROVED CONNECTIVITY TO THE SOPAC AND WHITE ROCK TRAILS; AND TO DESIGN RECONSTRUCTION OF WATER AND WASTEWATER INFRASTRUCTURE IN THE AREA, IN AN AMOUNT NOT TO EXCEED \$1,052,055.30, BY RESOLUTION NO. 22-0451. ON APRIL 19, 2022, CITY MANAGER AUTHORIZED SUPPLEMENTAL AGREEMENT NO. 1 TO INCLUDE THE FINAL NEGOTIATED SCOPE AND A MISSING FEE TAB TO ENSURE THE CONTRACT REFLECTED ACCURATE INFORMATION, BY ADMINISTRATIVE ACTION NO. 22-5672.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	2	22-0451	3-24-2022	1,052,055.30	0	\$1,052,055.30	0.00%

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



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235348

EFFECTIVE DATE

Feb 6, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 10 AM 10:37  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name:	Matt Bagley	Supplier No.	VS94037
----------------	-------------	--------------	---------

Subject: Arts Activate 2023 – Round 1

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall produce "Go-Go 2023", a portable print shop by Iron Frog Press. All skill and age levels, from kids to pros, can attend the three fun, action-packed workshops. Participants will learn the basics of printmaking and new techniques to make colorful prints. The three locations will be Vickery Park Branch Library, Kleberg-Rylie Recreation Center, and White Rock Hills Branch Library. Events will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2022-00020335 (CR-00026238)	Contract Term:	AA Effective Date	to	September 15, 2023
------------------	---------------------------------	----------------	-------------------	----	--------------------

Background: The fee for this service is \$8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$ 4,000.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2,000.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/toasscmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
	0001	OCA	4880	CA01	3089		MASC OCA-2022-00020335	\$8,000.00
	Financing: General Fund						<b>TOTAL:</b>	\$8,000.00

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

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

Martine Philippe (Feb 2, 2023 15:25 CST)  
 By Department Director

Feb 2, 2023  
 Date

Brian Beverly (Feb 7, 2023 07:55 CST)  
 Approved as to Form by City Attorney

Feb 7, 2023  
 Date

Feb 6, 2023  
 By City Manager Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235349

EFFECTIVE DATE

02/09/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 10 AM 10:51  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: CDM Smith, Inc. Supplier No. 089614

Subject: Time Extension for additional engineering services for major rehabilitation of the ozone systems at the Bachman, Eastside, and Elm Fork Water Treatment Plants

Lead Dept: Dallas Water Utilities

Action Requested: Request approval of a 12-month time extension to the professional services contract with CDM Smith, Inc. to allow the consultant to continue to provide construction phase services and start up and operation through the extended duration of construction. CDM Smith, Inc. will continue to perform the consulting and engineering work as described in the scope of work. The terms of the contract will extend the contract to August 22, 2023. This action has no cost consideration to the City.

Contract Number: DWU-2016-00001315 Contract Term: 8/22/2018 to 8/22/2023

Background: Please see attachment.

- W
- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
  - YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
  - NO, there are no HUB's in Dallas County to contact for this business category.
  - NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	3	15-1189	6/17/2015	\$271,980.00	\$5,991,597.00	\$6,263,577.00	2,302.96%

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

Terry Lowery  
TerryLowery (Feb 9, 2023 15:29 CST)

02/09/23

Cal Estee  
Cal Estee (Feb 9, 2023 15:31 CST)

02/09/23

MP  
By Department Director

Date

Approved as to Form by City Attorney

Date

Kimberly Bizer-Tolbert  
Kimberly Bizer-Tolbert (Feb 9, 2023 15:30 CST)

02/09/23

By City Manager

Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235350

EFFECTIVE DATE

02/09/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 15%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 10 AM 10:51  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name:	Huitt-Zollars, inc.	Supplier No.	090025
----------------	---------------------	--------------	--------

Subject:	Time Extension for engineering services for the replacement and rehabilitation of water and wastewater mains at 21 locations
----------	--

Lead Dept:	Dallas Water Utilities
------------	------------------------

Action Requested:	Request approval of a 36-month time extension to the professional services contract with Huitt-Zollars, Inc. to allow the consultant to complete design of the replacement and rehabilitation of water and wastewater mains at 21 locations. Huitt-Zollars, Inc. will continue to perform the consulting and engineering work as described in the scope of work. The terms of the contract will extend the contract to November 29, 2025. This action has no cost consideration to the City.
-------------------	--

Contract Number:	DWU-2019-00016704	Contract Term:	11/29/2022	to	11/29/2025
------------------	-------------------	----------------	------------	----	------------

Background:	On August 25, 2021, City Council authorized a professional services contract with Huitt-Zollars, Inc. for the replacement and rehabilitation of water and wastewater mains at 21 locations by Resolution No. 21-1393.
-------------	---

W	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.
---	--

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	21-1393	8/25/2021	\$1,424,852.00	\$0.00	\$1,424,852.00	0%

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

Terry Lowery  
Terry Lowery (Feb 9, 2023 10:16 CST)

Feb 9, 2023

Cal Estee  
Cal Estee (Feb 9, 2023 15:29 CST)

02/09/23

By Department Director

Date

Approved as to Form by City Attorney

Date

MP  
MP

Kimberly Bizer-Tolbert  
Kimberly Bizer-Tolbert (Feb 9, 2023 15:18 CST)

Feb 9, 2023

By City Manager

Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235351

EFFECTIVE DATE

8/30/22

RECEIVED  
 FEB 10 PM 2:41  
 CITY SECRETARY  
 DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 15%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name:	Turtle Creek Conservancy	Supplier No.	
Subject:	Lemmon Ave. Bridge wall Mural Beautification Project		
Lead Dept:	Public Works		

**Action Requested:** Authorize a five (5) year Beautification and Maintenance agreement with the Turtle Creek Conservancy to paint a mural sign consisting of "Turtle Creek Park" and logo on the bridge wall located at the intersection of Lemmon Ave. and Turtle Creek Blvd. The proposed project includes painting and maintaining free of graffiti the Bridge wall (see exhibit A). This project is 100% funded by the Turtle Creek Conservancy and is renewable at the discretion of the Office of Arts and Culture and the Department of Public Works.

Contract Number:	PBW-2022-00019918	Contract Term:	N/A	to	N/A
------------------	-------------------	----------------	-----	----	-----

**Background:** The Turtle Creek Conservancy identified an area on the bridge wall along the Turtle Creek Trail in need of beautification and have proposed a project to install and maintain paint on the bridge wall located at the intersection of Lemmon Ave. and Turtle Creek Blvd. The project will be 100% funded by the Turtle Creek Conservancy.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.  
NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

*[Signature]*  
By Department Director Date 8/17/22

*[Signature]*  
Approved as to Form by City Attorney Date 12/1/22

*[Signature]*  
By City Manager Date 8/30/22



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235352

EFFECTIVE DATE

02/10/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 2%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB 10 PM 3:20  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Supplier Name: APM & Associates, Inc. Supplier No. 265694

Subject: Time Extension for engineering services for the extension of water and wastewater mains to unserved areas

Lead Dept: Dallas Water Utilities

Action Requested: Request approval of a 36-month time extension to the professional services contract with APM & Associates, Inc. to allow the consultant to conduct professional engineering services through the construction phase of this project. APM & Associates, Inc. will continue to perform the consulting and engineering work as described in the scope of work. The terms of the contract will extend the contract to December 31, 2025. This action has no cost consideration to the City.

Contract Number:	DWU-2022-00018178	Contract Term:	02/09/2022	to	12/31/2025
------------------	-------------------	----------------	------------	----	------------

Background: On February 9, 2022, City Council authorized professional service contracts with five consulting firms to provide engineering services for the extension of water and wastewater mains to unserved areas (list attached to the Agenda Information Sheet) - Pacheco Koch Consulting Engineers, Inc. in the amount of \$1,216,100.00, GEI Consultants, Inc. in the amount of \$1,497,786.50, Criado & Associates, Inc. in the amount of \$1,071,360.00, CP&Y, Inc. in the amount of \$1,430,000.00, and APM & Associates, Inc. in the amount of \$1,499,200.00 by Resolution No. 22-0331.

W  YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  
 YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  
 NO, there are no HUB's in Dallas County to contact for this business category.  
 NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	22-0331	02/09/2022	\$1,499,200.00	\$0.00	\$1,499,200.00	0%

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

Terry Lowery  
Terry Lowery (Feb 9, 2023 16:01 CST)  
By Department Director

02/09/23  
Date

Cal Estee  
Cal Estee (Feb 10, 2023 14:44 CST)  
Approved as to Form by City Attorney

02/10/23  
Date

Kimberly Bizar-Talbert  
Kimberly Bizar-Talbert (Feb 10, 2023 14:42 CST)  
By City Manager

02/10/23  
Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235353

EFFECTIVE DATE

February 7, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 10 PM 5:05  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: Texas A&M Engineering Extension Service (TEEX) Supplier No. VC0000004488  
 Subject: Letter of Agreement for HazMat Technician Training  
 Lead Dept: Dallas Fire Rescue

Action Requested: Authorize the HazMat Technician Training under the Letter of Agreement between TEEX and City of Dallas to allow TEEX instructor to provide the training here at the Dallas Fire-Rescue facility.  
 Contract Number: DFD-2023-00021431 Contract Term: 2/13/2023 to 2/17/2023

Background: DFR fighters assigned to the HazMat Program requires specific training to obtain the certification to work in such a program. Historically such training has been provided under interlocal agreement with TEEX. An agreement under which such training has been provided in the past expired last year and a new agreement by OPS has been underway and anticipated to go to Council in March. However, there is a critical need for the members to be trained and this opportunity has become available as a cost-effective measure instead of 40 members traveling to College Station, TX.

, TXHUB  
 Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmb/search/>  
 YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  
 YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  
 NO, there are no HUB's in Dallas County to contact for this business category.  
 NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DFD	HS05	HS05	Object	3361	-	\$56,000.00
						-	
						-	
Financing: General Funds						<b>TOTAL:</b>	\$56,000.00

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

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

Dominique Artis (Feb 7, 2023 10:00 CST)  
 By Department Director

Feb 7, 2023  
 Date

Approved as to Form by City Attorney  
 Date

Jon Fortune (Feb 7, 2023 10:48 CST)  
 By City Manager

Feb 7, 2023  
 Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235354

EFFECTIVE DATE

Feb 3, 2023

RECEIVED  
2023 FEB 13 PM 4:15  
CITY SECRETARY  
DALLAS TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 10%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Supplier Name: TESSCO INCORPORATED Supplier No. 513876

Subject: TWO-WAY RADIO PARTS AND EQUIPMENT

Lead Dept: INFORMATION & TECHNOLOGY SERVICES

Action Requested: Authorize a two-year master agreement for the purchase of two-way radio parts pursuant to GSA cooperative agreement: GS-35F-0548P.

Contract Number: DSV-2023-00021201 Contract Term: 4/1/2023 to 3/31/2025

Background: THIS AGREEMENT WILL PROVIDE FOR THE PARTS AND EQUIPMENT NECESSARY TO MAINTAIN RELIABLE RADIO COMMUNICATIONS FOR PUBLIC SAFETY DEPARTMENTS.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0197	DSV	1810		2760		MA DSV-2023-00021201	\$68,520.16
						-	\$0.00
						-	\$0.00
Financing:		Communication Service Fund				TOTAL:	\$68,520.16

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$68,520.16	%

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

*William Zielinski*  
William Zielinski (Jan 5, 2023 15:39 CST)  
By Department Director

Jan 5, 2023  
Date

*Don Knight*  
Approved as to Form by City Attorney

Feb 3, 2023  
Date

*Carl*  
By City Manager

Feb 3, 2023  
Date

*AK*



# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**  
**235355**  
**EFFECTIVE DATE**  
Feb 6, 2023

RECEIVED  
 2023 FEB 13 PM 5:05  
 CITY SECRETARY  
 DALLAS, TEXAS

1. Place an "X" in the appropriate box for the approval of:
- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name: S. Dean Hill Supplier No. 355510

Subject: Arts Activate 2023 - Round 2

Lead Dept: Office of Arts and Culture

**Action Requested:** OAC Big "D" Battle of Drumlines is a high-energy showcase of some of the top DISD marching percussion sections. With this years Drumline Showcase we are adding the marching Tuba Line Battle to add to the flavor of the event, which is a component that many of the Historical Black Colleges and Universities (HBCU) add to their events to give added flavor & swag. The premise behind this drumline showcase is the promotion of fine arts and in particular high school marching band programs. This event is scheduled for April 1, 2023 at High Noon with 10 high schools included: D.W. Carter, J.F. Kimball, South Oak Cliff, Roosevelt, Sunset, L.G. Pinkston, Lincoln, W.W. Samuell, Skyline and Townview High. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number: OCA-2022-00020336 (CR-00026297) Contract Term: AA Effective Date to September 15, 2023

**Background:** The fee for this service is \$8000 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2000 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$4000 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2000, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/toasscmb/lssearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880	CA01	3089		MASC OCA-2022-00020336	\$8,000.00
Financing: General Fund						<b>TOTAL:</b>	\$8,000.00

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

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

Martine Philippe (Feb 2, 2023 15:25 CST)  
By Department Director Date

Hannah Minton (Feb 10, 2023 16:24 CST)  
Approved as to Form by City Attorney Date

Feb 6, 2023  
By City Manager Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235356

EFFECTIVE DATE

FEB 9, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 FEB 14 AM 8:31  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: MiCTA Supplier No. VC26590  
 Subject: Join MiCTA Cooperative Purchasing Program  
 Lead Dept: Office of Procurement Services

Action Requested: Authorize the participation in a cooperative purchasing program with the Michigan Collegiate Telecommunications Association, herein after called MiCTA.  
 Contract Number: DSV-2023-00021010 Contract Term: 2/7/2023 to 2/6/2028

Background: MiCTA is a nationwide organization providing quality products and services to its members by providing discounted and cost-effective telecom services through competitive RFPs enabling members to access better volume pricing, additional purchasing programs and a growing number of highly desirable vendors.

HUB  
 Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>  
 YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.  
 YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.  
 NO, there are no HUB's in Dallas County to contact for this business category.  
 NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0198	DSV	1510		3099	N/A	CX DSV-2023-00021010	\$1,000.00
						-	\$0.00
						-	\$0.00
Financing: Data Services Funds (subject to annual appropriations)						<b>TOTAL:</b>	\$1,000.00

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

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

William Zielinski  
 William Zielinski (Feb 9, 2023 13:10 CST)

By Department Director

Feb 9, 2023

Date

Matthew Green  
 Matthew Green (Feb 13, 2023 14:29 CST)

Approved as to Form by City Attorney

Feb 13, 2023

Date

[Signature]

By City Manager

Feb 9, 2023

Date

MG  
 MG



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235357

EFFECTIVE DATE

01/23/2023

CITY SECRETARY  
DALLAS, TEXAS

FEB 14 AM 9:56

RECEIVED

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name:	REPUBLIC TITLE OF TEXAS, INC.	Supplier No.	
----------------	-------------------------------	--------------	--

Subject: CONTRACT RENEWAL- REPUBLIC TITLE OF TEXAS, INC.

Lead Dept: HOUSING AND NEIGHBORHOOD REVITALIZATION/ DHADC

Action Requested: AGREEMENT NO. 3, TO EXERCISE THE THIRD OF FOUR ONE YEAR RENEWAL OPTIONS, TO THE SERVICE CONTRACT WITH REPUBLIC TITLE. NO INCREASE IN FUNDING.

Contract Number:	HOU - 201900011477	Contract Term:	OCT. 1, 2022	to	SEPT. 30, 2023
------------------	--------------------	----------------	--------------	----	----------------

Background: DHADC CONTRACT WITH REPUBLIC TITLE FOR PERFORMING PROFESSIONAL TITLE, ESCROW, ABSTRACT AND INSURANCE SERVICES RELATED TO ACQUISITION AND SALES OF PARCELS OF REAL PROPERTY.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

By Department Director 1/20/23 Date  
 Approved as to Form by City Attorney 2/8/23 Date  
 By City Manager 01/23/23 Date  
for

235358

Memorandum

RECEIVED

2024 MAR 11 PM 2: 24

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE 03/05/2024

TO City Secretary

SUBJECT Correction to Administrative Action 23-5358

This is the first correction to the subject Administrative Action.

Contract number: PKR-2022-00020359 (PKR-2022-00020359-1)

The subject Administrative Action was approved 10/17/2022.

Changes needed to correct: Vendor Number needs to be corrected:  
Vendor Number needs to be corrected:

Supplier No. 205173

Supplier No. VC22037

Department: Park and Recreation Department

Director (or designee.): *John Jenkins* Mar 5, 2024  
John Jenkins (Mar 5, 2024 09:11 CST)  
Signature Date  
John Jenkins  
Print Name

Attachment for reference: Administrative Action 23-5358, and if applicable, previous correction memo(s)

OFS:  Approved  Denied Is ATT Approval Needed?  Y  N

OFS: \_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Print Name

ATT:  Approved  Denied

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

*PKR*  
*3.13.24*





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235358

EFFECTIVE DATE

Oct 17, 2022

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 FEB 14 AM 10:34  
 CITY SECRETAR  
 DALLAS, TEXAS

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

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

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

Supplier Name: BROWN REYNOLDS WATFORD ARCHITECTS, INC. Supplier No. 205173

Subject: TRINITY RIVER AUDUBON CENTER - FACILITY CONDITION ASSESSMENT

Lead Dept: PARK AND RECREATION

Action Requested: AUTHORIZE A PROFESSIONAL SERVICES CONTRACT WITH BROWN REYNOLDS WATFORD ARCHITECTS, INC. FOR THE FACILITY CONDITION ASSESSMENT OF THE TRINITY RIVER AUDUBON CENTER, LOCATED AT 6500 S. GREAT TRINITY RIVER FOREST WAY.

Contract Number: PKR-2022-00020359 Contract Term: NTP to 365 Calendar Days

Background: THIS CONTRACT WILL INCLUDE AN INVESTIGATION AND COST ESTIMATE OF THE NEEDS FOR THE BUILDING AND SITE AS IT PERTAINS TO MAINTENANCE, REPAIR AND SYSTEM REPLACEMENT. BROWN REYNOLDS WATFORD ARCHITECTS, INC. WILL ASSESS THE CURRENT CONDITION OF THE BUILDING FINISHES, ROOM ACOUSTICS, MECHANICAL/ ELECTRICAL/ PLUMBING EQUIPMENT AND FIXTURES AS WELL AS THE EXTERIOR ENVELOPE. THE CONSULTANT WILL ALSO DETERMINE IF THE CURRENT ROOMS ARE FULLFILLING THE NEEDS OF THE PROGRAMS AND ACTIVITIES THAT GO ON IN THE BUILDING.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5002	TRPP	3070		-	\$94,000.00
	<i>Kaitlin Casum</i>	10/5/2022				-	\$0.00
						-	\$0.00
Financing:						<b>TOTAL:</b>	\$94,000.00

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

RTW 9/28/22

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

*[Signature]*  
John Jenkins (Oct 14, 2022 10:57 CDT)

Oct 14, 2022

*[Signature]*

Jan 24, 2023

By Department Director

Date

Approved as to Form by City Attorney

Date

*[Signature]*

Oct 17, 2022

By City Manager

Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235359

EFFECTIVE DATE

Jan 26, 2023

2023 FEB 14 PM 3:05  
CITY SECRETARY  
DALLAS, TEXAS

RECEIVED

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: UNITED SITE SERVICES Supplier No. 500309

Subject: THE PORTA POTTY PILOT PROJECT

Lead Dept: OFFICE OF HOMELESS SOLUTIONS

Action Requested: Authorize ratification of an emergency procurement for sanitation rental and services for porta potty rentals and maintenance for United Site Services in the amount of \$24,755.98.

Contract Number: OHS-2022-00019658 Contract Term: N/A to N/A

Background: THE RESIDENTS LIVING IN HOMELESS ENCAMPMENTS DO NOT HAVE ACCESS TO SANITARY BATHROOM SERVICES. THIS ISSUE CAUSES HEALTH AND SAFETY ISSUES FOR PERSONS IN THE ENCAMPMENTS AND THE CITIZENS IN GENERAL. THE PORTA POTTY PILOT PROJECT WILL PROVIDE THE HOMELESS SANITARY BATHROOM SERVICES.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

N/A - CM JS

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	MGT	4311	EH54	3061		CX OHS-2022-00019658	\$24,755.98
						-	\$0.00
						-	\$0.00
Financing:						<b>TOTAL:</b>	\$24,755.98

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$24,755.98	%

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

WM  
WM  
By Department Director

Christine Crossley  
Christine Crossley (Jan 26, 2023 16:36 CST)

Jan 26, 2023  
Date

Willow Sanchez  
Willow Sanchez (Feb 14, 2023 11:42 CST)  
Approved as to Form by City Attorney

Feb 14, 2023  
Date

Kimberly Bizzot-Tolbert  
Kimberly Bizzot-Tolbert (Jan 26, 2023 17:42 CST)  
By City Manager

Jan 26, 2023  
Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235360

EFFECTIVE DATE

Feb 15, 2023

RECEIVED  
2023 FEB 15 PM 1:46  
CITY SECRETARY  
DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: SHI GOVERNMENT SOLUTIONS, INC. Supplier No. 502145

Subject: ELECTRONIC PLAN REVIEW SYSTEM

Lead Dept: INFORMATION AND TECHNOLOGY SERVICES

Action Requested: AUTHORIZE SA NO. 3 FOR \$0.00 WHICH WILL ALLOW FOR THREE (3) CHANGES TO THE EXISTING CONTRACT 1) ACCEPT SOW FOR SATURDAY SUPPORT USING EXISTING ASSURANCE SVCS DOLLARS, 2) AMEND SLA TERMS & 3) RECOGNIZE THE TERMINATION DATE OF THE CONTRACT AS SEP 30, 2023, BASED ON THE ACCEPTANCE DATE OF THE ORIGINAL SYSTEM.

Contract Number: DSV-2018-00004689 Contract Term: 2/1/2023 to 9/30/2023

Background: ON JANUARY 1, 2018 CITY COUNCIL AUTHORIZED A FIVE (5) - YEAR CONTRACT WITH SHI GOVERNMENT SOLUTIONS, INC. FOR AN ELECTRONIC PLAN REVIEW SYSTEM.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	3	18-0204	1/24/2018	\$2,245,136.00	\$1,088,332.04	\$3,333,468.04	48.47%

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

William Zielinski  
William Zielinski (Dec 7, 2022 16:04 CST)

Dec 7, 2022

Anna I. Sumbuto-Hobbes

Feb 15, 2023

By Department Director

Date

Approved as to Form by City Attorney

Date

Feb 15, 2023

By City Manager

Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235361

EFFECTIVE DATE

Dec 1, 2022

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB 15 PM 1:18  
CITY SECRETARY  
DALLAS, TEXA

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

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

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

Supplier Name: ~~Master Signs~~ Masterco Inc dba Master Signs Supplier No. 197696

Subject: Marquee Sign

Lead Dept: PKR

Action Requested: Authorize Encumbrance of \$7,985.00 for 5X8 double face, pole sign 24-volt LED  
Contact Person: Sharon Adams 214-670-7525

Contract Number:	PKR-2023-00021016	Contract Term:	TBD	to	05/30/2023
------------------	-------------------	----------------	-----	----	------------

Background: Master Signs provides a complete range of products and services for your marquee signs for professional advertisement. As installers, from planning to finish out, we have been in business since 1964, style may change over time, but quality never does.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbl/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PKR	5172		3099		CX PKR-2023-00021016	7,985.00
						-	
						-	

Financing:	Current Funds	TOTAL:	7,985.00
------------	---------------	--------	----------

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

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

John Jenkins  
John Jenkins (Dec 1, 2022 13:26 CST)  
By Department Director


Dec 1, 2022  
Date

[Signature]  
Approved as to Form by City Attorney  
Jan 30, 2023  
Date

OA  
OA

[Signature]  
By City Manager

Dec 1, 2022  
Date

 CITY OF DALLAS	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</p>	<b>ADMINISTRATIVE ACTION</b> <b>235362</b> <b>EFFECTIVE DATE</b> Feb 14, 2023
---	---	--

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 FEB 15 PM 3:32  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: Oncor Electric Delivery Service, LLC      Supplier No. 399181

Subject: Harwood Park – Tariff for Retail Delivery Service

Lead Dept: Park and Recreation Department

Action Requested: Execute a Tariff agreement for Retail Delivery Service with Oncor Electric Delivery Company, LLC to provide power for the Harwood Park in the amount of \$73,192.06.

Contract Number:	PKR-2023-00021176	Contract Term:	N/A	to	N/A
------------------	-------------------	----------------	-----	----	-----

Background: Oncor will provide standard delivery system facilities to Non-residential Development to meet the customers maximum demand requirement to serve 312 and 408 S. Harwood St. at Harwood Park.

HUB Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0530	PKR	7087	DWTN	3099	PKHRWDPK	CX- PKR-2023-00021176	\$73,192.06
Financing:						TOTAL:	\$73,192.06

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


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

John Jenkins  
John Jenkins (Jan 20, 2023 13:10 CST)  
By Department Director      Jan 20, 2023      Date

Christine Lanners  
Christine Lanners (Feb 14, 2023 13:24 CST)  
Approved as to Form by City Attorney      Feb 14, 2023      Date

Marissa Griffin 1/11/23  
By City Manager      1/11/2023      Date

Cal  
By City Manager      Feb 14, 2023      Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	235363
		EFFECTIVE DATE
		Dec 7, 2022

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input checked="" type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 FEB 15 PM 3:32  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name:	Oncor Electric Delivery Service, LLC	Supplier No.	399181
Subject:	Klyde Warren Park Nancy Best Fountain – Tariff for Retail Delivery Service		
Lead Dept:	Park and Recreation Department		

Action Requested:	Execute a Tariff agreement for Retail Delivery Service with Oncor Delivery Service, LLC to provide power for the Nancy Best Fountain at no cost to the City of Dallas.						
	Contract Number:	PKR-2023-00021031	Contract Term:	N/A	to	N/A	

**Background:** Oncor will provide standard delivery system facilities to Non-residential Development to meet the customers maximum demand requirement of 1755 KW 277/480 volt service to serve the Nancy Best Fountain at Klyde Warren Park.

**HUB**  
Check appropriate Box




<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	
						CX-	\$0
						-	
<b>Financing:</b>						<b>TOTAL:</b>	\$0

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

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

 By Department Director Dec 6, 2022 Date	 Approved as to Form by City Attorney Christine Lanners (Feb 15, 2023 14:02 CST) Feb 15, 2023 Date	
 By City Manager Dec 7, 2022 Date		





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235364

EFFECTIVE DATE

Feb 9, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

CITY SECRETARY  
DALLAS, TEXAS  
2023 FEB 15 PM 4:11  
RECEIVED

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

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

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

Supplier Name: Bernard Williams Supplier No. VS94235

Subject: Sunny South Dallas

Lead Dept: Office of Arts and Culture

Action Requested: Authorization is requested for a term extension for Bernard Williams to design and oversee installation of the approved final design concept responsive to the Scope of Work at the proposed location as published by Public Art Program.

Contract Number: OCA-2019-00010829 Contract Term: 4/26/2022 to 4/30/2023

Background: The original contract with Bernard Williams for Sunny South Dallas, authorized by Council Resolution No.19-1115, on August 14, 2019, had an end date of 12/31/2022. Due to delays, the department is requesting an extension for completion to April 30, 2023 with no additional funds added.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblssearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	CR 19-1115	4/26/2022	\$78,720.00	\$0	\$78,720.00	0%

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

Martine Philippe (Feb 8, 2023 19:47 CST)

By Department Director

Feb 8, 2023

Date

Hannah Minton (Feb 10, 2023 16:22 CST)

Approved as to Form by City Attorney HM


Feb 10, 2023

Date

By City Manager

Feb 9, 2023

Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1> <p>See Administrative Directive 4-05 for additional guidelines and routing.</p> <p><b>File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</b></p>	<b>ADMINISTRATIVE ACTION</b> <b>235365</b> <b>EFFECTIVE DATE</b> <b>Feb 9, 2023</b>
--	---	--

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

a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).

c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

Supplier Name: ALLBRITTON LEE, LLC (DBA RE: SITE) Supplier No. VC21697

Subject: Memorial for Victims of Racial Violence at Martyrs Park Public Art

Lead Dept: Office of Arts and Culture

Action Requested: Authorize Supplemental Agreement No. 1 to contract OCA-2021-00016048 for ALLBRITTON LEE, LLC (DBA RE: SITE) to design and install a site-specific public artwork at Martyrs Park located at 379 Commerce St. Total not to exceed \$150,000 – DWU Public Art Fund. Supplemental Agreement No. 1 extends the term of the contract due to continued COVID-related delays. No additional cost.

Contract Number:	OCA-2021-00016048	Contract Term:	May 12, 2021	to	July 31, 2023
------------------	-------------------	----------------	--------------	----	---------------

Background: The contract with artist team ALLBRITTON LEE, LLC was authorized by City Council Resolution No.21-0755 for \$150,000 on May 12, 2021 to complete this project on December 30, 2022. This action extends the term of the contract to July 31, 2023 at no additional cost to the city.

HUB Check appropriate Box <https://mycna.cpa.state.tx.us/passgmbsearch/>

YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

NO, there are no HUB's in Dallas County to contact for this business category.

NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	CR 21-0755	5/12/21	\$150,000.00	\$0	\$150,000.00	0%

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

  
 Martine Philippe (Feb 9, 2023 08:54 CST)

Feb 9, 2023

  
 Hannah Minton (Feb 10, 2023 16:21 CST)

Feb 10, 2023

By Department Director

Date

Approved as to Form by City Attorney

Date



Feb 9, 2023

By City Manager

Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235366

EFFECTIVE DATE

Feb 7, 2023

RECEIVED  
 2023 FEB 15 PM 4:32  
 CITY SECRETARY  
 DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: LAKE HIGHLANDS IMPROVEMENT DISTRICT CORPORATION Supplier No. \_\_\_\_\_

Subject: NO-COST BEAUTIFICATION AND MAINTENANCE AGREEMENT WITH LAKE HIGHLANDS IMPROVEMENT DISTRICT CORPORATION, TO INSTALL PUBLIC ARTWORK ON THE TRAFFIC SIGNAL CABINET AND/ OR BATTERY BACK-UP UNIT (BBU) LOCATED AT THE INTERSECTION OF WALNUT HILL LANE AND WHITE ROCK TRAIL, FOR A PERIOD OF THREE YEARS.

Lead Dept: TRANSPORTATION

Action Requested: AUTHORIZE THE NO-COST BEAUTIFICATION AND MAINTENANCE AGREEMENT WITH LAKE HIGHLANDS IMPROVEMENT DISTRICT CORPORATION, TO INSTALL PUBLIC ARTWORK ON THE TRAFFIC SIGNAL CABINET AND/ OR BATTERY BACK-UP UNIT (BBU) LOCATED AT THE INTERSECTION OF WALNUT HILL LANE AND WHITE ROCK TRAIL, FOR A PERIOD OF THREE YEARS.

Contract Number: TRN-2023-00021004 Contract Term: 3 YEARS to \_\_\_\_\_

Background: LAKE HIGHLANDS IMPROVEMENT DISTRICT CORPORATION REACHED OUT TO THE CITY OF DALLAS DEPARTMENT OF TRANSPORTATION (TRN) TO INSTALL ARTWORK ON THE EXISTING TRAFFIC SIGNAL CABINET AND/OR BATTERY BACK-UP UNIT AT THE INTERSECTION OF WALNUT HILL LANE AND WHITE ROCK TRAIL. TRN STAFF REVIEWED THE ARTWORK SUBMITTED AND HAS APPROVED IT FOR INSTALLATION AS OUTLINED IN THE ATTACHED BEAUTIFICATION AND MAINTENANCE AGREEMENT FOR A PERIOD OF THREE YEARS. THIS AGREEMENT IS AT NO-COST TO THE CITY. ALL COSTS INCURRED ARE THE RESPONSIBILITY OF LAKE HIGHLANDS IMPROVEMENT DISTRICT CORPORATION AS OUTLINED IN THE BEAUTIFICATION AND MAINTENANCE AGREEMENT.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235367

EFFECTIVE DATE

Feb 16, 2023

RECEIVED  
2023 FEB 17 AM 9:4  
CITY SECRETARY  
DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 2%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

<b>Supplier Name:</b>	PUBLIC CONSULTING GROUP, INC.	<b>Supplier No.</b>	VS0000069890
-----------------------	-------------------------------	---------------------	--------------

**Subject:** Contract Renewal #2

**Lead Dept:** Dallas Fire Rescue

**Action Requested:** Authorize Supplemental Agreement #2 for the renewal of the existing contract Public Consulting Group, Inc by exercising the 2nd of two (2) annual City's renewal options. This action will renew the term of the contract to January 7<sup>th</sup>, 2024 under the same terms and conditions.

<b>Contract Number:</b>	DFD-2019-00008672	<b>Contract Term:</b>	1/08/23	<b>to</b>	1/07/24
-------------------------	-------------------	-----------------------	---------	-----------	---------

**Background:** On January 9, 2019, City Council by Resolution 19-0096 authorized a three-year service contract with Public Consulting Group, Inc. for the implementation and operation of the ambulance supplemental payment program and preparation and reporting of the cost allocation report to the Texas Health and Human Services Commission for a commission of 6 percent of the annual gross revenue amount through interlocal agreement with the City of Plano.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>							-	NA
							-	
							-	
<b>Financing:</b>							<b>TOTAL:</b>	

	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
<b>Contract Amendment Information:</b>	2	19-0096	01/09/2019	NA	NA	\$ 0.00	%

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

Dominique Artis (Feb 16, 2023 10:39 CST)  
 By Department Director

Feb 16, 2023  
 Date

Approved as to Form by City Attorney  
 Date

Jon Fortune (Feb 16, 2023 10:48 CST)  
 By City Manager

Feb 16, 2023  
 Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235368

EFFECTIVE DATE

Feb 17, 2023

RECEIVED  
2023 FEB 17 AM 10:51  
CITY SECRETARY  
DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain an attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

<b>Supplier Name:</b>	Centrifuge Training Solutions	<b>Supplier No.</b>	VC27091
-----------------------	-------------------------------	---------------------	---------

**Subject:** UTM 3-Day Instructor Training Course

**Lead Dept:** Dallas Police Department (DPD)

**Action Requested:** To Authorize an agreement with Centrifuge Training Solutions, for Ultimate Training Munition Training Course.

<b>Contract Number:</b>	DPD-2023-00021343	<b>Contract Term:</b>	2/15/2023	<b>to</b>	2/14/2024
-------------------------	-------------------	-----------------------	-----------	-----------	-----------

**Background:** This action will pay for the services of Centrifuge Training Solutions to train DPD Patrol Officers to provide the participants with the abilities needed to effectively design, instruct, and implement a reality-based training (RBT) program using Non-Lethal Training Ammunition (NLTA).

**HUB Check**  
appropriate Box <https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0699	DPD	6303		3364		- DPD-2023-00021343	\$18,000
<b>Financing:</b>	El Centro Funds						<b>TOTAL:</b>	\$18,000

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

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

Martin Riojas (Feb 17, 2023 07:55 CST)  
By Department Director

Feb 17, 2023  
Date

Don Knight (Feb 17, 2023 10:30 CST)  
Approved as to Form by City Attorney

Feb 17, 2023  
Date

Jon Fortune (Feb 17, 2023 09:46 CST)  
By City Manager

Feb 17, 2023  
Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235369

EFFECTIVE DATE

Feb 6, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 17 PM 3:45  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: **ARGA NOVA DANCE** Supplier No. 335417

Subject: Professional Services

Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall present dance performances and workshops that involve dance movement and techniques that explore various styles of dance as directed by the Office of Arts and Culture. Workshops will include stretching, strengthening, isolations of various parts of the body and more. The workshops and performances are inspired by genres such as ballet, modern jazz, and African dance. Workshops can be in person or virtual, and performances are a medium of outreach and entertainment for the residents of Dallas. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.

Contract Number: OCA-2021-00020135 (CR-00026097) Contract Term: 2/9/2023 to 9/30/2023

**Background:** Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$6,500.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
0001	OCA	4878	CA01	3089		MASC OCA-2022-00020135	\$6,500.00	
<b>Financing:</b> General Fund							<b>TOTAL:</b>	\$6,500.00

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

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

Martine Philippe (Feb 2, 2023 15:24 CST)  
By Department Director

Feb 2, 2023  
Date

Hannah Minton (Feb 10, 2023 16:16 CST)  
Approved as to Form by City Attorney

Feb 10, 2023  
Date

Feb 6, 2023  
By City Manager Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

# 235370

EFFECTIVE DATE

February 13, 2023

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

- a Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b Amendments to competitively bid or formal proposal contracts \$50,000 or less (may not increase original contract price by more than 25%)
  - c Professional / Personal / Planning / Other Service contracts \$100,000 or less per City Code Sec 2-34
  - d Amendments to non-bid contracts \$100,000 or less, per City Code Sec 2-34
  - e WRR-FM expenditures \$50,000 or less per City Code Sec 2-79(C) of the City Code
  - f Other Services (explain on attachment, for ratifications the Justification Form must be attached)
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No/N/A

Supplier Name: DALLAS FORT WORTH MINORITY SUPPLIER DEVELOPMENT COUNCIL (DFWMSDC) Supplier No. 344766

Subject: MEMBERSHIP DUES FOR DALLAS FORT WORTH MINORITY SUPPLIER DEVELOPMENT COUNCIL (DFWMSDC).

Lead Dept: MANAGEMENT SERVICES SMALL BUSINESS CENTER

Action Requested: AUTHORIZATION FOR A ONE-YEAR MEMBERSHIP

Contract Number:	SBC-2023-00021168	Contract Term:	1/1/2022	to	12/31/2022
------------------	-------------------	----------------	----------	----	------------

Background: THE AUTHORIZATION REQUESTED SEEKS APPROVAL TO PAY FOR A ONE-YEAR MEMBERSHIP FOR THE CITY OF DALLAS WITH DFWMSDC. THE COUNCIL IS A REGIONAL MINORITY CERTIFICATION AGENCY THAT PROVIDES LISTINGS TO MAINTAIN COMPLIANCE WITH THE BUSINESS INCLUSION AND DEVELOPMENT POLICY ANNUAL DUES ARE \$10,000 FOR THE 2022-2023 CALENDAR YEAR.

HUB Check appropriate Box

<https://mycpa.cpa.state.tx.us/passcmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category
- NO, there are no HUB's in Dallas County to contact for this business category
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
001	SBC	1267	SBCR	3340		SBC-2023-00021168	\$10,000.00	
							\$0.00	
							\$0.00	
Financing:							TOTAL:	\$10,000.00

Contract Amendment Information	Supplemental Agreement No	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$10,000.00	%

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

*Joyce M. Williams*  
By Department Director

02/06/2023  
Date

*Bian Beverly*  
By City Attorney

Approved as to Form by City Attorney *B B*

Date

*ELB*  
By City Manager

2/13/2023  
Date

RECEIVED  
2023 FEB 17 PM 3:45  
CITY SECRETARY  
DALLAS, TEXAS



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235371

EFFECTIVE DATE

February 13, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 17 PM 3:15  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Supplier Name: NORTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY (NCTRCA) Supplier No. 239882

Subject: MEMBERSHIP DUES

Lead Dept: MANAGEMENT SERVICES - SMALL BUSINESS CENTER

Action Requested: REQUEST AUTHORIZATION TO PAY INVOICE PAY INVOICE 1191 IN THE AMOUNT OF \$39,888 TO THE NORTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY.

Contract Number:	SBC-2023-00021264	Contract Term:	9/1/2022	to	8/31/2023
------------------	-------------------	----------------	----------	----	-----------

Background: THE AUTHORIZATION REQUESTED SEEKS APPROVAL TO PAY FOR A ONE-YEAR MEMBERSHIP FOR THE CITY OF DALLAS WITH NORTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY (NCTRCA). THE AGENCY IS THE LARGEST MINORITY CERTIFICATION LISTING FOR MAINTAINING COMPLIANCE WITH THE BUSINESS INCLUSION AND DEVELOPMENT POLICY. ANNUAL DUES ARE \$39,888 FOR THE PERIOD 9/1/2022 TO 8/31/2023.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmlsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
001	SBC	1267	SBC	3340		MASC SBC-2023-00021264	\$39,888.00	
						-	\$0.00	
						-	\$0.00	
Financing:							TOTAL:	\$39,888.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$39,888.00	%

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

*Joyce M. Williams*  
By Department Director

2/11/2023  
Date

*Brian Beverly*  
By City Attorney

Approved as to Form by City Attorney BB

Date

*[Signature]*  
By City Manager

Feb 13, 2023  
Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235372  
EFFECTIVE DATE

February 05, 2023

CITY SECRETARY  
DALLAS, TEXAS

2023 FEB 7 PM 3:45

RECEIVED

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

- a Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements
- b Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34
- d Amendments to non bid contracts: \$100,000 or less, per City Code Sec. 2-34
- e WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code
- f Other Services (explain on attachment, for ratifications the Justification Form must be attached)  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

4. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No N/A

Supplier Name: ASKRELY, Inc dba B2GNOW Supplier No. VC0000011954

Subject: ANNUAL SERVICE FEE PAYMENT

Lead Dept: MANAGEMENT SERVICES - SMALL BUSINESS CENTER

Action Requested: REQUEST AUTHORIZATION TO PAY INVOICE IN THE AMOUNT OF \$26,046.00 TO ASKRELY, INC DBA B2GNOW

Contract Number: OBD-2020-00012133-1 Contract Term: AUGUST 1, 2022 to JULY 31, 2023

Background: THE AUTHORIZATION REQUESTED SEEKS APPROVAL FOR PAYMENT OF AN ANNUAL SERVICE FEE FOR THE CITY OF DALLAS WITH ASKRELY INC. DBA B2GNOW. B2GNOW IS A SOFTWARE M/WBE, UTILIZATION, CONTRACT COMPLIANCE, AND VENDOR CERTIFICATION FOR ENTITIES MAINTAINING M/WBE, SBE, DBE, ACDBE OR OTHER PROGRAMS. THE ANNUAL SERVICE FEE IS \$26,046.00 FOR THE PERIOD 8-1-22 TO 7-31-23. THE SPEND ANALYSIS BID TRACKING MODULES AND CUSTOM M/WBE QUARTERLY REPORTS ARE INCLUDED IN THIS CONTRACT.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
001	SBC	1267	SBCR	2735		SBC-2023-00021170	\$26,046.00
							\$0.00
							\$0.00
Financing:						<b>TOTAL:</b>	\$26,046.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
						\$26,046.00	%

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

*Joyce W. Williams*  
By Department Director

02/06/2023  
Date

*Bian Beverly*  
Bian Beverly (Feb 13, 2023 14:31 CST)


Approved as to Form by City Attorney *BB*

Date

*CLB*  
By City Manager

02-05-2023  
Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	235373	EFFECTIVE DATE
		Feb 1, 2023	

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

RECEIVED  
 2023 FEB 21 AM 9:42  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

<b>Supplier Name:</b>	Elizabeth Flannery	<b>Supplier No.</b>	VC25189
-----------------------	--------------------	---------------------	---------

**Subject:** Contract Fee Instructor

**Lead Dept:** Park and Recreation

**Action Requested:** Authorize contract fee instructor agreement with Elizabeth Flannery. The vendor will provide yoga services to the citizens of Dallas.  
 Contact: Brendan Collins 214-715-6886

<b>Contract Number:</b>	PKR-2023-00021350	<b>Contract Term:</b>	NTP	<b>to</b>	1/31/2024
-------------------------	-------------------	-----------------------	-----	-----------	-----------

**Background:** Contract fee instructors provide leisure, sport and health & wellness activity instruction.


**HUB**  
 Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	N/A	PKR	N/A	N/A	N/A		N/A PKR-2023-00021350	70/30 Split
							-	
							-	
<b>Financing:</b>							<b>TOTAL:</b>	\$0.00

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

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


  
 John Jenkins (Feb 1, 2023 11:07 CST)  
 By Department Director

Feb 1, 2023  
 Date

  
 Molly P. Ward  
 Approved as to Form by City Attorney  
 Feb 14, 2023  
 Date

  
 By City Manager

Feb 1, 2023  
 Date

 <b>CITY OF DALLAS</b>	<h1>ADMINISTRATIVE ACTION</h1>	<b>ADMINISTRATIVE ACTION</b> <b>235374</b>
	<b>See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.</b>	<b>EFFECTIVE DATE</b> 1/23/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

**RECEIVED**  
**2023 FEB 21 AM 10:57**  
**CITY SECRETARY**  
**DALLAS, TEXAS**

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

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

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

Supplier Name: Sunwest Communications, Inc. Supplier No. VC25577

Subject: Media Training for AVI Staff

Lead Dept: AVI

Action Requested: Authorize a consulting services contract for the awarded consultant to prepare a media training curriculum and provide media training to selected AVI staff. Service bid through Purchasing IFS AVI B2000462 in an amount not to exceed **\$9,500.00**.

Contract Number: AVI-2023-00020973 Contract Term: 01/17/2023 to 01/16/2024

Background: The selected consultant is expected to provide cohesive, strategic media training to the City of Dallas Department of Aviation's Communications team, Executive leaders, and upper-level management Subject Matter Experts. **IFS BID AVI B2000462 in an amount not to exceed \$9,500.00.**




HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0130	AVI	7710	AV11	3151		CX AVI-2023-00020973	\$9,500.00
Financing: FY2023 Operating Fund						TOTAL:	\$9,500.00

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

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

 <small>Patricia Carrero (Jan 19, 2023 09:20 CST)</small> By Department Director	1/19/23 Date	 <small>Ashley Stockton (Feb 1, 2023 11:40 CST)</small> Approved as to Form by City Attorney	02/01/23 Date
	 <small>Kimberly Bizer-Tolbert (Jan 23, 2023 09:36 CST)</small> By City Manager	1/23/23 Date	



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235375

EFFECTIVE DATE

02/21/2023

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2023 FEB 21 AM 11:12

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: Carollo Engineers, Inc. Supplier No. 339957

Subject: Time Extension for engineering services for the replacement and rehabilitation of water and wastewater mains at various locations

Lead Dept: Dallas Water Utilities

Action Requested: Request approval of a 36-month time extension to the professional services contract with Carollo Engineers, Inc. to allow the consultant to continue to conduct professional services efforts for the design of water and wastewater main replacement design. Carollo Engineers, Inc. will continue to perform the consulting and engineering work as described in the scope of work. The terms of the contract will extend the contract to February 23, 2026. This action has no cost consideration to the City.

Contract Number: DWU-2016-00000786 Contract Term: 12/10/2014 to 2/23/2026

Background: Please see attached.

- W
- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
  - YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
  - NO, there are no HUB's in Dallas County to contact for this business category.
  - NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	3	14-2127	12/10/2014	\$2,929,518.00	\$8,646,137.00	\$11,575,655.00	295.14%

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

Terry Lowery  
Terry Lowery (Feb 16, 2023 10:06 CST)

02/16/23

Arthur N. Bashor  
Arthur N. Bashor (Feb 21, 2023 10:10 CST)

02/21/23

MP  
By Department Director

Date

Approved as to Form by City Attorney

Date

Kimberly Bizer-Tolbert  
Kimberly Bizer-Tolbert (Feb 21, 2023 09:56 CST)

02/21/23

By City Manager

Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	235376
		EFFECTIVE DATE
		Feb 21, 2023

RECEIVED  
 FEB 21 AM 11:36  
 CITY SECRETARY  
 DALLAS, TEXAS

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

a. Contracts of \$100,000.00 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).

c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$100,000.00 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

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

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

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

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

<b>Supplier Name:</b>	Good Earth Corporation	<b>Supplier No.</b>	510006
<b>Subject:</b>	Additional Irrigation Repairs		
<b>Lead Dept:</b>	Dallas Police Department		

**Action Requested:** Authorize payment in the amount of \$3,052.00 for irrigation repair services at Police headquarters.

<b>Contract Number:</b>	DPD-2023-00020758	<b>Contract Term:</b>	10/30/2022	to	10/30/2023
-------------------------	-------------------	-----------------------	------------	----	------------

**Background:** Facilities Management was advised that the irrigation system located at Police headquarters was in need of repairs. The inspection of irrigation system found four lateral lines and six main lines were inoperable, forty-one sprinkler heads require replacement, and fourteen sprinkler heads that need to be capped. During prior repair, Good Earth located additional damage that requires repair for the irrigation system to operate properly.

**HUB**  
 Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.





NO, there are no HUBs in Dallas County to contact for this business category.

NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000.00 but is less than \$50,000.00 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	2141		3210		DPD-2023-00020758	\$3,052.00
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	\$3,052.00

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

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

 Martin Riojas (Feb 21, 2023 09:51 CST) By Department Director	Feb 21, 2023 Date	 Don Knight (Feb 21, 2023 10:52 CST) Approved as to Form by City Attorney	Feb 21, 2023 Date
	 Jon Fortune (Feb 21, 2023 18:49 GMT+2) By City Manager		 Feb 21, 2023 Date

235377

# Memorandum

RECEIVED

2023 MAR 30 AM 9:38

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE February 28, 2023

TO City Secretary  
SUBJECT Correction to AA 23-5377

This is the first  (Y)  (N) correction to the subject Administrative Action. If no, attach copies of any previous approved correction memos.

The subject Administrative Action was approved on 02/17/23 authorizing a contract with Building Opportunities & Opening Minds [BOOM] to provide cultural services through the Arts Activate Cultural Program.

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

Typo       Financial/funding information       Obvious error from AA context

Supplier No. should read as follows:  
~~355510~~ VC26696

Department: Office of Arts and Culture


Director (or designee.):   
Martine Philippe (Mar 1, 2023 10:09 CST)  
Signature

Mar 1, 2023  
Date

\_\_\_\_\_  
Print Name

Attachment for reference: Administrative Action No. 23-5377

*Handwritten initials and date:*  
AA  
3-30-23

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	<b>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</b>	235377
		EFFECTIVE DATE
		Feb 17, 2023

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

RECEIVED  
 2023 FEB 21 PM 12:04  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name:	Building Opportunities & Opening Minds [BOOM]	Supplier No.	355510
Subject:	Arts Activate 2023 - Round 2		
Lead Dept:	Office of Arts and Culture		

**Action Requested:** The 2023 BOOM Freedom Summer (BFS) project provides FREE culturally responsive summer enrichment to K-6 children (FLAMES) in the southern sector of Dallas. They aim to combat the "summer slide" (summer learning loss) by providing project-based STEAM activities to Black & Brown working class families at no-cost. BFS will take place from June 12, 2023 to July 28, 2023 at the For Oak Cliff Community Center. Each of the weeks between are connected to a specific principle/focus (affirmation, decolonization, organization, and innovation) that strengthens students' confidence, cultural lenses, and competence with key literacy skills. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2022-00020336 (CR-00026330)	Contract Term:	AA Effective Date	to	September 15, 2023
------------------	---------------------------------	----------------	-------------------	----	--------------------

**Background:** The fee for this service is \$12,000 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$3,000 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$6,000 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$3,000, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

**HUB Check appropriate Box**




<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4880	CA01	3089		MASC OCA-2022-00020336	\$12,000.00
<b>Financing:</b>						<b>TOTAL:</b>	\$12,000.00
General Fund							

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

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

 Martine Philippe (Feb 15, 2023 12:15 CST) By Department Director	Feb 15, 2023 Date	 Bian Beverly (Feb 21, 2023 08:57 CST) Approved as to Form by City Attorney	Feb 21, 2023 Date
 By City Manager		Feb 17, 2023 Date	





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235378

EFFECTIVE DATE

Jan 12, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 FEB 21 PM 1:46  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: TRISTAR Risk Management dba TRISTAR Risk Management, Inc. Supplier No. VS0000001858

Subject: SA #1 to contract for administration of City's workers' compensation third party claims administration

Lead Dept: ORM

Action Requested: Authorize SA #1 to contract for administration of City's workers' compensation third party claims administration to extend the term of the contract for one additional year. No funds are being added.

Contract Number: POM-2017-00001779 Contract Term: 05/01/2017 to 10/30/2023

Background: The City Manager authorized a service contract in 2017, with Tristar Risk Management Services, Inc. (VS0000001858), approved as to form by the City Attorney, for workers' compensation third party claims administration and related medical cost containment services for a term of five years, in an amount not to exceed \$4,892,677.50. The term was previously extended by six (6) months, to 10/30/22, by extension request letter.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcomblsea/rch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						- POM-2017-00001779	\$0.00
						-	\$0.00
						-	\$0.00
Financing:						TOTAL:	\$0.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	I	17-0674	2017	\$4,892,677.50	\$0.00	\$4,892,677.50	0%

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

Zeronda Smith  
Zeronda Smith (Jan 10, 2023 12:16 CST)

By Department Director

Jan 10, 2023

Date

Ashley Stockton  
Ashley Stockton (Feb 7, 2023 09:33 CST)

Approved as to Form by City Attorney

Feb 7, 2023

Date

Kimberly Bizer Tolbert  
Kimberly Bizer Tolbert (Jan 12, 2023 13:38 CST)

By City Manager

Jan 12, 2023

Date

235379

**Memorandum**

**RECEIVED**

2023 JUL 12 PM 12: 01

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE June 23, 2023

TO City Secretary's Office

SUBJECT **Correction to AA 23-5379**

The subject Administrative Action was approved on February 14, 2023, authorizing an increase to the third amendment to the Project Specific Agreement (PSA) with Dallas County and payment to Dallas County in the amount of \$331.19, increasing the fourth amendment from \$954,529.61 to \$954,860.80 and the City's share of project costs from \$11,357,451.65 to \$11,357,782.84.

Changes are needed to correct the following:

Administrative Action, **Supplemental Agreement No.** section, should read as follows:

"4"

*Ali Hatefi, P.E.*

Ali Hatefi, P.E., CFM

Director of Public Works

*CLA  
HH*

Vanessa Marquez, Project Manager, Interagency and Engineering Services

Cameron Anderson, P.E., Engineering Program Administrator, Interagency and Engineering Services

Haytham Hassan, P.E., Assistant Director/City Engineer

*8/7/23*



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235379

EFFECTIVE DATE

02/14/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 21 PM 1:46  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: DALLAS COUNTY Supplier No. 014003

Subject: DENTON DRIVE PHASE I FROM NORTH OF ROYAL LANE TO SOUTH OF WALNUT HILL LANE

Lead Dept: DEPARTMENT OF PUBLIC WORKS

Action Requested: AUTHORIZE AN INCREASE TO THE THIRD AMENDMENT TO THE PROJECT SPECIFIC AGREEMENT (PSA) WITH DALLAS COUNTY AND PAYMENT TO DALLAS COUNTY IN THE AMOUNT OF \$331.19 INCREASING THE THIRD AMENDMENT FROM \$954,529.61 TO \$954,860.80 – NOT TO EXCEED \$331.19, FROM \$11,357,451.65 TO \$11,357,782.84.

Contract Number: PBW-2017-00004068 Contract Term: to

Background: ON APRIL 27, 2022, CITY COUNCIL AUTHORIZED THE THIRD AMENDMENT TO THE PSA WITH DALLAS COUNTY BY CR 11-2544. THE FINAL INVOICE RECEIVED FROM DALLAS COUNTY IS \$331.19 OVER THE AMOUNT STATED IN THE AGREEMENT AMENDMENT. THIS ACTION IS NEEDED TO AUTHORIZE AN INCREASE TO THE THIRD AMENDMENT TO THE PSA AND PAYMENT TO DALLAS COUNTY IN THE AMOUNT OF \$331.19 INCREASING THE THIRD AMENDMENT FROM \$954,529.61 TO \$954,860.80 AND THE CITY'S SHARE OF PROJECT COSTS FROM \$11,357,451.65 TO \$11,357,782.84.


HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbl/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
5116	DWU	PS42	91200	4560	715016	CX PBW715015EN	\$86.39	
4115	DWU	PW42	91200	4550	715015	CX PBW715015EN	\$244.80	
							\$0.00	
Financing:							<b>TOTAL:</b>	\$331.19

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	3	11-2544	09-28-2011	\$1,500,000.00	\$9,857,451.65	\$11,357,782.84	657.18%



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	<b>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</b>	235380
		EFFECTIVE DATE
		02/21/2023

RECEIVED

CITY SECRETARY'S OFFICE  
DALLAS, TEXAS

FEB 21 PM 2:57

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

a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.

b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 2%).

c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.

d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.

e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.

f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

<b>Supplier Name:</b>	Housing Forward	<b>Supplier Na.</b>	517577
<b>Subject:</b>	Extension of Data Management Contract		
<b>Lead Dept:</b>	Office of Homeless Solutions		

**Action Requested:** Requesting Supplemental Agreement No. 1 for an extension of contract from February to May 2023 (3 months).

<b>Contract Number:</b>	POM-2020-00012757	<b>Contract Term:</b>	02/27/2023	<b>to</b>	05/31/2023
-------------------------	-------------------	-----------------------	------------	-----------	------------

**Background:** On April 26, 2017, City Council authorized a Memorandum of Understanding with Metro Dallas Homeless Alliance (MDHA) now Housing Forward, for continued participation in the local Homeless Management Information System (HMIS), effective April 1, 2017. It was further resolved by Council on February 26, 2020 by Resolution No. 20-0359 that the City Manager is hereby authorized to execute a service contract with Metro Dallas Homeless Alliance (now Housing Forward), for access to the Dallas Homeless Response System Analysis and Reporting System, in an amount not to exceed \$450,000 for an initial 3 years term and subject to one year renewal.

**HUB**  
Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>

YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.

YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.

NO, there are no HUB's in Dallas County to contact for this business category.

NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	001	MGT	4311		3070		- POM-2020-00012757	\$100,000.00
							-	\$0.00
							-	\$0.00
<b>Financing:</b>							<b>TOTAL:</b>	\$100,000.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	20-0359	02/26/2023	450,000	0	\$ 550,000	22%

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


*Christine Crossley*  
 Christine Crossley (Feb 16, 2023 14:47 CST)  
 By Department Director

Feb 16, 2023  
 Date

*Stephen McFayden*  
 Approved as to Form by City Attorney SGM  
 Feb 21, 2023  
 Date

*Kimberly Blaz-Tolbert*  
 Kimberly Blaz-Tolbert (Feb 21, 2023 09:54 CST)  
 By City Manager

Feb 21, 2023  
 Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION	
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the <b>City Secretary's Office to receive an official file stamp.</b>	2 3 5 3 8 1	EFFECTIVE DATE
			Feb 16, 2023

 RECEIVED  
 FEB 21 PM 4:08  
 CITY SECRETARY  
 DALLAS, TEXAS

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input checked="" type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name: National Collegiate Athletic Association (NCAA)	Supplier No.:
Subject: Beautification Agreement	
Lead Dept: Park and Recreation	

Action Requested:	Authorize the installation of a basketball court at Mattie Nash Myrtle Davis Park. The National Collegiate Athletic Association (NCAA) will provide an outdoor sport court that includes a paying surface and basketball specific equipment.						
	Contract Number:	PKR-2022-00021193	Contract Term:	NTP	to	03/01/2024	

**Background:** The National Collegiate Athletic Association (NCAA) Commission's mission is to provide a lasting impact to the communities and leaving a legacy piece and support communities to grow athletic participation in our youth.

**HUB**  
Check appropriate Box

<https://mycpa.cpa.state.tx.us/tpasscmb1search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2022-00021193	\$0.00
						-	
						-	
<b>Financing:</b>						No cost to the City	
						<b>TOTAL:</b>	\$0.00

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

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

 John Jenkins (Feb 16, 2023 14:09 CST) By Department Director	Feb 16, 2023 Date	 Christine Lanners (Feb 16, 2023 15:35 CST) Approved as to Form by City Attorney	Feb 16, 2023 Date
 OA	 By City Manager	Feb 16, 2023 Date	



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235382

EFFECTIVE DATE

2/13/2023

RECEIVED  
2023 FEB 22 AM 10:58  
CITY SECRETARY  
DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: IEA, Inc. Supplier No. 30431

Subject: Supplemental Agreement No. 1 for additional work related to an emergency erosion site at 1501 Brookhaven Drive.

Lead Dept: Dallas Water Utilities

Action Requested: Authorize Supplemental Agreement No. 1 to the professional services contract with IEA, Inc. for additional work related to emergency erosion site at 1501 Brookhaven Drive. Supplemental Agreement No. 1 increases the contract amount by \$79,326.00 to a new total of \$607,032.00.

Contract Number:	SDM-2022-00020175	Contract Term:	12/05/2022	to	10/23/2026
------------------	-------------------	----------------	------------	----	------------

Background: On October 12, 2022, City Council authorized a professional services contract with IEA, Inc. to provide engineering services for storm drainage system and erosion control improvements at seven locations by Resolution 22-1552. This supplemental agreement will add scope for an emergency erosion site at 1501 Brookhaven Drive. This will include engineering services, survey, geotechnical investigation and easement document preparation as required for the completion of the final design.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbl/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0063	SDM	W937	SD01	4111	SD22W937	CX- SDM-2022-00020175	\$79,326.00
Financing: Storm Drainage Management Capital Construction Fund						TOTAL:	\$79,326.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
	1	22-1552	10/12/2022	\$527,706.00	0.00	\$607,032.00	15.03%

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

TERRY JOWLEY (Feb 11, 2023 10:33 CST)  
By Department Director

02/11/23  
Date

Cal Estee (Feb 22, 2023 10:03 CST)  
Approved as to Form by City Attorney

02/22/23  
Date

Kimberly Bizar-Tolbert (Feb 13, 2023 11:39 CST)  
By City Manager

02/13/23  
Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

# 235383

EFFECTIVE DATE

October 5<sup>th</sup>, 2022

RECEIVED  
2023 FEB 22 PM 12:20  
CITY SECRETARY  
DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name:	REKJ Builders Limited Liability Company - Contractor Patricia Ann Mason Crowder - Homeowner	Supplier No.	VC20926
----------------	--	--------------	---------

Subject: Dallas Tomorrow Fund (DTF)

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute a tri-party agreement for the Dallas Tomorrow Fund (DTF) Program to provide repairs and/or rehabilitation to the property located at 2616 Stephenson St., Dallas, TX 75215, in an amount not to exceed \$19,900.00.

Contract Number:	HOU-2022-00020193	Contract Term:	Effective Date of the AA above	to	02/19/2023
------------------	-------------------	----------------	--------------------------------	----	------------

Background: On September 28, 2016 the Dallas City Council approved Ordinance No. 30236, which amended Chapter 27 Sec 16.13-16.23 of the Dallas City Code ("Code"), changing the process of referring persons determined financially unable to repair or rehabilitate their property or premises in compliance with the Code. DTF must be used for the sole purpose of rehabilitating and/or repairing properties and premises in the city for persons who are found unable to financially comply with notice of violation issued by the director under Section 27-16 of the Code. Funding for the repairs/rehabilitation is derived from the Contract for Services executed between the City and Contractor, as authorized by City Council Resolution No. 20-1555, approved on October 13, 2020.

HUB  
Check appropriate Box  
<https://mycpa.cp.state.tx.us/tpa/sscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

David Noguera  
David Noguera (Oct 5, 2022 18:57 CDT)  
By Department Director

Oct 5, 2022  
Date

Bian Beverly  
Bian Beverly (Oct 6, 2022 08:48 CDT)  
Approved as to Form by City Attorney *BB*  
Date

majed Al-ghafry  
majed Al-ghafry (Oct 5, 2022 20:01 CDT)  
By City Manager

Oct 5, 2022  
Date



# ADMINISTRATIVE ACTION

**ADMINISTRATIVE ACTION**

**235384**

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

**EFFECTIVE DATE**

January 17<sup>th</sup> 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB 02 PM 4:14  
CITY SECRETARY  
DALLAS, TEXAS

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

<b>Supplier Name:</b>	REKJ Builders Limited Liability Company - Contractor James Harris - Homeowner	<b>Supplier No.</b>	VC20926
-----------------------	--	---------------------	---------

**Subject:** Dallas Tomorrow Fund (DTF)

**Lead Dept:** Housing & Neighborhood Revitalization

**Action Requested:** Execute a tri-party agreement for the Dallas Tomorrow Fund (DTF) Program to provide repairs and/or rehabilitation to the property located at 3018 Jerome St., Dallas, TX 75223, in an amount not to exceed \$19,920.00.

<b>Contract Number:</b>	HOU-2022-00020179	<b>Contract Term:</b>	Effective Date of the AA above	to	02/17/2023
-------------------------	-------------------	-----------------------	--------------------------------	----	------------

**Background:** On September 28, 2016 the Dallas City Council approved Ordinance No. 30236, which amended Chapter 27 Sec 16.13-16.23 of the Dallas City Code ("Code"), changing the process of referring persons determined financially unable to repair or rehabilitate their property or premises in compliance with the Code. DTF must be used for the sole purpose of rehabilitating and/or repairing properties and premises in the city for persons who are found unable to financially comply with notice of violation issued by the director under Section 27-16 of the Code. Funding for the repairs/rehabilitation is derived from the Contract for Services executed between the City and Contractor, as authorized by City Council Resolution No. 20-1555, approved on October 13, 2020.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpa/sscmlsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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

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

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

David Noguera  
David Noguera (Jan 17, 2023 17:51 CST)  
By Department Director Date  
Jan 17, 2023

Bian Beverly  
Bian Beverly (Jan 19, 2023 08:24 CST)  
Approved as to Form by City Attorney **B B** Date  
Jan 19, 2023

Majed Ghafry (Jan 17, 2023 20:38 CST)  
By City Manager Date  
Jan 17, 2023





# ADMINISTRATIVE ACTION

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

**ADMINISTRATIVE ACTION**  
**235385**  
**EFFECTIVE DATE**  
Feb 9, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 15%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 23 PM 3:46  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: Texas Ranger Association Foundation (TRAF) Supplier No. VC27051

Subject: Long Term loan of Waldine Tauch's One Riot, One Ranger to TRAF

Lead Dept: Office of Arts and Culture

Action Requested: Long term loan of One Riot One Ranger to the Texas Ranger Association Foundation.

Contract Number: OCA-2023-00020696 Contract Term: 1/6/2023 to 12/30/2027

Background: Aviation asked OAC to remove One Riot, One Ranger due to concern about damage to the Airport during the 2020 protest.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb1search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
001	OCA	4804	CA04			OCA-2023-00020696	\$0	
Financing:							<b>TOTAL:</b>	\$0

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

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

Martine Phillippe (Feb 9, 2023 18:18 CST)  
By Department Director

Feb 9, 2023  
Date

Stephen McFayden (Feb 10, 2023 09:22 CST)  
Approved as to Form by City Attorney

Feb 10, 2023  
Date

By City Manager

Feb 9, 2023  
Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235386

EFFECTIVE DATE

Feb 24, 2023

RECEIVED  
CITY SECRETARY  
DALLAS TEXAS  
2023 FEB 24 PM 12:06

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

- a. Contracts of \$100,000.00 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000.00 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: Ruiz Protective Service, Inc. Supplier No. 354861

Subject: Polygraph Testing Services

Lead Dept: Dallas Police Department

Action Requested: This agreement will allow for continuous use of polygraph testing examinations, pursuant to Interlocal Agreement with City of San Antonio

Contract Number: DPD-2023-00020843 Contract Term: 11/1/2022 to 7/31/2023

Background: These critical services are utilized by Dallas Police Department when onboarding potential police officer. This agreement will allow for continuous services while a new master agreement, which is managed by Office of Procurement Services, is awarded.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUBs in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000.00 but is less than \$50,000.00 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	DPD	1935		3070		- DPD-2023-00020843	\$96,525.00
						-	
						-	
Financing:						<b>TOTAL:</b>	\$96,525.00

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

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

Martin Riojas  
Martin Riojas (Feb 23, 2023 09:52 CST)

Feb 23, 2023

Anna Lamberti Holmes  
Anna Lamberti Holmes (Feb 24, 2023 09:41 CST) Feb 24, 2023

By Department Director

Date

Approved as to Form by City Attorney

Date

Jon Fortune  
Jon Fortune (Feb 24, 2023 06:45 GMT+2)

Feb 24, 2023

By City Manager

Date

ALH  
ALH

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	235387
		EFFECTIVE DATE
		Feb 21, 2023

RECEIVED  
 2023 FEB 24 PM 4:09  
 CITY SECRETARY  
 DALLAS, TEXAS

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

<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.	
<input type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):	

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

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

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

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

Supplier Name:	ARINZCHUKWU OJI	Supplier No.	VC27071
----------------	-----------------	--------------	---------

Subject: Professional Services

Lead Dept: Office of Arts and Culture

**Action Requested:** Consultant shall present workshops as directed by the Office of Arts and Culture in music performance. Consultant will provide a variety of workshops in theater/acting that include miming, afro-miming, contemporary movement, introduction to isolation, balance, and control. Consultant shall also provide performances and workshops in dance embracing African movement, beat resonance, vocal cultural reference/ relevance, drills and breakdown of movement. Workshops are available for participants ages six and older. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy.

Contract Number:	OCA-2022-00020135 (CR-00026347)	Contract Term:	2/24/2023	to	9/30/2023
------------------	---------------------------------	----------------	-----------	----	-----------

**Background:** Consultant shall perform services, on an as needed basis, the cumulative total of which shall not exceed a fee of **\$4,000.00**. Payment will be made upon satisfactory completion of each requested service following receipt of consultant's invoice and final report of the services provided.


**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	4878	CA01	3089		MASC OCA-2022-00020135	\$4,000.00
<b>Financing:</b> General Fund							<b>TOTAL:</b> \$4,000.00

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


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

  
 Martine Philippe (Feb 21, 2023 10:24 CST)  
 By Department Director

Feb 21, 2023  
 Date

  
 Hannah Minton (Feb 22, 2023 09:45 CST)  
 Approved as to Form by City Attorney

Feb 22, 2023  
 Date

  
 By City Manager

Feb 21, 2023  
 Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235388

EFFECTIVE DATE

Feb 9, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB 27 AM 10:14  
CITY SECRETARY  
DALLAS, TEXAS

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

Supplier Name: Damon Ryder Richards Supplier No. VC24328

Subject: Oak Cliff Cultural Center – Gallery Walls Ratification

Lead Dept: Office of Arts & Culture

Action Requested: Authorize ratification of payment for 3 panels used at the Oak Cliff Center.

Contract Number:	OCA-2023-00021398	Contract Term:	N/A	to	N/A - LNP 2.27.23
------------------	-------------------	----------------	-----	----	-------------------

Background: The Office of Arts and Culture required 3 Panels for use at Oak Cliff Cultural Center's art gallery. In effort to procure these goods, three goods, three quotes were obtained, and scope of work was completed per the City's guidelines. There was confusion between requester sent email request for RQS to office of Arts and Culture procurement team but proceeded to authorize purchase.


HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/tpasscmbi/search/>


- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	OCA	1299	CULF	2280		CX- OCA-2023-00021398	\$4,244.00
Financing: General Fund						TOTAL:	\$4,244.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
							0%

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

 Martine Phillippe (Feb 9, 2023 18:13 CST) Feb 9, 2023 Brad Pittman (Feb 27, 2023 09:52 CST) Feb 27, 2023  
 By Department Director Date Approved as to Form by City Attorney Date

 Feb 9, 2023  
 By City Manager Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235389

EFFECTIVE DATE

Dec 7, 2022

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by request on

RECEIVED  
2023 FEB 27 PM 2:32  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Supplier Name: Oncor Electric Delivery Service, LLC Supplier No. 399181

Subject: Klyde Warren Park Nancy Best Fountain – Tariff for Retail Delivery Service

Lead Dept: Park and Recreation Department

Action Requested: Execute a Tariff agreement for Retail Delivery Service with Oncor Delivery Service, LLC to provide power for the Nancy Best Fountain at no cost to the City of Dallas.

Contract Number: PKR-2023-00021031 Contract Term: N/A to N/A

Background: Oncor will provide standard delivery system facilities to Non-residential Development to meet the customers maximum demand requirement of 1755 KW 277/480 volt service to serve the Nancy Best Fountain at Klyde Warren Park.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	
						CX-	\$0
						-	
Financing:						TOTAL:	\$0

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

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

*John Johnson*  
By Department Director Date Dec 6, 2022

*Christine Lanners*  
Christine Lanners (Feb 15, 2023 14:02 CST)  
Approved as to Form by City Attorney Date Feb 15, 2023

*Carl*  
By City Manager Date Dec 7, 2022

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	235390	
	EFFECTIVE DATE	
	Feb 14, 2023	
See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.		

RECEIVED

2023 FEB 27 PM 2:32

CITY SECRETARY  
DALLAS, TEXAS

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

<input type="checkbox"/> a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.	<input type="checkbox"/> b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/> c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.	<input type="checkbox"/> d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/> e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.	<input checked="" type="checkbox"/> f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

<b>Supplier Name:</b>	Oncor Electric Delivery Service, LLC	<b>Supplier No.</b>	399181
<b>Subject:</b>	Harwood Park – Tariff for Retail Delivery Service		
<b>Lead Dept:</b>	Park and Recreation Department		

**Action Requested:** Execute a Tariff agreement for Retail Delivery Service with Oncor Electric Delivery Company, LLC to provide power for the Harwood Park in the amount of \$73,192.06.

<b>Contract Number:</b>	PKR-2023-00021176	<b>Contract Term:</b>	N/A	<b>to</b>	N/A
-------------------------	-------------------	-----------------------	-----	-----------	-----

**Background:** Oncor will provide standard delivery system facilities to Non-residential Development to meet the customers maximum demand requirement to serve 312 and 408 S. Harwood St. at Harwood Park.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	0530	PKR	7087	DWTN	3099	PKHRWDPK	CX- PKR-2023-00021176	\$73,192.06
	<b>Financing:</b>							<b>TOTAL:</b>

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

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

John Jenkins  
John Jenkins (Jan 20, 2023 13:10 CST)  
By Department Director

Jan 20, 2023  
Date

Christine Lanners  
Christine Lanners (Feb 14, 2023 13:24 CST)  
Approved as to Form by City Attorney

Feb 14, 2023  
Date

Marlisa Griffin 1/11/23  
By City Manager

Feb 14, 2023  
Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	235391
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	EFFECTIVE DATE
		Feb 27, 2023 <span style="float: right;"><u>AS</u> AS</span>

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached): <i>NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.</i>

RECEIVED  
 2023 FEB 27 PM 3:29  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: Nexus Recovery Center, Inc.	Supplier No. VS0000008490
Subject: Subrecipient Agreement – South Dallas Drug Court (SAMHSA Grant)	
Lead Dept: City Attorney's Office	

Action Requested:	Authorize a contract between the City of Dallas and Nexus Recovery Center, Inc. to provide recovery support services to program participants in the South Dallas Drug Court (SDDC) for 2022-2023. Not to exceed \$8,000.00.						
	Contract Number:	ATT-2023-00021365	Contract Term:	9/30/2022	to	9/29/2023	

**Background:** On August 24, 2022, City Council by Resolution No. 22-1186, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$375,498.00 for year five of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2022 through September 29, 2023. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Nexus Recovery Center, Inc. will provide recovery support services to program participants in the SDDC during year five of the project period as outlined in the Engagement Letter dated January 4, 2023. Not to exceed \$8,000.00.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
Funding:	F715	ATT	299C		3070		MASC ATT-2023-00021365	\$8,000.00
							-	
							-	
Financing:							<b>TOTAL:</b>	\$8,000.00

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

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

Ayeh Powers  
Ayeh Powers (Feb 27, 2023 09:52 CST)  
By Department Director


Feb 27, 2023  
Date

Ashley Stockton  
Ashley Stockton (Feb 27, 2023 12:53 CST)  
Approved as to Form by City Attorney AS  
AS Date

[Signature]  
tc broadnax (Feb 27, 2023 12:48 CST)  
By City Manager

Feb 27, 2023  
Date



 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	<b>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</b>	235392
		EFFECTIVE DATE
		Feb 27, 2023 <span style="float: right;"><u>AS</u></span>

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 5%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

RECEIVED  
 FEB 27 PM 3:29  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: Soul's Harbor, Inc.	Supplier No. VS0000052577
Subject: Subrecipient Agreement – South Dallas Drug Court (SAMHSA Grant)	
Lead Dept: City Attorney's Office	

Action Requested:	Authorize a contract between the City of Dallas and Soul's Harbor, Inc. to provide recovery support services to program participants in the South Dallas Drug Court (SDDC) for 2022-2023. Not to exceed \$90,000.00.						
	Contract Number:	ATT-2023-00021366	Contract Term:	9/30/2022	to	9/29/2023	

**Background:** On August 24, 2022, City Council by Resolution No. 22-1186, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$375,498.00 for year five of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2022 through September 29, 2023. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Soul's Harbor, Inc. will provide recovery support services to program participants in the SDDC during year five of the project period as outlined in the Engagement Letter dated January 4, 2023. Not to exceed \$90,000.00.

**HUB**  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>


<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
F715	ATT	299C		3070		MASC ATT-2023-00021366	\$90,000.00
						-	
						-	
<b>Financing:</b>						<b>TOTAL:</b>	\$90,000.00

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

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

<u>Ayeh Powers</u> <small>Ayeh Powers (Feb 27, 2023 09:51 CST)</small> By Department Director	Feb 27, 2023 Date	<u>Ashley Stockton</u> <small>Ashley Stockton (Feb 27, 2023 12:53 CST)</small> Approved as to Form by City Attorney	Feb 27, 2023 Date
	<u>tc broadnax</u> <small>tc broadnax (Feb 27, 2023 12:48 CST)</small> By City Manager	Feb 27, 2023 Date	<u>AS</u> <small>AS</small>

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION
	<b>See Administrative Directive 4-05 for additional guidelines and routing.          File the approved form and all necessary documentation with the          City Secretary's Office to receive an official file stamp.</b>	235393
		EFFECTIVE DATE
		Feb 27, 2023

RECEIVED  
 2023 FEB 27 PM 3:33  
 AS  
 CITY SECRETARY  
 DALLAS, TEXAS

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
<input type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input checked="" type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

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

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

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

<b>Supplier Name:</b>	Abounding Prosperity, Inc.	<b>Supplier No.</b>	VS0000010641
-----------------------	----------------------------	---------------------	--------------

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

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

**Action Requested:** Authorize a contract between the City of Dallas and Abounding Prosperity, Inc. to provide recovery support services to program participants in the South Dallas Drug Court (SDDC) for 2022-2023. Not to exceed \$5,000.00.

<b>Contract Number:</b>	ATT-2023-00021367	<b>Contract Term:</b>	9/30/2022	to	9/29/2023
-------------------------	-------------------	-----------------------	-----------	----	-----------

**Background:** On August 24, 2022, City Council by Resolution No. 22-1186, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$375,498.00 for year five of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2022 through September 29, 2023. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

Abounding Prosperity, Inc. will provide recovery support services to program participants in the SDDC during year five of the project period as outlined in the Engagement Letter dated January 5, 2023. Not to exceed \$5,000.00.

**HUB**  
 Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb1search/>

<input type="checkbox"/>	YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
<input type="checkbox"/>	YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
<input type="checkbox"/>	NO, there are no HUB's in Dallas County to contact for this business category.
<input checked="" type="checkbox"/>	NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
<b>Funding:</b>	F715	ATT	299C		3070		MASC ATT-2023-00021367	\$5,000.00
							-	
	<b>Financing:</b>							<b>TOTAL:</b>

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

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

<u>Ayeh Powers</u> <small>Ayeh Powers (Feb 27, 2023 09:47 CST)</small> By Department Director	Feb 27, 2023 Date	<u>Ashley Stockton</u> <small>Ashley Stockton (Feb 27, 2023 12:51 CST)</small> Approved as to Form by City Attorney	Feb 27, 2023 Date
 <small>lc (Feb 27, 2023 12:47 CST)</small> By City Manager	Feb 27, 2023 Date	 AS	Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235394

EFFECTIVE DATE

Feb 27, 2023



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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 27 PM 3:33  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: Association of Persons Affected by Addiction (APAA) Supplier No. 517572

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

Lead Dept: City Attorney's Office

Action Requested: Authorize a contract between the City of Dallas and APAA to provide recovery support services to program participants in the South Dallas Drug Court (SDDC) for 2022-2023. Not to exceed \$12,000.00.

Contract Number:	ATT-2023-00021369	Contract Term:	9/30/2022	to	9/29/2023
------------------	-------------------	----------------	-----------	----	-----------

Background: On August 24, 2022, City Council by Resolution No. 22-1186, authorized acceptance of the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant from the U.S. Department of Health and Human Services (HHS) in the amount of \$375,498.00 for year five of the five-year project period, to expand capacity at the existing South Dallas Drug Court (SDDC) for the period September 30, 2022 through September 29, 2023. SDDC incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination.

APAA will provide recovery support services to program participants in the SDDC during year five of the project period as outlined in the Engagement Letter dated September 29, 2022. Not to exceed \$12,000.00.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb1search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
F715	ATT	299C		3070		MASC ATT-2023-00021369	\$12,000.00	
						-		
						-		
Financing:							TOTAL:	\$12,000.00

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

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

Ayeh Powers  
Ayeh Powers 09:48 CST  
By Department Director

Feb 27, 2023  
Date

Ashley Stockton  
Ashley Stockton (Feb 27, 2023 12:52 CST)  
Approved as to Form by City Attorney AS AS  
Feb 27, 2023  
Date

[Signature]  
tc@realinrx (Feb 27, 2023 12:48 CST)  
By City Manager  
Feb 27, 2023  
Date





CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235395

EFFECTIVE DATE

February 14, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
2023 FEB 27 PM 4:00  
CITY SECRETARY  
DALLAS, TEXAS

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

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

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

Supplier Name:	<b>GTO1 Construction Corporation</b> – Contractor <b>Loucius Miller</b> - Homeowner	Supplier No.	VC24205
----------------	--	--------------	---------

Subject: Healthy Homes & Lead Reduction

Lead Dept: Housing & Neighborhood Revitalization

Action Requested: Execute agreement for payment for HHLR Program at property address 2902 S Marsalis Ave, Dallas, TX 75216 in the amount of \$ 4,672.00 from the HHLR grant, \$0 from the matching CDBG funds and \$4,570.00 from the Healthy Homes supplemental grant

Contract Number:	HOU- 2023-00020678	Contract Term:	Effective Date of the AA above	to	One year after Effective Date of AA above
------------------	--------------------	----------------	--------------------------------	----	---

Background: On May 22, 2019 the Dallas City Council approved Resolution 19-0823, which established the HHLR program to support the lead-based paint identification and remediation activities and the repair of conditions that exacerbate asthma for eligible housing units.

HUB Check appropriate Box <https://mycpa.cpa.state.tx.us/tpa/sscmb1search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
						-	
						-	
						-	

Financing: **TOTAL:** \$0.00

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

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

David Noguera  
By Department Director

Feb 13, 2023  
Date

Kelsey Ciluffo  
Kelsey Ciluffo (Feb 14, 2023 13:09 CST)  
Approved as to Form by City Attorney KC

Feb 14, 2023  
Date

majed Al-ghafry  
majed Al-ghafry (Feb 14, 2023 10:29 CST)  
By City Manager

Feb 14, 2023  
Date



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

# 235396

EFFECTIVE DATE

02/02/2023

RECEIVED  
2023 FEB 07 PM 4:07  
CITY SECRETARY  
DALLAS, TEXAS

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
  - b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 5%).
  - c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
  - d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
  - e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
  - f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):
- NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: JQ Infrastructure, LLC Supplier No. 517892

Subject: Facility Structural Assessment of Fire Stations 11

Lead Dept: Building Services

Action Requested: Authorize a professional service contract with JQ Infrastructure, LLC to perform structural condition assessment and provide repair drawings for the roof framing of Fire Station 11. Located at 3828 Cedar Springs Road, in an amount not to exceed \$21,425.00.

Contract Number: BSD-2023-00020993 Contract Term: 02/10/2023 to 12/31/2023

Background: This action will authorize JQ Infrastructure, LLC to conduct a structural assessment and provide repair drawings for the roof framing of Fire Stations 11. The building is showing signs of structural deterioration causing distress to building components. The structural condition assessment will generate report to determine recommendations for design and remedial actions. The firm was selected from the Aviation Department's prequalified list of consultants, Solicitation No. CIZ1959.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/passcmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0671	BSD	W701	FIRF	3099	MY21MJR4	CX BSD-2023-00020993	\$21,425.00
						-	\$0.00
						-	\$0.00
Financing:						<b>TOTAL:</b>	\$21,425.00

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

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

02/01/2023  
By Department Director Date

02/27/2023  
Approved as to Form by City Attorney Date

02/02/2023  
By City Manager Date



# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235397

EFFECTIVE DATE

Feb 1, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 10%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 28 AM 10:43  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: Dennis Rindfleisch Supplier No. \_\_\_\_\_

Subject: Approval of Concession Permit

Lead Dept: Park and Recreation

Action Requested: Authorize the approval of a Temporary Food and Beverage Permit to be granted to Dennis Rindfleisch, a representative of Lake Highlands Soccer Association (Contractor) for the use of Harry S. Moss Park. Contractor will adhere to the terms set in the Concessions Agreement outlined in Exhibit A.  
Contact: Charli Jackson (214) 670-8890

Contract Number: PKR-2023-00021384 Contract Term: NTP to 12/31/2023

Background: The Park and Recreation Department has provided Temporary Food and Drink concessions through independent concessionaires for over 40 years. These permits are approved by agreements for a term of no more than twelve (12) months.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2023-00021384	\$0.00
Financing: No cost to the City							TOTAL: \$0.00

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

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

John Jenkins  
John Jenkins (Jan 27, 2023 11:19 CST)  
By Department Director

Jan 27, 2023  
Date

Molly P. Ward  
Approved as to Form by City Attorney  
Feb 6, 2023  
Date

OA  
OA

Carl  
By City Manager

Feb 1, 2023  
Date





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235398

EFFECTIVE DATE

Jan 12, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 28 AM 10:47  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: Elevate Your Game, Inc. Supplier No. VS0000020121

Subject: Contract Fee Instructor

Lead Dept: Park and Recreation

Action Requested: Authorize contract fee instructor agreement with Elevate Your Game, Inc. The vendor will provide sport instruction services to the citizens of Dallas.  
Contact: Christi Giles 214-670-8707

Contract Number: PKR-2023-00021123 Contract Term: NTP to 12/31/2023

Background: Contract fee instructors provide leisure, sport, and/or health and wellness activity instruction

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
N/A	PKR	N/A	N/A	N/A		N/A PKR-2023-00021123	70-30 Split
Financing: No cost to the City						TOTAL:	\$0.00

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

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

John Jenkins  
John Jenkins (Jan 12, 2023 16:19 CST)  
By Department Director

Jan 12, 2023  
Date

Molly P. Ward  
Approved as to Form by City Attorney  
Date 1/13/2023

OA  
OA

Carl  
By City Manager  
Date Jan 12, 2023



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235399

EFFECTIVE DATE

Nov 28, 2022

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 10%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 28 AM 10:47  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: Friends of White Rock Lake Dog Park Supplier No. \_\_\_\_\_

Subject: Beautification Agreement

Lead Dept: Park and Recreation

Action Requested: Authorize a Beautification Agreement with the Friends of White Rock Lake Dog Park to pick up litter and debris, fund service enhancements at the Dog Park and perform other services through volunteerism in coordination with the Park Department at no cost to the City.  
Contact: Sloan Anderson (214) 670-0200

Contract Number:	PKR-2023-00020890	Contract Term:	1/27/2023	to	1/26/2024
------------------	-------------------	----------------	-----------	----	-----------

Background: The Friends of White Rock Lake Dog Park is a passionate volunteer group formed to beautify the dog park and to make it an enjoyable space for dogs and families to enjoy.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmb/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does *not* involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT	
		N/A	PKR	N/A	N/A	N/A	N/A	N/A PKR-2023-00020890	\$0.00
							-		
							-		
Financing:								<b>TOTAL:</b>	\$0.00

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

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

*John Jenkins*  
By Department Director  
Nov 28, 2022  
Date

*Tom*  
Approved as to Form by City Attorney  
Dec 1, 2022  
Date

*OA*  
By City Manager  
Nov 28, 2022  
Date



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

# 235410

EFFECTIVE DATE

Feb 24, 2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 28 AM 10:48  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name:	Victor Ortiz	Supplier No.	VS97467
----------------	--------------	--------------	---------

Subject: Professional Service

Lead Dept: Office of Arts and Culture

Action Requested: Consultant shall produce "For the Barrio" a one-day event where the community is encouraged to connect with their inner artist and participate in a community mural or screen painting workshop. This event will add an element of social service engagement by providing access to free food, and resources. Event will be open-to-the-public. Consultant shall follow CDC guidelines for all in person events. All services are subject to the approval of the City of Dallas Office of Arts and Culture, in accordance with the City of Dallas Cultural Policy, as amended.

Contract Number:	OCA-2022-00020335 (CR-00026232)	Contract Term:	AA Effective Date	to	September 15, 2023
			Above		

Background: The fee for this service is \$ 8,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$2,000.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, one (1) payment of 50% or \$ 4,000.00 of the total awarded amount upon completion of deliverable number two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$2,000.00, of the award will be payable upon satisfactory completion of all required services as determined by the Director, approval of the final report, and receipt of final invoice.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER		AMOUNT
		0001	OCA	4880	CA01	3089		MASC OCA-2022-00020335	\$8,000.00
	Financing: General Fund						<b>TOTAL:</b>	\$8,000.00	

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

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

Martine Philipe (Feb 22, 2023 09:08 CST)  
 By Department Director

Feb 22, 2023  
 Date

Suzanne Knuppel (Feb 27, 2023 14:11 CST)  
 Approved as to Form by City Attorney

Feb 27, 2023  
 Date

By City Manager

Date

Feb 24, 2023





# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235411

EFFECTIVE DATE

02/22/2023

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

RECEIVED  
 2023 FEB 28 PM 12:43  
 CITY SECRETARY  
 DALLAS, TEXAS

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

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

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

Supplier Name: WFAA – Good Morning Texas Supplier No. N/A

Subject: Approval of Housing Staff to sign a WFAA Disclosure Statement

Lead Dept: Department of Housing & Neighborhood Revitalization

Action Requested: Requesting authority to sign a WFAA Disclosure Statement (attached as Exh. A), pursuant to federal laws and FCC rules, stating that each Housing employee that appears on the 2/17/2023 WFAA television segment states that they have not received or agreed to receive payment/valuable consideration for appearing on the show nor are they giving on-air promotion exposure to a commercial product, service or business. There is no cost consideration for the City.

Contract Number: HOU-2023-00021519 Contract Term: N/A to N/A

Background: The City of Dallas' Department of Housing & Neighborhood Revitalization has been asked to speak on WFAA – Good Morning Texas. Housing staff will discuss the City's housing preservation programs, which may encourage citizens to apply. WFAA provided a disclosure document that WFAA is required to collect under federal laws and FCC rules. They have asked staff to sign, and approval is requested. There is no cost consideration for the City.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpa/sscmblsearch/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

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


Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Supp'l Agreement Percentage
						\$ 0.00	0%

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

David Noguera  
By Department Director  
Feb 22, 2023  
Date

Willow Sanchez  
Approved as to Form by City Attorney WS  
Feb 22, 2023  
Date

majed Al-ghafry  
majed Al-ghafry (Feb 22, 2023 14:55 CST)  
By City Manager  
Feb 22, 2023  
Date

 <b>CITY OF DALLAS</b>	ADMINISTRATIVE ACTION	ADMINISTRATIVE ACTION <b>235412</b>
	See Administrative Directive 4-05 for additional guidelines and routing. File the approved form and all necessary documentation with the City Secretary's Office to receive an official file stamp.	EFFECTIVE DATE
		Feb 17, 2023

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

<input type="checkbox"/>	a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurement made through interlocal or cooperative agreements.
<input checked="" type="checkbox"/>	b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
<input type="checkbox"/>	c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
<input type="checkbox"/>	e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
<input type="checkbox"/>	f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):

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

RECEIVED  
 2023 FEB 28 PM 1:20  
 CITY SECRETARY  
 DALLAS, TEXAS

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

Supplier Name: The Nielsen Company (US), LLC	Supplier No. VC000006107
Subject: Amendment No. 2 to Terminate the Contract	
Lead Dept: Office of Arts and Culture	

Action Requested:	Authorize execution of Amendment No. 2 to terminate the contract with The Nielsen Company (US), LLC and make a payment equal to 50% of the remaining amount on the contract as consideration for The Nielsen Company to agree to early termination. There is no new encumbrance of funds.						
	Contract Number:	OCA-2019-00010876	Contract Term:	July 1, 2016	To	January 31, 2023	




**Background:** Original contract beginning 2016 was approved by City Council Resolution No. 16-0725. Under this contract, as amended by Resolution No. 19-1502 to extend the term for five years, Nielsen was to provide radio audience measurement and research reports from October 1, 2019 to September 30, 2024 for City-owned and -managed WRR municipal radio. In July 2022, City Council approved Resolution No. 22-0876 to transition management of WRR to KERA. The services are no longer needed, and the early termination payout of \$105,946 represents 50% of the remaining contract amount as of January 2023 (\$211,891). Expenditures through January 2023 have been \$370,835.72. New not to exceed total for the current term is \$476,781.72 (previously was \$582,727.00). The funds to pay the early termination payoff amount were already appropriated by Council under Resolution #22-0876.

HUB	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input checked="" type="checkbox"/> NO, the HUB requirement does not apply, because this AA does <i>not</i> involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.						
-----	---	--	--	--	--	--	--

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0140	OCA	1066	WR01	3099		MASC OCA-2019-00010876	-\$105,945.28
<b>Financing:</b>						<b>Municipal Radio Fund</b>	<b>TOTAL:</b>
							-\$105,945.28

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	2	16-0725	7/1/2016	\$316,337.00	\$582,727.00	\$793,118.72	151%

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

 Martine Philippe (Feb 17, 2023 14:19 CST) By Department Director	Feb 17, 2023 Date	 Willow Sanchez (Feb 21, 2023 09:34 CST) Approved as to Form by City Attorney	Feb 21, 2023 Date
 By City Manager		Feb 17, 2023 Date	



City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

235413

EFFECTIVE DATE

02/27/2023

RECEIVED  
CITY SECRETARY  
DALLAS TEXAS  
2023 FEB 28 PM 1:26

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract value by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

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

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

Supplier Name: AUSTIN STREET CENTER Supplier No. VC0000011655

Subject: EXTENSION OF EMERGENCY SOLUTIONS GRANT CONTRACT

Lead Dept: OFFICE OF HOMELESS SOLUTIONS

Action Requested: REQUESTING SUPPLEMENTAL AGREEMENT NO. 1 FOR AN EXTENSION OF CONTRACT FROM JULY TO SEPTEMBER 2023 (3 MONTHS) AND INCREASE THE AMOUNT \$38,750.00 (25%).

Contract Number:	OHS-2021-00016639	Contract Term:	07/01/ 2023	to	09/30/ 2023
------------------	-------------------	----------------	-------------	----	-------------

Background: ON JUNE 23, 2021, CITY COUNCIL AUTHORIZED A ONE-YEAR CONTRACT, WITH TWO ONE-YEAR RENEWAL OPTIONS, FOR EMERGENCY SHELTER SERVICES FOR THE HOMELESS FOR THE OFFICE OF HOMELESS SOLUTIONS - AUSTIN STREET CENTER, IN THE AMOUNT OF \$155,000.00.

HUB  
Check appropriate Box  
<https://mycpa.cpa.state.tx.us/tpasscmbi/search/>

- YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis.
- YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category.
- NO, there are no HUB's in Dallas County to contact for this business category.
- NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
ES21	MGT	522F		3070		- OHS-2021-00016639	\$38,750.00
						-	\$0.00
						-	\$0.00
Financing:						<b>TOTAL:</b>	\$38,750.00

Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl' Agreement Percentage
	1	22-0803	06/30/2023	155,000	0	\$193,750.00	25.00%

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

Christine Crossley  
Christine Crossley (Feb 27, 2023 16:38 CST)  
By Department Director

Feb 27, 2023  
Date

Stephen McFayden  
Approved as to Form by City Attorney  
Feb 27, 2023  
Date

Kimberly Bizzor-Tolbert  
Kimberly Bizzor-Tolbert (Feb 27, 2023 14:40 CST)  
By City Manager

Feb 27, 2023  
Date





City of Dallas

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

# 235414

EFFECTIVE DATE

02-10-2023

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2023 FEB 08 PM 2:32

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

- a. Contracts of \$100,000 or less resulting from competitive bid or formal proposal process, including service procurements made through interlocal or cooperative agreements.
- b. Amendments to competitively bid or formal proposal contracts: \$50,000 or less (may not increase original contract price by more than 25%).
- c. Professional / Personal / Planning / Other Service contracts: \$100,000 or less, per City Code Sec. 2-34.
- d. Amendments to non-bid contracts: \$100,000 or less, per City Code Sec. 2-34.
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other Services (explain on attachment; for ratifications the Justification Form must be attached):  
NOTE: Minor services and/or repairs not exceeding \$3,000 and which do not require a contract should be processed by requisition.

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

Supplier Name:	MCCANN ADAMS STUDIO, PLLC	Supplier No.	VS0000061501
----------------	---------------------------	--------------	--------------

Subject:	CONTRACT TO PRODUCE A MASTER PLAN FOR THE REUSE AND REDEVELOPMENT OF HENSLEY FIELD MASTER PLAN (SERVICES)
----------	---

Lead Dept:	PLANNING & URBAN DESIGN (PNV)
------------	-------------------------------

Action Requested:	AUTHORIZE SUPPLEMENTAL AGREEMENT NO. 2 WITH MCCANN ADAMS STUDIO TO EXTEND THE PROFESSIONAL SERVICES CONTRACT FOR REUSE AND REDEVELOPMENT OF HENSLEY FIELD MASTER PLAN THROUGH 10/31/2023. TO RETASK THE REMAINING AND UNUSED AVAILABLE FUNDING FOR TASK 9: DEVELOPER SOLICITATION SUPPORT.
-------------------	--

Contract Number:	PNV-2019-00010388	Contract Term:	08/26/2020	to	10/31/2023
------------------	-------------------	----------------	------------	----	------------


Background:	CONTRACT NO. PNV-2019-00010388 RESOLUTION NO 20-1249 WE PRESENTED AND APPROVED BY CITY COUNCIL ON AUGUST 26, 2020 FOR ARCHITECTURAL SERVICES: HENSLEY FIELD REDEVELOPMENT PROJECT. THE CONTRACT IS WITH MCCANN ADAMS STUDIOS, PLLC WITH AN EXTENDED EXPIRATION DATE OF FEBRUARY 28, 2023 -APPROVED AA 226089 SUPPLEMENTAL #1 - AN ADDITIONAL CONTRACT EXTENSION FOR DEVELOPER SUPPORT NECESSARY TO COMPLETE TASK 9 WHICH WILL REQUIRE AN EXTENSION TO OCTOBER 31, 2023.
-------------	---

HUB Check appropriate Box <a href="https://mvcpa.cpa.state.tx.us/toasscmb/search/">https://mvcpa.cpa.state.tx.us/toasscmb/search/</a>	<input type="checkbox"/> YES, we contacted at least two historically underutilized businesses (HUB's) on a rotating basis. <input type="checkbox"/> YES, we contacted one HUB, because only one HUB exists in Dallas County for this business category. <input checked="" type="checkbox"/> NO, there are no HUB's in Dallas County to contact for this business category. <input type="checkbox"/> NO, the HUB requirement does not apply, because this AA does not involve more than \$3,000 but less than \$50,000 for goods and services subject to competitive bidding that are not exempted by Local Government Code Section 252.022.
---	--

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE TYPE and NUMBER	AMOUNT
0001	PNV	1598	AISF	3070	DEVMJ R	CX PNV-2019-00010388	\$2,000,000.00
						-	\$0.00
						-	\$0.00
Financing:						<b>TOTAL:</b>	\$0.00


Contract Amendment Information:	Supplemental Agreement No.	Base CR/AA No.	Base Contract Date	Base Contract Amount	Sum of Previous Supplemental Agreements	Total Contract Amount Including this Action	Total Suppl Agreement Percentage
	2		08-26-2020	\$2,000,000	0.00	\$2,000,000.00	0.00%

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

  
\_\_\_\_\_  
By Department Director

Feb 9, 2023

Date

  
Approved as to Form by City Attorney

Feb, 16, 2023

Date

  
Majed Ghafry (Feb 10, 2023 08:55 CST)  
\_\_\_\_\_  
By City Manager

Feb 10, 2023

Date