



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

180057

EFFECTIVE DATE

JAN 04 2018

### INSTRUCTIONS

1. Complete and submit this form for approval of changes of \$50,000 or less to competitively bid contracts.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section 2.
6. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

RECEIVED  
 2018 JAN -5 PM 2:57  
 CITY SECRETARY  
 DALLAS, TEXAS

<b>VENDOR NAME</b>	Vescorp Construction, LLC dba Chavez Concrete Cutting	<b>VENDOR NUMBER</b>	VS89922
<b>CONTRACT NAME</b>	Paving, Streetscape & Signal Improvements for Greenville Avenue & Ross Avenue Intersction (PB12S393)	<b>DEPARTMENT</b>	Public Works

**ACTION REQUESTED**

Authorize Change Order Number 1 to the contract with Vescorp Construction, LLC dba Chavez Concrete Cutting for paving, streetscape and signal improvements for Greenville Avenue and Ross Avenue Intersection in the amount of \$21,366.00. This will increase the contract amount from \$617,988.97 to \$639,354.97.

**CONTRACT NUMBER:** STS-2017-00002228      **CONTRACT TERM:** 1/3/2018 To 5/1/2018

**BACKGROUND**

It was determined during a field meeting with the Contractor, Transportation Safety and Congestion Management to run overhead cables to the existing traffic signal poles and leave them in place during the construction phase to help with the traffic flow. Therefore, this change order will authorize Vescorp Construction, LLC dba Chavez Concrete Cutting to install a temporary traffic signal with phasing and removal at the intersection of Greenville Avenue and Ross Avenue.

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
3U22	PBW	S393	CPST	4510	PB12S393	STS-2017-00002228	\$21,366.00

**PROGRAM NO.:**      **COMMODITY CODE:**      **FINANCING:** 2012 Bond Funds

**M/WBE INFORMATION**

Place an  in the appropriate boxes:

African-American     Hispanic

Caucasian: Female  Male

Other Minority (Asian-Pacific, Asian-American Native American)

M/WBE Certification Number: \_\_\_\_\_

**CHANGE ORDER DATA**

Change Order No. 1      Original CR/AA No. 17-1166

Original CR/AA Date 8/9/2017      Original CR/AA Amount \$617,988.97

Total of Previous Change Orders \$0.00

Change Amount Including this Order \$21,366.00

Total Change Order Percentage 3.46%

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

BY DEPARTMENT DIRECTOR:

DATE: 1/4/18



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

180058

EFFECTIVE DATE

DEC 12 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN -8 AM 11:14  
 CITY SECRETAR  
 DALLAS, TEXA

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No 12/13/17

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

Vendor Name:	Rone Engineering Services, LTD	Vendor No.	089164
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Subject:	Construction Materials Testing Runyon Creek Trail	Department:	Park and Recreation
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Action Requested: Increase a professional services contract to Rone Engineering, LTD in the amount of \$6,176.75 from \$26,159.50 to \$32,336.25.

Contract Number:	PKR-2018-00004334	Contract Term:	To
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Background: Additional materials testing is required because the trail length was extended from the original contract amount.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
4U22	PBW	S619	HIBT	4113	PB12S619	CT PKR16019550	\$6,176.75
<b>TOTAL:</b>							

Project No:	See Prog	Commodity Code:	92500	Financing:	2012 Bond Program
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	16-0399	5/6/2016	\$26,159.50	\$0.00	\$6,176.75	2.36%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

12-06-17  12-22-17  
 By Department Director DATE Approved as to form by City Attorney DATE

12-12-17  
 By Assistant City Manager DATE



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

180059

EFFECTIVE DATE

JAN 12 2018

### INSTRUCTIONS

1. Complete and submit this form for approval of changes of \$50,000 or less to competitively bid contracts.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section 2.
6. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)

RECEIVED  
 2018 JAN 17 AM 10:31  
 CITY SECRETARY  
 DALLAS, TEXAS

<b>VENDOR NAME</b>	Tiseo Paving Company	<b>VENDOR NUMBER</b>	011466
<b>CONTRACT NAME</b>	Cedardale Road from Lancaster City Limit to Bonnie View Road	<b>DEPARTMENT</b>	Public Works

**ACTION REQUESTED**

Authorize Change Order No. 1 to the construction contract with Tiseo Paving Company for adding the following construction items for Cedardale Road from Lancaster City Limit to Bonnie View Road (ST06W154): 431 - Stone Retaining Wall, 514 - Lime Stabilization Base Course, 515 - Hydrated Lime, 647 - Erosion Blanket, 2019 - PVC Water Pipe Encasement, 2046 - Remove Abandoned Wastewater Main, 2047 - Cut and Remove Wastewater Flapper Valve, and 2048 - 16-inch Water Main Lowering. This is a **zero** change order and will not increase the contract amount.

<b>CONTRACT NUMBER:</b>	STS-2017-00001827	<b>CONTRACT TERM:</b>	5/8/2017 To 10/31/2018
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**BACKGROUND**

During construction, it was discovered that an abandoned wastewater main and flapper valve needed to be removed as it conflicts with the new 54-inch reinforced concrete storm pipe. While preparing the construction plans for the project, Terracon Consultants, Inc. (geotechnical firm) along with Halff Associates, Inc. performed additional soil investigations and concluded that the lime stabilization of the road subgrade was best instead of the originally proposed cement stabilization. This was completed at the request of Trammell Crow, who paid for the design of the Cedardale Road project and worked with Halff Associates, Inc. on their development at 3800 Cedardale Road. In addition, an existing 16-inch water main is in conflict with a new 48-inch reinforced concrete storm pipe. (Attachment A is included).

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
							\$0.00

PROGRAM NO.: ST06W154      COMMODITY CODE:      FINANCING:

**M/WBE INFORMATION**

Place an  in the appropriate boxes:

African-American       Hispanic

Caucasian: Female  Male

Other Minority (Asian-Pacific, Asian-American Native American)

MWBE Certification Number: \_\_\_\_\_

**CHANGE ORDER DATA**

Change Order No. 1      Original CR/AA No. 16-1994

Original CR/AA Date 12/14/2016      Original CR/AA Amount \$7,698,847.50

Total of Previous Change Orders \$0.00

Change Amount Including this Order \$0.00

Total Change Order Percentage 0.00%

APPROVAL

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

BY DEPARTMENT DIRECTOR

DATE 1/12/18 mm



**Memorandum**

RECEIVED

2018 APR 26 PM 2:59

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE April 19, 2018

TO City Secretary

SUBJECT Correction to Administrative Action 18-0129

Please add the following correction as part of the permanent record.

FROM:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
4U22	PBW	S394	CPST	4154	PB12S394	<u>PBW-2018-0004489</u>	\$41,773.68

TO:

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
4U22	PBW	S394	CPST	4154	PB12S394	<u>PBW-2018-00004489</u>	\$41,773.68

Kenneth Odu  
Assistant Director  
Public Works Department

*8/5/18*





# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11)  
for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

180129

EFFECTIVE DATE

DEC 14 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 11:18 JAN 23 PM 2018  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Oncor Electric Delivery	Vendor No.	399181
Subject:	Paving & Drainage Improvements Greenville Ave. from Ross Ave. to Alta Ave. & Bell Ave. to Belmont St. (PB12S394)	Department:	Department of Public Works

**Action Requested:** Authorize a service agreement with Oncor Electric Delivery to relocate power poles on Greenville Ave. between Belmont Ave. and Richmond Ave. and install underground service. This work will also involve removing four poles between Alta St. and Lewis St. This service agreement is for \$41,773.68.

Contract Number:	PBW-2018-0004489	Contract Term:	6/17/2015 To 1/31/2018
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**Background:** This project is part of the beautification for Lower Greenville Ave. from Ross Ave. to Alta Ave. and Bell Ave. to Belmont St. Oncor will remove four power poles and install underground services.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
4U22	PBW	S394	CPST	4154	PB12S394	PBW-2018-0004489	\$41,773.68
<b>TOTAL:</b>							<b>\$41,773.68</b>

**Project No:** PB12S394 **Commodity Code:** **Financing:** 2012 Bond Program (General Obligation Commercial Paper Funds)

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: *[Signature]* DATE: 12/14/17

Approved as to form by City Attorney: *[Signature]* DATE: 1-23-18

By Assistant City Manager: *[Signature]* DATE: 12/20/17

ORIGINAL - City Secretary

REV 05/2017



# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

**ADMINISTRATIVE ACTION**

**180130**

**EFFECTIVE DATE**

12/21/17

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) **Rebate Payment**

2018 JAN 24  
 RECEIVED  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Megan Knauss	Vendor No.	VS95015
Subject:	Home Improvement Rebate Program (HIRP)	Department:	Housing & Neighborhood Revitalization

**Action Requested:** Final payment for home improvement rebate at 1721 North Winnetka Avenue, Dallas, TX 75208 pursuant to Home Improvement Rebate Program (HIRP).

Contract Number:	HOU-2018-00004891	Contract Term:	7/13/2017	To	7/13/2018
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**Background:** Pursuant to City Council Resolution No. 16-1654, approved on October 11, 2016, Dallas homeowners may apply for a rebate up to \$5,000 for repairs and renovations to their property.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	HOU	4288	HO91	3099	HIRP	CX HOU-2018-00004891	\$5,000.00
<b>TOTAL:</b>							<b>\$5,000.00</b>

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 By Department Director	12/18/2017 DATE	 Approved as to form by City Attorney	1/23/18 DATE
 By Assistant City Manager	12/21/17 DATE		



# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

**ADMINISTRATIVE ACTION**

**180131**

**EFFECTIVE DATE**

1/24/18

RECEIVED  
 CITY SECRETARY  
 DALLAS, TEXAS  
 JAN 25 PM 3:12

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Rebate Payment

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Andre Bohren	Vendor No.	VC18021
Subject:	Home Improvement Rebate Program (HIRP)	Department:	Housing & Neighborhood Revitalization

**Action Requested:** Final payment for home improvement rebate at 6131 Power Drive, Dallas, TX 75227 pursuant to Home Improvement Rebate Program (HIRP).

Contract Number:	HOU-2018-00004959	Contract Term:	7/13/2017	To	07/13/2018
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**Background:** Pursuant to City Council Resolution No. 16-1654, approved on October 11, 2016, Dallas homeowners may apply for a rebate up to \$5,000 for repairs and renovations to their property.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
<b>Funding:</b>	0001	HOU	4288	HO91	3099	HIRP	CX HOU-2018-00004959	\$5,000.00
	<b>TOTAL:</b>							<b>\$5,000.00</b>

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
					%	

**M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.**

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

<p style="font-size: 24pt; font-family: cursive;">[Signature]</p> <p>By Department Director</p>	<p>12/20/17</p> <p>DATE</p>	<p style="font-size: 24pt; font-family: cursive;">[Signature]</p> <p>Approved by to form By City Attorney</p>	<p>1/25/18</p> <p>DATE</p>
<p style="font-size: 24pt; font-family: cursive;">[Signature]</p> <p>By Assistant City Manager</p>	<p>1/24/18</p> <p>DATE</p>		





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

180132

EFFECTIVE DATE

1/19/18

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Rebate Payment

2018 JAN 25 PM 1:41  
RECEIVED  
CITY OF DALLAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?

Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)

Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

Yes  No

Vendor Name: Tonya McGee Vendor No. VS95147

Subject: Home Improvement Rebate Program (HIRP) Department: Housing & Neighborhood Revitalization

Action Requested: Final payment for home improvement rebate at 2215 Chatham Square Court, Dallas, TX 75227 pursuant to Home Improvement Rebate Program (HIRP).

Contract Number: HOU-2018-00004894 Contract Term: 7/13/2017 To 7/13/2018

Background: Pursuant to City Council Resolution No. 16-1654, approved on October 11, 2016, Dallas homeowners may apply for a rebate up to \$5,000 for repairs and renovations to their property.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	HOU	4288	HO91	3099	HIRP	CX HOU-2018-00004894	\$2,804.39
<b>TOTAL:</b>							<b>\$2,804.39</b>

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: DATE: 1/17/2018

Approved as to form by City Attorney: DATE: 1/25/18

By Assistant City Manager: DATE: 1/19/18



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER

180133

EFFECTIVE DATE

JAN 22 2018

### INSTRUCTIONS

1. Complete and submit this form for approval of changes of \$50,000 or less to competitively bid contracts.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section 2.
6. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)? Yes  No

2018 JAN 26 AM 11:58  
 RECEIVED  
 CITY OF DALLAS  
 OFFICE OF THE CITY CLERK

<b>VENDOR NAME</b>	Thos. S. Byrne, LTD.	<b>VENDOR NUMBER</b>	VS *42245
<b>CONTRACT NAME</b>	BRISCOE CARPENTER LIVESTOCK CENTER	<b>DEPARTMENT</b>	Park and Recreation

**ACTION REQUESTED**  
 Authorize an increase in the construction contract with Thos. S. Byrne, LTD. in the amount of \$48,257.00; thereby increasing the contract from \$10,666,525.00 to \$10,714,782.00.

<b>CONTRACT NUMBER:</b>	PKR-2016-0000062	<b>CONTRACT TERM:</b>	532 Working Days To 648 Working Days
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### BACKGROUND

This change order consists of the following items:

- 1) PC #68) Revisions to top of CMU wall support Grd line 1, 2) PC #77b) Landscape revisions, 3) PC #86 Credit for change in FRP thickness, 4) PC #90b) Added insulation at exterior entry porch soffit, 5) PC #91) Site concrete paving revisions, 6) PC #92r) Shower revisions to meet ADA/TAS requirements, 7) PC #93 Add wireless fire module for fire alarm, 8) PC #94 Repairs to Phase 1 landscape scope, 9) PC #95 Tile Revisions at first level restrooms to meet ADA/TAS requirements, 10) PC #96 Items added by Fire Marshal Inspection, 11) PC #97r Trim out utility items in Circle drive, 12) PC #99 Added thresholds at front entry vestibule, 13) PC #100 Add 208 20Amp receptacle in IT Room, 14) PC #101 Added guardrail at Stair No.2 window.

Additionally, Letters of Agreement No. 04 dated 04 April 2017, No. 05 dated 21 April 2017, No. 06 dated 03 May 2017 and No. 07 dated 18 May 2017 are included as part of this change order incorporating the scope of work. The funding for the added scope in Letters of Agreement No.'s 04,05,06 and 07 will be paid directly to Thos. S. Byrne, Ltd. by the State Fair of Texas and will not present any cost to the City of Dallas.

All changes are owner requested.

### FUNDING

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
2T00	PKR	T098	FPRK	4310	PK06T098	CT PKR15019515	\$23,673.59
6R05	PKR	T098	FPRK	4310	PK06T098	CT PKR15019515	5,595.56
4T00	PKR	T046	FPRK	4310	PK6T046.12	CT PKR15019515	\$18,987.85
<b>Total</b>							<b>\$48,257.00</b>

PROGRAM NO.: See Program      COMMODITY CODE: 91200      FINANCING: 2006 Bond Funds

### M/WBE INFORMATION

Place an •X• in the appropriate boxes:

African-American       Hispanic

Caucasian: Female  Male

Other Minority (Asian-Pacific, Asian-American Native American)

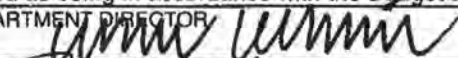
M/WBE Certification Number: \_\_\_\_\_

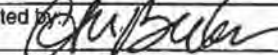
### CHANGE ORDER DATA

Change Order No.	05	Original CR/AA No.	15-0954
Original CR/AA Date	5/27/2015	Original CR/AA Amount	\$10,509,788.00
Total of Previous Change Orders	\$156,737.00		
Change Amount Including this Order	\$204,994.00		
Total Change Order Percentage	1.95%		

### APPROVAL

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

BY DEPARTMENT DIRECTOR  DATE 1-22-18

Robert Altahi, President      Date 1-25-18      Attested by  Anthony Becker, Interim Secretary      Date 1-25-18





# ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

180134

EFFECTIVE DATE

DEC 15 2017

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 26 PM  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Dan Shipley Architects, Inc.	Vendor No.:	VS*17827
Subject:	LUNA VISTA GOLF COURSE MAINTENANCE FACILITY	Department:	Park and Recreation
Action Requested:	Authorize Supplemental Agreement #5 with Dan Shipley Architects, Inc., in the amount of \$18,860.00 thereby increasing the contract from \$147,094.30 to \$165,954.30.		
	Contract Number:	PKR-2017-00001755	Contract Term: To

**Background:** Consulting scope change shall consist of the provision of City of Dallas Green Building Code inspection and verification by a third-party service provided and services to revise and resubmit documentation for 411Q permit plan revisions and waterline utility easement revisions for new hydrant look for the Luna Vista Golf Course Maintenance Facility. All changes are owner requested.

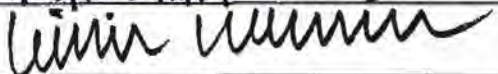
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
1T00	PKR	P761	AISF	4112	PKP761	CT <del>PKR19353</del> PKR 1301 9353	\$5,550.03
4R00	PKR	P761	AISF	4112	PKP761	CT <del>PKR19353</del> PKR 1301 9353	\$957.69
5R05	PKR	P761	AISF	4112	PKP761	CT <del>PKR19353</del> PKR 1301 9353	\$1,050.00
7T00	PKR	P761	AISF	4112	PKP761	CT <del>PKR19353</del> PKR 1301 9353	\$8,123.00
BT00	PKR	P761	AISF	4112	PKP761	CT <del>PKR19353</del> PKR 1301 9353	\$3,179.28
<b>TOTAL:</b>							\$18,860.00

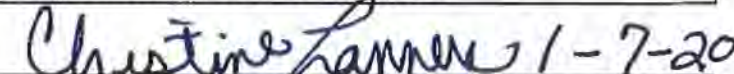
Project No:	See Prgm	Commodity Code:	92500	Financing:	2003 Bond Funds, 2006 Bond Funds	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
5	13-0113	1/9/2013	\$74,805.00	\$72,289.30	\$91,149.30	121.85%

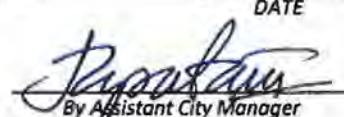
M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 12-14-17  
 By Department Director DATE

 1-7-20  
 Approved as to form by City Attorney DATE

 12-7-17  
 By Assistant City Manager DATE



**Memorandum**

RECEIVED

2018 FEB 20 PM 1:35

CITY SECRETARY  
DALLAS, TEXAS

CITY OF DALLAS

DATE February 14, 2018

TO Bilierae Johnson, Interim City Secretary

SUBJECT **Correction to Administrative Change Order No. 18-0135, dated 1/26/2018**

It has come to our attention that the following information is incorrect on the original document:

Incorrect: Item # 6130AE - 72" diameter drop wastewaterwater manhole

Correct: Item # 6130AEX - 72" diameter drop wastewater manhole

Please make the necessary corrections to the permanent records. Should you have any questions, please contact Liong So, P.E., Project Manager at 214-948-4570.

A handwritten signature in blue ink that reads "Rick Galceran".

Rick Galceran, P.E., Director  
Department of Public Works

Attachment

c: Project Manager  
File

A handwritten signature in blue ink, likely "Bilierae Johnson", written in a cursive style.



CITY OF DALLAS

# ADMINISTRATIVE CHANGE ORDER

(See Administrative Directive 4-5)

ADMINISTRATIVE ACTION NUMBER	180135
EFFECTIVE DATE	JAN 26 2018

### INSTRUCTIONS

1. Complete and submit this form for approval of changes of \$50,000 or less to competitively bid contracts.
2. The cumulative total of all change orders must not exceed +/- 25% of the original contract amount.
3. Attach all supporting documents.
4. See Administrative Directive 4-5, Sections 8 and 9 for additional information and routing.
5. Authorized by Dallas City Code, Section 2.
6. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

PH 2:33  
 180135  
 JAN 26 2018

VENDOR NAME	Texas Standard Construction, LTD	VENDOR NUMBER	508379
CONTRACT NAME	Goodnight Lane Phase I - PB06U788	DEPARTMENT	Public Works

**ACTION REQUESTED**

Authorize Change Order No. 2 to the construction contract with Texas Standard Construction, LTD, for Goodnight Lane Phase I Improvements for \$49,959.00. This action will increase the contract amount from \$3,724,729.96 to \$3,774,688.96.

CONTRACT NUMBER:	STS-2016-00001413	CONTRACT TERM:	4/3/2017 To 5/3/2018
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**BACKGROUND**

Goodnight Lane Phase 1 from Joe Field to Royal Lane improvements needs additional wastewater main contract items for 72" diameter drop wastewater manhole, 610 LF Trench safety and support, 240 SF Reinforced Concrete Paving. All items needed for this change order are listed in the attachment.

FUND	DEPT.	UNIT	ACTV.	OBJ.	PROGRAM	ENCUMBRANCE NO.	AMOUNT
2116	DWU	PS42		4560	713034	CT-DWU713034CP	\$49,959.00

PROGRAM NO.: 713033      COMMODITY CODE: 91200      FINANCING: Water Utilities Capital Improvement Funds

**M/WBE INFORMATION**

Place an \*X\* in the appropriate boxes:

African-American       Hispanic

Caucasian: Female  Male

Other Minority (Asian-Pacific, Asian-American Native American)

MWBE Certification Number: \_\_\_\_\_

**CHANGE ORDER DATA**

Change Order No.	2	Original CR/AA No.	161974
Original CR/AA Date	December 14, 2016	Original CR/AA Amount	\$3,674,833.96
Total of Previous Change Orders	\$49,896.00		
Change Amount Including this Order	\$99,855.00		
Total Change Order Percentage	2.72%		

APPROVAL

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

BY DEPARTMENT DIRECTOR: *[Signature]*      DATE: 1/26/18 mm

# Memorandum

RECEIVED

2018 JAN -5 PM 4: 29

CITY SECRETARY  
DALLAS, TEXAS

185056



City of Dallas

DATE January 5, 2018

TO City Secretary's Office

SUBJECT Correction to Administrative Action 18-5056

The subject Administrative Action was approved on January 2, 2018 authorizing a 5-year renewal with Marketron Broadcast Solutions for AR Traffic Software.

The following changes are needed to correct financial/funding information (additions / deletions):

Fund: 0140  
Dept: OCA  
Unit: 1068  
ACTV:  
Obj: 2735

Encumbrance: OCA-2017-00003971  
Vendor: ~~204040~~ VC0000004032  
Amount: \$49,668.66  
Commodity Code: 20870  
Financing: Current Year Municipal Radio Funds

Point of contact for additional information is Nelda Russell at 214-670-8888.

Cliff Gillespie  
Business Operations Manager  
Office of Cultural Affairs

2/1/18





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185056

EFFECTIVE DATE

1-2-18 AD.

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN -3  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?

Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)

Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

Yes  No

Vendor Name:	MARKETRON BROADCAST SOLUTIONS	Vendor No.	204040
--------------	-------------------------------	------------	--------

Subject:	AR TRAFFIC SOFTWARE	Department:	OFFICE CULTURAL AFFAIRS/WRR
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Action Requested: WRR is requesting authorization to sign a renewal 5 year contract with Marketron Broadcast Solutions, for the AR Traffic Software for the advertising services

Contract Number:	OCA-2017-00003971	Contract Term:	1/1/2018	To	12/31/2022
------------------	-------------------	----------------	----------	----	------------

Background: Marketron Broadcast Solutions provides WRR-FM with the radio AR Traffic Software (commercial scheduling) system. This contract period is from January 1, 2018 through December 31, 2022, not to exceed \$49,668.66.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0140	OCA	1068		2735		OCA-2017-00003971	\$49,668.66
<b>TOTAL:</b>							<b>\$49,668.66</b>

Project No:	Commodity Code:	20870	Financing:	Current Year Municipal Radio Funds
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

12/18/17  
 By Department Director DATE

1/3/18  
 Approved as to form by City Attorney DATE

1-2-18  
 By Assistant City Manager DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185057

EFFECTIVE DATE

DEC 20 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
2018 JAN -2 PM 3:07  
CITY SECRETAR  
DALLAS, TEXA

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Oncor Electric Delivery Company Vendor No. 399181

Subject: Cesar Chavez Blvd (Central Expy) Department: Department of Public Works

Action Requested: Authorize a service agreement with Oncor Electric Delivery Company for the installation of street lights on Cesar Chavez Blvd (Central Expy) for a \$2,015.06 cost to the City.

Contract Number: PBW-2018-00004844 Contract Term: 11/27/2017 To 5/1/2018

Background: The new street lights to be installed with Cesar Chavez Blvd/Central Expy construction require Oncor Electric Delivery Company to furnish the street lights, fixtures and conductor serving these power feeds. This action will authorize Oncor Electric Delivery Company to provide the necessary power feed.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
3T22	PBW	U779	THRF	3599	PB06U779	PBW06U779A1	\$2,015.06
<b>TOTAL:</b>							<b>\$2,015.06</b>

Project No: PB06U779 Commodity Code: Financing: 2006 Bond Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
0						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: [Signature] DATE: 12/14/17 Approved as to form by City Attorney: [Signature] DATE: 1-2-18

By Assistant City Manager: [Signature] DATE: 12/20/17

Majed A. Al-Ghafry





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185058

EFFECTIVE DATE

12/20/17  
2018 JAN -3 PM 4:23  
RECEIVED  
CITY SECRETARY  
DALLAS TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Hugh Cunningham, Inc. / Flow Control Group Vendor No. 094131

Subject: Master Agreement Extension Department: Water Utilities

Action Requested: Authorize a twelve (12) month extension for master agreement POM-0000000307 (BM1133) - Air Release/Vacuum & Combination Valves. This extension will provide continued coverage.

Contract Number: POM-2011-00000448 Contract Term: 11/5/2017 To 11/4/2018

Background: This master agreement was awarded by Council on 11/07/2011, resolution # 11-2952, with Hugh Cunningham, Inc. / Flow Control Group (094131) for Air Release/Vacuum & Combination Valves.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							<i>H.C.</i>
<b>TOTAL:</b>							

Project No: BM1133 Commodity Code: 67075 Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
4	11-2952	11/7/2011	\$250,000.00	\$6,250.00	\$256,250.00	2.50%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	<input checked="" type="checkbox"/> \$	\$	\$	\$	

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

By Department Director *[Signature]* 12/15/17 DATE Approved as to form by City Attorney *[Signature]* 2/13/18 DATE

By Assistant City Manager *[Signature]* 12/20/17 DATE  
**Majed A. Al-Ghafry**





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185059

EFFECTIVE DATE

DEC 20 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN -4 PM 4:41  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: CRY HAVOC THEATER COMPANY Vendor No. VS88935  
 Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Consultant shall present the theatrical production, *Babel* - a documentary/verbatim work that examines current day politically and socially charged subjects. The show, directed by Mara Richards Bim, will be a scripted culmination of interviews from multiple viewpoints on such topics. The interviews will take place between January and May 2018. The *Babel* production will be an open-to-the-public event presented at the AT&T Performing Arts Center from July 5-15, 2018.

Contract Number: OCA-2018-00004740 Contract Term: 01/01/2018 To 08/31/2018

Background: CRY HAVOC THEATER COMPANY was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The fee for this service is \$7,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$1,750.00 of the total awarded amount upon completion of deliverables one and receipt of the consultant's first invoice, one (1) payment of 50% or \$3,500.00 of the total awarded amount upon completion of deliverables two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$1,750.00, 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 invoice.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4880		3089	CPP	MASC OCA-2018-00004740	\$7,000.00
<b>TOTAL:</b>							<b>\$7,000.00</b>

Project No: \_\_\_\_\_ Commodity Code: 96207 Financing: Current Funding

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jennifer Scipp* 12/15/17  
 By Department Director DATE

*[Signature]*  
 By Assistant City Manager

*Heather Sullivan* 12/20/17  
 Approved as to form by City Attorney DATE

12-20-17  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185060

EFFECTIVE DATE  
DEC 27 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
2018 JAN -4 PM 4:44  
CITY SECRETARY  
DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Cara Mia Theatre Co Vendor No. 357327

Subject: Professional Services Oak Cliff Cultural Center Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Cara Mia Theatre Co to present a Theatre Performance of consultant's own work, demonstrating both Theatre and Visual Arts at the Oak Cliff Cultural Center. The performance is a part of OC3's Community Outreach Theatre directive. Participants will experience a Theatre production with visual arts components, comedy, music, and media projections. Performance will take place on January 12, 2018.

Contract Number: OCA-2018-00004882 Contract Term: 1/12/2018 To 1/15/2018

Background: Cara Mia Co was selected to perform services at the Oak Cliff Cultural Center because of their cultural and artistic background and connection to the community of Oak Cliff. The fee for this service will not exceed \$550.00. Consultant understands that the City of Dallas will pay Consultants in one (1) payment(s) of \$550.00 within fifteen (15) working days from receipt of Consultant's invoice. An invoice will be submitted upon completion of each service. All service dates, times and locations are subject to OCA approval.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	1299		3089		OCA-2018-00004882	\$550.00
<b>TOTAL:</b>							

Project No: \_\_\_\_\_ Commodity Code: 96104 Financing: Current Fund

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$ 550.00	\$	\$	

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

By Department Director: DATE: 12-21-17

Approved as to form by City Attorney: DATE: 1/4/18

By Assistant City Manager: DATE: 12-27-17





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185061

EFFECTIVE DATE

DEC 27 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN -4 PM 1:40  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Cristina Medina Vendor No. VS0000084570  
 Subject: Professional Services Oak Cliff Cultural Center Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Cristina Medina to present one (1) ninety-minute presentation for school-aged students that explore the cultural history of Mexican-American artists in Texas through a series titled "Tex-Mexicarte" through print-making in the artist's own work. Consultant's presentations are in conjunction with the Oak Cliff Cultural Center's Tex-Mexicarte workshop series.  
 Contract Number: OCA-2018-00004881 Contract Term: 1/12/2018 To 1/15/2018

Background: Cristina Medina was selected to perform services at the Oak Cliff Cultural Center because of her cultural and artistic background and connection to the community of Oak Cliff. The fee for this service will not exceed \$500.00. Consultant understands that the City of Dallas will pay Consultants in one (1) payment(s) of \$500.00 within fifteen (15) working days from receipt of Consultant's invoice. An invoice will be submitted upon completion of each service. All service dates, times and locations are subject to OCA approval.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	1299		3089		OCA-2018-00004881	\$500.00
<b>TOTAL:</b>							<b>\$500.00</b>

Project No: \_\_\_\_\_ Commodity Code: 96104 Financing: Current Fund  
 Change Order No. Original CR/AA No. Original CR/AA Date Original CR/AA Amount Total Previous Change Orders Change Amount Including this Order Total Change Order Percentage %

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$ 500.00	\$	\$	

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

By Department Director: 12-21-17 DATE Approved as to form by City Attorney: 1/4/18 DATE  
 By Assistant City Manager: 12-27-17 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

## 185062

EFFECTIVE DATE

DIT SECRETARY  
DALLAS, TEXAS  
JAN 5 7 17 AM 8:30

RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Library Interiors of Texas, LLC	Vendor No.	VS*25509
--------------	---------------------------------	------------	----------

Subject:	Genealogy Study Carrel	Department:	LIB
----------	------------------------	-------------	-----

Action Requested: Authorize payment for the purchase and installation of study carrels on the 8<sup>th</sup> floor of J. Erik Jonsson Central Library

Contract Number:	LIB-2018-00004722	Contract Term:		To	
------------------	-------------------	----------------	--	----	--

Background: As part of collection rearrangements and furniture moves throughout the J. Erik Jonsson Central Library, the 8th floor will be adding additional study carrels for customer use. As advised by the Procurement Services, authorization is requested to acquire quoted goods and services from Library Interiors of Texas, LLC, a member of BuyBoard National Purchasing Cooperation.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0687	LIB	5303		3099		LIB-2018-00004722	\$24,921.75
<b>TOTAL:</b>							<b>\$24,921.75</b>

Project No:	Commodity Code:	Financing:
-------------	-----------------	------------

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]*  
By Department Director

12.26.17  
DATE

*[Signature]* 01/05/2018  
Approved as to form by City Attorney  
DATE

*[Signature]*  
By Assistant City Manager

12-27-17  
DATE



# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185063

EFFECTIVE DATE

DEC 28 2017

RECEIVED  
JAN -5 AM 8:29  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Advantage Waste Disposal LLC Vendor No: VS92307

Subject: Discount Disposal Contract Department: Department of Sanitation Services

Action Requested: The City of Dallas desires to enter into a three-year solid waste discount disposal contract with Advantage Waste Disposal LLC for delivery of guaranteed annual tonnage of 22,500 at a discount disposal fee of 13.06% below the disposal rate in accordance with the discount rates ordinance approved by City Council on October 1, 2016.

Contract Number: SAN-2018-00004972 Contract Term: 1/15/2018 To 1/14/2021

Background: Advantage Waste Disposal LLC has had a prepaid account for disposal since 2013 and now desires to obtain a three-year contract with City of Dallas using the approved rates and the current contract terms for the delivery of guaranteed annual tonnage of 22,500 tons at discount rate of 13.06%. Estimated 3-year contractual revenue projection to Enterprise Fund 0440 is \$1.5M

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0440	SAN	3592	SS03	RSC	7430	SAN-2018-00004972	\$0.00
<b>TOTAL:</b>							

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: \_\_\_\_\_

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director

12-20-17  
DATE

Approved as to form by City Attorney  
01/05/2018  
DATE

By Assistant City Manager

12-29-17  
DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 8 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185064

EFFECTIVE DATE

12-21-17 *WLR*

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2018 JAN-5 AM 10:29

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional/Personal/Planning/Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79<sup>o</sup> of the City Code.
- f. Other (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes, attach explanation)  Yes  No

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

Vendor Name: Fidelity Investments Institutional Operations Company, Inc. and Fidelity Management Trust Company

Subject: Trust Agreement and Recordkeeping Services      Department: City Controller's Office

Action Requested: Authorize a letter dated December 12, 2017 that replaces a core investment option related to the City of Dallas 401(k) Retirement Savings Plan, effective on February 2, 2018.

Contract Term: \_\_\_\_\_ To \_\_\_\_\_

Background: The Plan Board reviewed core investment option alternatives that are available, consulted with the City Attorney's Office as well as the service provider, and on November 17, 2017 voted in favor of replacing the Lord Abbett Developing Growth Fund - Class R6 with the Victory RS Small Cap Growth Fund - Class Y. As a result, the Lord Abbett Developing Growth Fund - Class R6 will be frozen, contributions will be redirected and the frozen balances will be reallocated to the Victory RS Small Cap Growth Fund - Class Y investment option, effective as of market close (generally 3:00 p.m. Central time) on February 2, 2018.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
								\$0.00

Project No.: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: No cost consideration to the City.

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage

M/WBE INFORMATION- Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
	\$	\$	\$		

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

*[Signature]*  
By Department Director      12/15/17      DATE

*[Signature]*  
Approved as to form by City Attorney      12/22/17      DATE

*[Signature]*  
By Assistant City Manager      12-21-17      DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185065

EFFECTIVE DATE

DEC 22 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2018 JAN -5 AM 10:5

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: F. B. McIntire Vendor No. VS0000028132

Subject: Crane Rental Department: Dallas Fire-Rescue

Action Requested: Authorize crane rental and invoice payment for Special Ops Structural Collapse II Training.  
Contract Number: DFD-2018-00005014 Contract Term: 1/11/2017 To 1/12/2018

Background: The Structural Collapse Technician II course is designed to provide students with the knowledge, skills and abilities to perform rescue at structural collapse scenes due to natural disasters or terrorist incidents. Structural Collapse II is the second requirement necessary to be certified as a USAR member of the DFR Department. Special Operations is taking a proactive measure to fill current and future vacancies by soliciting and training members who have volunteered for the program.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	DFD	HS04	DF01	3060			\$4,100.00
<b>TOTAL:</b>							\$4,100.00

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: \_\_\_\_\_

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director *David Costey* 12/21/17 DATE

Approved as to form by City Attorney *Don Knight* 1/4/2018 DATE

By Assistant City Manager *Jim Futer* 12-22-17 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185066

EFFECTIVE DATE

12-27-17

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Pay invoice due to emergency service required and provided

RECEIVED  
 2018 JAN -5 AM 11:30  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Ace Pipe Cleaning Copany, Inc. Vendor No. 112879

Subject: Cleaning Wet Wells Department: Trinity Watershed Management

Action Requested: Pay invoice 137012 for emergency service to remove all remaining water, silt, and foreign debris from wells and dispose of material at dump site near pump station being cleaned and provide digital pictures of the interior of each well for verification of all silt and foreign debris removal.

Contract Number: TWM-2018-00005005 Contract Term: One Time Payment To

Background: The service was needed to remove silt from the pump stations. The vendor pumped water into adjacent sumps from pump stations being cleaned and performed a manned entry general inspection of the wells to remove foreign objects (rebar, wrenches, rocks, etc.). The vendor also provided digital pictures of the interior of each well for verification of all silt and foreign debris removal. This service is necessary to help prevent flooding hazards to the citizens of Dallas and their property.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0061	SDM	4792	SD01	3070		TWM-2018-00005005	\$39,235.00
<b>TOTAL:</b>							<b>\$39,235.00</b>

Project No: Commodity Code: 96221 Financing: Current SDM Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]* 12/26/17  
 By Department Director DATE

*[Signature]* 1/4/18  
 Approved as to form by City Attorney DATE

*[Signature]* 12/27/17  
 By Assistant City Manager DATE

Exhibit C  
Memorandum

185067

RECEIVED

2018 FEB 23 PM 3: 50



CITY OF DALLAS

DATE February 23, 2018

CITY SECRETARY  
DALLAS, TEXAS

TO City Secretary  
SUBJECT Correction to AA 185067

This is the first  correction to the subject Administrative Action.

The subject Administrative Action was approved on 12/20/2017 authorizing:

Authorize a twelve (12) month extension for master agreement POM-BM1525 - Clamps, Couplings, Sleeves & Adapters. This extension will provide continued coverage.

Change(s) is/are needed to correct (select all applicable):

Typo     Financial/funding information     Obvious error from CR context

From: Contract Term: ~~2/24/2017 to 2/23/2018~~

To: Contract Term: 2/24/2018 to 2/23/2019

Department: Water Utilities

Director (or designee.):

  
\_\_\_\_\_  
Signature

2/27/18  
\_\_\_\_\_  
Date

Terry Lowery

Attachment for reference: Council Resolution [number], 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185067

EFFECTIVE DATE

12. 2016 JAN -5 PM 4:20  
CITY SECRETARY  
DALLAS, TEXAS  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Ferguson Enterprises Vendor No. VS87464

Subject: Master Agreement Extension Department: Office of Procurement Services

Action Requested: Authorize a twelve (12) month extension for master agreement POM-BM1525 - Clamps, Couplings, Sleeves & Adapters. This extension will provide continued coverage.

Contract Number: ~~BM1525~~ Pom-2018-000014 Contract Term: 2/24/2017 To 2/23/2018

Background: This master agreement was awarded by Council on 2/24/2016, resolution # 16-0366, with Ferguson Enterprises (VS87464) for Clamps, Couplings, Sleeves & Adapters.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							0.00
<b>TOTAL:</b>							

Project No: BM1525 Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	16-0366	2/24/2016	\$120,677.12	\$0.00	\$120,677.12	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director [Signature] DATE 12/20/17 Approved as to form by City Attorney [Signature] DATE 1/5/18

By Assistant City Manager [Signature] DATE 12/20/17  
Majed A. Al-Ghafry

Exhibit C  
Memorandum

RECEIVED

2018 FEB 23 PM 3: 50

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE February 23, 2018  
TO City Secretary  
SUBJECT Correction to AA 185068

This is the first  Yes correction to the subject Administrative Action.

The subject Administrative Action was approved on 12/20/2017 authorizing:

Authorize a twelve (12) month extension for master agreement POM-BM1525 - Clamps, Couplings, Sleeves & Adapters. This extension will provide continued coverage.

Change(s) is/are needed to correct (select all applicable):

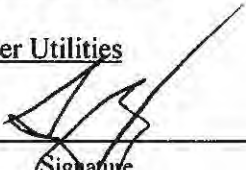
Typo     Financial/funding information     Obvious error from CR context

From: Contract Term: ~~2/24/2017 to 2/23/2018~~

To: Contract Term: 2/24/2018 to 2/23/2019

Department: Water Utilities

Director (or designee.):

  
\_\_\_\_\_  
Signature

2/23/18  
\_\_\_\_\_  
Date

Terry Lowery

Attachment for reference: Council Resolution [number], 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185068

EFFECTIVE DATE

12.20.17

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2018 JAN -5 PM 4:20

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Powerseal Pipeline Products Corp. Vendor No. 075233

Subject: Master Agreement Extension Department: Office of Procurement Services

Action Requested: Authorize a twelve (12) month extension for master agreement POM-BM1525 - Clamps, Couplings, Sleeves & Adapters. This extension will provide continued coverage.

Contract Number: BM1525 <sup>PO</sup> 2018-00005140 Contract Term: 2/24/2017 To 2/23/2018

Background: This master agreement was awarded by Council on 2/24/2016, resolution # 16-0366, with Powerseal Pipeline Products Corp. (075233) for Clamps, Couplings, Sleeves & Adapters.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							0.00
<b>TOTAL:</b>							

Project No: BM1525 Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	16-0366	2/24/2016	\$90,990.18	\$0.00	\$90,990.18	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director [Signature] DATE 12/20/17 Approved as to form by City Attorney [Signature] DATE 1/5/18

By Assistant City Manager [Signature] DATE 12/20/17  
Majed A. Al-Ghafry



Exhibit C  
Memorandum

RECEIVED

2018 FEB 23 PM 3: 50

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE February 23, 2018

TO City Secretary  
SUBJECT Correction to AA 185069

This is the first  Yes correction to the subject Administrative Action.

The subject Administrative Action was approved on 12/20/2017 authorizing:

Authorize a twelve (12) month extension for master agreement POM-BM1525 - Clamps, Couplings, Sleeves & Adapters. This extension will provide continued coverage.

Change(s) is/are needed to correct (select all applicable):

Typo     Financial/funding information     Obvious error from CR context

From: Contract Term: ~~2/24/2017 to 2/23/2018~~

To: Contract Term: 2/24/2018 to 2/23/2019

Department: Water Utilities

Director (or designee.): [Signature]  
Signature

2/23/18  
Date

Terry Lowery

Attachment for reference: Council Resolution [number], 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185069

EFFECTIVE DATE

12.20  
CITY SECRETARY  
DALLAS, TEXAS  
2018 JAN -5 PM 4:28  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Fortiline, Inc. Vendor No. V50000073028

Subject: Master Agreement Extension Department: Office of Procurement Services

Action Requested: Authorize a twelve (12) month extension for master agreement POM-BM1525 - Clamps, Couplings, Sleeves & Adapters. This extension will provide continued coverage.

Contract Number: ~~BM1525~~ <sup>POM-248-0005140</sup> Contract Term: 2/24/2017 To 2/23/2018

Background: This master agreement was awarded by Council on 2/24/2016, resolution # 16-0366, with Fortiline, Inc. (V50000073028) for Clamps, Couplings, Sleeves & Adapters.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							0.00
<b>TOTAL:</b>							

Project No: BM1525 Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	16-0366	2/24/2016	\$331,371.94	\$0.00	\$331,371.94	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director 12/12/17 DATE Approved as to form by City Attorney 1/5/18 DATE

By Assistant City Manager 12/20/17 DATE

Majed A. Al-Ghafry

Exhibit C  
Memorandum

RECEIVED  
2018 FEB 23 PM 3:50  
CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE February 23, 2018  
TO City Secretary  
SUBJECT Correction to AA 185070

This is the first  correction to the subject Administrative Action.

The subject Administrative Action was approved on 12/20/2017 authorizing:

Authorize a twelve (12) month extension for master agreement POM-BM1525 - Clamps, Couplings, Sleeves & Adapters. This extension will provide continued coverage.

Change(s) is/are needed to correct (select all applicable):

Typo       Financial/funding information       Obvious error from CR context

From: Contract Term: ~~2/24/2017 to 2/23/2018~~

To: Contract Term: 2/24/2018 to 2/23/2019

Department: Water Utilities

Director (or designee.): [Signature]  
Signature

2/23/18  
Date

Terry Lowery

Attachment for reference: Council Resolution [number], 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185070

EFFECTIVE DATE

12-20-17  
2018 JAN -5 PM 4:28  
RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	HD Supply Waterworks, LTD	Vendor No.	VS0000038746
Subject:	Master Agreement Extension	Department:	Office of Procurement Services

Action Requested:	Authorize a twelve (12) month extension for master agreement POM-BM1525 - Clamps, Couplings, Sleeves & Adapters. This extension will provide continued coverage.			
Contract Number:	BM1525 Pom-2018-000514	Contract Term:	2/24/2017 To 2/23/2018	

Background: This master agreement was awarded by Council on 2/24/2016, resolution # 16-0366, with HD Supply Waterworks, LTD (VS0000038746) for Clamps, Couplings, Sleeves & Adapters.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							\$0.00
<b>TOTAL:</b>							

Project No:	BM1525	Commodity Code:		Financing:		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	16-0366	2/24/2016	\$68,877.94	\$0.00	\$68,877.94	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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 Assistant City Manager

Majed A. Al-Ghafry

DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185071

EFFECTIVE DATE

12-13-17  
RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
JAN -5 PM 4:29

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: TNT Crane & Rigging Vendor No. VS0000041644

Subject: Crane Rental Department: DWU Elm Fork Purification

Action Requested: Rental of a 350 Ton Crane with operator to assist in removal of broken clarifier drive on basin #1-2<sup>nd</sup> drive unit. The drive unit plays a very critical part in the water treatment process. Without the repair, we may not be able to meet the high demand of water required.  
\*MASTER AGREEMENT EXPIRED\*

Contract Number: DWU-2018-00004917 Contract Term: 12/1/2017 To 11/30/2018

Background: TNT is a vendor that is part of the master agreement, currentl being reviewed. This company has been out to our location to perform the task on hand over the past years.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0102	DWU	CW50		4720	7A1354		\$17,950.00
<b>TOTAL:</b>							<b>\$17,950.00</b>

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director

12/14/17  
DATE

Approved as to form by City Attorney

DATE

ORIGINAL - City Secretary

By Assistant City Manager

Majed A. Al-Ghafry 12/13/17  
Date

REV 05/2017



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185072

EFFECTIVE DATE

DEC 20 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 2018 JAN -5 PM  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Charter Communications Holdings, LLC	Vendor No.	VC16839
--------------	--------------------------------------	------------	---------

Subject:	Internet Service - WRR	Department:	Office of Cultural Affairs / WRR-FM
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Action Requested: WRR is requesting authorization to enter into a 36-month service agreement for high speed internet service basis cable service.

Contract Number:	OCA-2018-00004946	Contract Term:	01/12/2018 To <del>12/12/2020</del> <sup>1/12/21</sup> <sup>(H)</sup>
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Background: This internet services provides services for online streaming for the to generate revenue. The cable service is for the On-air Announcer to keep updated with the nations news and weather. This services was authorized by Administration Action No. 155463 on Februray 25, 2015. The current agreement for 36 months should expire March 11, 2018 which it has reached its max on funds.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
		0140	OCA	1067		3080		OCA-2018-00004946
<b>TOTAL:</b>								<b>\$24,425.64</b>

Project No:		Commodity Code:	20854	Financing:	Current Year Municipal Radio Funds
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Jennifer Scjira 12/15/17 DATE  
 By Clatter Hilmi 12/20/17 DATE  
 Approved as to form by City Attorney  
 By Jysalain 12-20-17 DATE  
 By Assistant City Manager





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185073

EFFECTIVE DATE

DEC 20 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	James Patterson Ramseur	Vendor No.	VS96052
--------------	-------------------------	------------	---------

Subject:	Artist Services - Banner Designs	Department:	OCA
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**Action Requested:** Authorization is requested to pay the attached invoice for services rendered related to artist design project for banners to appear on Majestic facade at 1925 Pacific Ave.

Contract Number:	OCA-2018-00004992	Contract Term:	12/13/2017 To 12/13/2017
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**Background:** The Office of Cultural Affairs was awarded a grant by Downtown Dallas, Inc. for a beautification project in May 2017. City Council approved this award by Council Resolution No. 17-0846 on May 24, 2017. This project is being completed in three phases: survey, design, and printing/installation.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	5502	CULF	3089		OCA-2018-00004992	\$3,150.00
<b>TOTAL:</b>							\$3,150.00

Project No:	Commodity Code:	96207	Financing:	General Funds
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director  
 DATE: 12/18/17

By Assistant City Manager  
 DATE: 12-20-17

Approved as to form by City Attorney  
 DATE: 12/20/17



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185074

EFFECTIVE DATE

12/25/17

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DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Raymond L. Goodson Jr., Inc. Vendor No. 090735

Subject: Street Reconstruction Group 12-628 Department: Public Works

Action Requested: Authorize Supplemental Agreement No. 2 to the professional services contract with Raymond L. Goodson Jr., Inc. for additional engineering services for street drainage. This action will not increase the contract amount of \$179,960.00.

Contract Number: STS-2017-00002710 Contract Term: 12/1/2013 To 8/31/2017

Background: Some of the current special services fees will not be used and need to be relocated to basic services for payment of additional design work. This Supplemental Agreement will allow funds to be moved from special services to basic services to pay for the additional design work. (See attachment Exhibit A for details).

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							\$0.00
<b>TOTAL:</b>							0.00

Project No: PB12S448 Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	13-1731	9/25/2013	\$142,810.00	\$37,150.00	\$37,150.00	26.01%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director [Signature] DATE 12/21/17 Approved as to form by City Attorney [Signature] DATE 1-8-18

By Assistant City Manager [Signature] DATE 12/28/17



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185075

EFFECTIVE DATE

12-15-17

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 15%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	The Advantage Companies, LLC.	Vendor No.	VC17988
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Subject:	Dallas Morning News Microfilm	Department:	Library
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**Action Requested:** Authorize payment for purchase of microfilm back issues of the Dallas Morning News. Cost not to exceed \$45,450.00

Contract Number:	LIB-2018-00004955	Contract Term:	To	
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**Background:** Advantage Preservation is the sole provider (see attached sole source letter) of the Dallas Morning News on microfilm. The purchase of the Dallas Morning News on microfilm will fulfill a collection need and give the library proper resources, to answer customer inquiries. Years covered are from October 2013 through December 2017.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	LIB	5392		4860		LIB-2018-00004955	\$45,450.00
<b>TOTAL:</b>							\$45,450.00

Project No:	Commodity Code:	Financing:
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 By Department Director	12.14.17 DATE	 Approved as to form by City Attorney	1/5/18 DATE
 By Assistant City Manager	12-15-17 DATE		





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185076

EFFECTIVE DATE

DEC 8 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Exserv Facility Services, Inc. Vendor No. VS\*74122

Subject: Central Library Phase 1 - Move Department: LIB

Action Requested: Authorize agreement with Exserv to provide moving services to relocate library materials and furniture at the J. Erik Jonsson Central Library.

Contract Number: LIB-2018-00004808 Contract Term: 01/15/18 To 01/14/19

Background: To begin the process of reallocating various collections throughout the J. Erik Jonsson Central Library, the Library requested bids to provide moving services that will include relocation of library materials and furniture on multiple floors. Through submission of an RQS and coordination with Office of Procurement, three bids were obtained with Exserv Facility Services, Inc. providing the lowest. Authorization is requested contract with and process payment for this move to Exserv.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	LIB	5322		3070		LIB-2018-00004808	\$15,400.00
<b>TOTAL:</b>							<b>\$15,400.00</b>

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: \_\_\_\_\_

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Ny Gudice*  
By Department Director

12.04.17  
DATE

*[Signature]*  
Approved as to form by City Attorney - M. Boss

01/02/18  
DATE

*[Signature]*  
By Assistant City Manager

12-8-17  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185077

EFFECTIVE DATE

JAN 3 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Services Rendered

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 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?

Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)

Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

Yes  No

Vendor Name: Plug and Pay Technologies Vendor No.: VS000069694

Subject: Credit Card Processing Department: Park and Recreation Department

Action Requested: Authorize an encumbrance of \$2,077.80 for Plug and Pay Technologies. The vendor provided gateway credit card services (services rendered). Contact: Soheyl Forouzani (214) 243-2122

Contract Number: PKR-2018-00004960 Contract Term: 8/1/2017 To 9/30/2017

Background: On April 13, 2011, Council Resolution #110909 was approved to purchase RecTrac, recreation /facility management system, from Vermont Systems. As part of the transition to RecTrac a Credit Card Processing system is required in order to continue to use credit cards as a payment method. The selection was based on compatibility with the RecTrac system and its certification as a provider preferred by Bank of America. Plug'nPay bases its payment on the number of transactions at a cost of \$0.075 per transaction

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0341	PKR	6864		2735		PKR17A042	\$2,077.80
<b>TOTAL:</b>							\$2,077.80

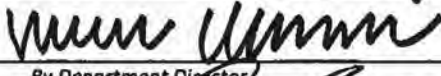
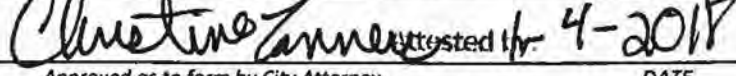
Project No: 0341-17-6864-009 Commodity Code: 92045 Financing: Multi - Year Fund

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 1.03.18  4-2018  
 By Department Director DATE Approved as to form by City Attorney DATE

 1-3-18   
 Robert Abtahi, President By Assistant City Manager DATE Secretary  
 ORIGINAL - City Secretary Park and Recreation Board REV 05/2017 Park and Recreation Board





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185078

EFFECTIVE DATE

NOV 14 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name: Raze Media, LLC Vendor No. VC0000012926

Subject: 17/18 Maintenance Fee for Fair Park App Department: Parks and Recreation- Fair Park

Action Requested: Authorize an encumbrance in the amount of \$12,950.00 for RazeMedia, LLC. The vendor will provide the Fair Park App with ongoing site hosting services, system maintenance, and monitoring fees. The Fair Park App was identified in the Mayor's Fair Park & Vision Strategies Initiative and this mobile technology draws more visitors to the park, while broadening the visiting experience for this venue.

Contract Number: PKR-2018-00004521 Contract Term: 10/1/2017 To 9/30/2018

Background: Raze Media, Inc. is a Dallas, Texas based corporation and a provider of marketing SMS, mobile text messaging platform in the U.S. and offers access to all 21 cell service providers in America. Raze designs and manages custom SMS programs, allowing marketers to text marketing campaigns directly to consumers and gain immediate responses. Contact: Celia Barshop (214) 670-8508

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	PKR	9487		3099		PKR-2018-00004521	\$12,950.00
<b>TOTAL:</b>							<b>\$12,950.00</b>

Project No: Commodity Code: 91500 Financing: FY 17-18

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]* 11-06-17  
 By Department Director DATE

*[Signature]* Attested by: 12/20/17  
 Approved as to form by City Attorney DATE

*[Signature]*  
 Robert Abtahi, President  
 Park and Recreation Board

*[Signature]*  
 Assistant City Manager

11-14-17  
 DATE Secretary  
 Park and Recreation Board



185079

**Memorandum**

RECEIVED

2018 FEB 22 PM 3: 52

CITY SECRETARY  
BALLAS, TEXAS



CITY OF DALLAS

DATE February 15, 2018

TO Bilierae Johnson, City Secretary (Interim)

SUBJECT Correction to Administrative Action No. 18-5079, Dated 12/7/17

It has come to our attention that the following information is incorrect on the original document:

Incorrect: Object Code: 3439

Correct: Object Code: 3072

Please make the necessary corrections to the permanent record.

A handwritten signature in black ink, appearing to read 'Willis Winters'.

Willis C. Winters, FAIA, Director  
Park and Recreation Department

Handwritten initials and the date '2/20/18' in blue ink.



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185079

EFFECTIVE DATE

12-7-17

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN -8 PM 3:14  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Eagle Audio/Visual Inc      Vendor No. VS0000031785

Subject: Cotton Bowl Audio Visual Production      Department: Park and Recreation

Action Requested: Authorize an encumbrance for \$37,260.00 to Eagle Audio/Visual Inc. The vendor will operate the audio console for all event production as well as the public address announcer, coordinate frequency for all television and radio broadcast operations, coordinate equipment for all half time ceremonies, special events, game officials, etc. Eagle Audio also maintains and operates our numerous audio systems including but not limited to balcony public address, press conference coordination, isolated audio to specific floors per client specs. Contact: Travis Rainey (214) 939-2222

Contract Number: PKR-2018-00004781      Contract Term: 11/17/2017 To 9/30/2018

Background: Eagle Audio Visual Inc. provides quality audio, visual, and lighting services for a wide variety of events including concerts, sporting events, and festivals. Eagle Audio/Visual Inc. has provided contract services for all audio systems and operations to the Cotton Bowl Stadium, State Fair of Texas, the Cotton Bowl Athletic Association and numerous others in the DFW Metroplex. Eagle Audio/Visual Inc has been the operator of the Cotton Bowl audio system for the past several years.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE	AMOUNT
001	PKR	5208		3439		PKR-2018-00004781	\$37,260.00
<b>TOTAL:</b>							\$37,260.00

Project No:      Commodity Code: 91509      Financing: Current Year

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]* 12-07-17  
By Department Director      DATE

*[Signature]* 12-7-2017  
Approved as to form by City Attorney      DATE

*[Signature]*  
Robert Abtahi, President      By Assistant City Manager

12-7-17  
DATE      Secretary  
Park and Recreation Board



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185080

EFFECTIVE DATE

DEC 15 2017

CITY SECRETARY  
DALLAS, TEXAS

JAN - 8 PM 3:44

RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Services Rendered

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name: ACT Event Services, Inc. Vendor No. VS0000062763

Subject: Rental of Tables and Chairs for Home for the Holidays Event Department: PKR

Action Requested: Authorize an encumbrance of \$1,403.25 for ACT Event Services, Inc. The vendor provided tables and chairs for the Home for the Holidays Event on 12/09/17. Rental includes set up, delivery and pickup. (services rendered)  
Contact: Monica Tetteh (214) 670-8707

Contract Number: PKR-2018-00004845 Contract Term: 12/9/2017 To 1/30/2018

Background: ACT Event Services was formed in 1986; they are a service provider for event planning, cleaning, catering and special services. Their service offers: turnkey party and special event planning, event rentals, final construction clean and power-washing, field and logo painting and fencing, barricade and crowd control.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	PKR	5041		3415		PKR-2018-00004845	\$1,403.25
<b>TOTAL:</b>							<b>\$1,403.25</b>

Project No: Commodity Code: 98100 Financing: Program Fund

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Umm* 12-12-17  
By Department Director DATE

Christine Lammers 1-2-2018  
Attested by: Approved as to form by City Attorney DATE

*Robert Abtahi*  
Robert Abtahi, President  
Park and Recreation Board

*Jasrat*  
By Assistant City Manager

12-15-17  
DATE Secretary

Park and Recreation Board





# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

**ADMINISTRATIVE ACTION**

**185081**

**EFFECTIVE DATE**

**DEC 15 2017**

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

**RECEIVED**  
2018 JAN -8 PM 4:30  
CITY SECRETARY  
DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

**Vendor Name:** Swank Motion Pictures Inc **Vendor No.:** VS0000037793

**Subject:** Movie Series at Fair Park DVD Rentals **Department:** Park and Recreation - Fair Park

**Action Requested:** Authorize an encumbrance in the amount of \$2,979.00 for Swank Motion Picture Inc. The vendor will provide license and title for public showing at Fair Park. Fair Park will host 7 movie nights starting December 12, 2017 through July 25, 2018. This event supports renewed programming efforts within the park to drive attendance to Fair Park.  
Contact: Celia Barshop (214) 670-9721

**Contract Number:** PKR-2018-00004868 **Contract Term:** 12/1/2017 **To:** 9/30/2018

**Background:** Swank Motion Pictures licenses movies to city and municipal government entities throughout the United States.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	PKR	9487		3415		PKR-2018-00004868	\$2,979.00
<b>TOTAL:</b>							\$2,979.00

**Project No.:** **Commodity Code:** 97737 **Financing:** Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

**M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.**

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

[Signature] 12-12-17 Christine [Signature] 1-2-2018  
 By Department Director DATE Approved as to form by City Attorney DATE  
[Signature] [Signature]  
 Robert Abtahi, President ORIGINAL - City Secretary DATE Secretary  
 Park and Recreation Board Park and Recreation Board

185082

**Memorandum**

RECEIVED

2018 JAN 29 PM 4:10

CITY SECRETARY  
DALLAS, TEXAS



CITY OF DALLAS

DATE January 29, 2018

TO Bilierae Johnson, City Secretary (Interim)

SUBJECT Correction to Administrative Action No. 18-5082, Dated 12/15/17

It has come to our attention that the following information is incorrect on the original document:

Incorrect: Contract Term End Date 7/31/17

Correct: Contract Term End Date 7/31/18

Please make the necessary corrections to the permanent record.

A handwritten signature in black ink, appearing to read 'Willis Winters'.

Willis C. Winters, FAIA, Director  
Park and Recreation Department

*Handwritten initials and date: 1/30/18*



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185082

EFFECTIVE DATE

DEC 15 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN -8 PM 1:45  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Robert "Bert" Williams Vendor No. VS0000071199

Subject: TAAF Track Meet Officials Department: Park and Recreation

Action Requested: Authorize a master agreement of \$5,440.00 for Robert "Bert" Williams. The vendor implemented the Region 13 TAAF Track Meet Management and provided expertise in the usage of Finish Lynx Timing System and the use of HY-Tek Meet Management Software. Contact: Sergio Garza, Jr (214) 670-8039.

Contract Number: PKR-2018-00004723 Contract Term: 7/1/2017 To 7/31/2017

Background: Robert "Bert" Williams is a certified USATF National Level Official and serves on the USATF National committee for Men's and Women's Track and Field. Mr. Williams has been responsible for the Meet Management of several USATF Junior Olympic Meets as well as Head Official for the UIL Region 1-5A meet on many occasions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	PKR-2018-00004723	\$5,440.00
<b>TOTAL:</b>							<b>\$5,440.00</b>

Project No: Commodity Code: 96208 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]* 12.12.17  
 By Department Director DATE

*[Signature]* 1-2-2018  
 Approved as to form by City Attorney DATE

*[Signature]*  
 Robert Abtahi, President  
 ORIGINAL City Secretary  
 Park and Recreation Board

*[Signature]* 12-15-17  
 DATE  
 Secretary  
 Park and Recreation Board





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185083

EFFECTIVE DATE

JAN 3 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
2018 JAN -8 PM 4:  
CITY SECRETAR  
DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	ACT Event Services, Inc.	Vendor No.	VS0000062763
--------------	--------------------------	------------	--------------

Subject:	Rental of Tables and Chairs for New Year's Event	Department:	PKR
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**Action Requested:** Authorize an encumbrance of \$1,531.25 for ACT Event Services, Inc. The vendor will provide 75 tables and 450 chairs for the Senior Program Division New Year's Event on 01/4/18. This will include set up, delivery and pickup.  
Contact: Katie Clines (214) 670-7535

Contract Number:	PKR-2018-00005058	Contract Term:	01/04/2018	To	3/4/2018
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**Background:** ACT Event Services was formed in 1986, they are a service provider for event planning, cleaning, catering and special services. Their service offers: Turnkey Party and Special Event Planning, Event Rentals, Final Construction Clean and Power-washing, Field and Logo Painting and Fencing, Barricade and Crowd Control.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	PKR	1726		3415		PKR-2018-00005058	\$1,531.25
<b>TOTAL:</b>							\$1,531.25

**Project No:** \_\_\_\_\_ **Commodity Code:** 98100 **Financing:** Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]*  
By Department Director  
DATE 1-03-18

*[Signature]*  
Attested by:  
Approved as to form by City Attorney  
DATE 1-4-2018

*[Signature]*  
By Assistant City Manager

*[Signature]*  
Secretary  
DATE 1-3-18

Robert Abtahi, President  
ORIGINAL - City Secretary  
Park and Recreation Board

Park and Recreation Board  
REV 05/2017



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185084

EFFECTIVE DATE

January 08, 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Contract re-assignment

RECEIVED  
2018 JAN -8 PM 4:25  
CITY SECRETARY  
DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: FormFox, Inc. Vendor No. VS96085

Subject: eVeriTest Assistant Random Drug Testing Software Subscription Department: Communication & Information Services

Action Requested: Authorize payment for eVeriTest Assistant Random Drug Testing software subscription used by the Dallas Police Department.  
Contract Number: DSV-2018-00005085 Contract Term: 1/2/2017 To 1/1/2018

Background: The Dallas Police Department uses the eVeriTest Assistant software to manage the department's random drug testing program. Administrative Action 14-6770 authorized a 3-year subscription with Compliance Information Systems for this service, but the vendor was bought out by FormFox, Inc. and thus the contract must be reassigned to allow for payment.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	DPD	2182		3070		CX DSV-2018-00005085	\$1,338.00
TOTAL:							\$1,338.00

Project No: Commodity Code: 92045 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

Shelia Robinson  
Shelia Robinson, Dec 27, 2017  
By Department Director DATE

[Signature]  
Approved as to form by City Attorney DATE  
Jan 8, 2018

[Signature]  
By Assistant City Manager DATE  
Jan 8, 2018



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185085

EFFECTIVE DATE

January 08, 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 7%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN -8 PM 4:40  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name: Tyler Technologies, Inc. Vendor No.: VS0000002423

Subject: Add Interface to Court Case Management System Department: Communication & Information Services

Action Requested: Authorize Supplemental Agreement No. 6 to the acquisition contract to add an INCODE web services API interface to the Court Case Management System.

Contract Number: DSV-2017-00002844 Contract Term: 11/15/2017 To 9/30/2018

Background: Council approved the acquisition of a court case management system in 2012. This new interface will allow citizens to conveniently make citation payments through the call center and at payment substations.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0401	CTS	1063		2280		CX DSV-2017-00002844	\$18,750.00
TOTAL:							\$18,750.00

Project No: Commodity Code: Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
6	12-2690	10/24/2012	\$2,766,308.00	\$15,000.00	\$33,750.00	1.22%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

William Finch  
William Finch (Nov 6, 2017)  
By Department Director

11/06/17  
DATE

Barbara A. McAninch  
Barbara A. McAninch (Jan 3, 2018)  
Approved as to form by City Attorney BAMC  
DATE

SR  
SR

John P. Parkell  
John P. Parkell (Jan 8, 2018)  
By Assistant City Manager

01/08/18  
DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185086

EFFECTIVE DATE

DEC 20 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN -8 PM 1:30  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Angelique Westerfield	Vendor No.	VC17691
--------------	-----------------------	------------	---------

Subject:	Professional Services	Department:	Office of Cultural Affairs
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Action Requested: Authorization is requested to pay the attached invoice for services rendered at the Umphress Recreation Center and at the Rosemont Residences at Meadow Lane. Services were provided under the Community Artist Program.

Contract Number:	OCA-2018-00004954	Contract Term:	7/27/17	To	8/25/17
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Background: Consultant provided two workshops entitled "Community Voices in Digital Storytelling". Participants learned how to develop story, oral histories through the art of writing, interviewing/journalism, and copywriting skills. Final projects were completed as audio vignettes.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4878		3089	CAP	CX-OCA-2018-00004954	\$1,050
<b>TOTAL:</b>							<b>\$1,050</b>

Project No:	Commodity Code:	96104	Financing:	Current Funding
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

12/13/17  
 By Department Director DATE

1/4/18  
 Approved as to form by City Attorney DATE

12-20-17  
 By Assistant City Manager DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185087

EFFECTIVE DATE

November 20, 2017

CITY SECRETARY  
DALLAS, TEXAS

08 JAN -9 PM 2:46

RECEIVED #

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Extension of Time

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes, attach explanation)  Yes  No

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

Vendor Name:	Choice ATM Enterprises, Inc.	Vendor No.	VS0000056169
Subject:	Extension of Concession Contract	Department:	Equipment and Building Services (EBS)

Action Requested: Authorize a no cost extension of the current concession contract for 90 days under the same terms and conditions.

Contract Number:	POM-2016-00001259	Contract Term:	10/26/2017 To 1/25/2018
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Background: On 10/26/10, City Council authorized a concession contract for automated teller machines at City Hall, Oak Cliff Municipal Center and Jack Evans Police Headquarters by Resolution No. 10-2731. On 05/24/11, Supplemental Agreement No. 1 was authorized by AA 11-1011 to add Majestic Theatre to the City of Dallas locations to be serviced by Choice ATM Enterprises. On 05/24/12, Supplemental Agreement No. 2 was authorized by AA 12-4441 to add the Dallas Marshall's Office located at 1600 Chestnut Street.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE	AMOUNT
<b>TOTAL:</b>							\$0.00

Project No: BJ1002 Commodity Code: 94622 Financing: No cost consideration to the City

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
6	10-2731	10/26/2010	\$0.00	\$0.00	\$0.00	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]*  
By Department Director

11/20/2017

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

12-7-17  
DATE

*[Signature]*  
By Assistant City Manager

11/22/17  
DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185088

EFFECTIVE DATE

DEC 21 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Robert Shane Garza	Vendor No.	VS96389
Subject:	Family Corridor Art Project	Department:	Office of Cultural Affairs

**Action Requested:** Authorization is requested to procure the services of Robert Shane Garza to design a proposal for a site-specific artwork for the Family Corridor located at the intersection of Audelia Rd and Forest Ln and a presentation to the artist selection panel as part of the Neighborhood Plus initiative.

Contract Number:	OCA-2018-00004948	Contract Term:	12/20/2017	To	1/12/2018
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**Background:** Following Dallas City Code and Cultural Policy guidelines, the project was competitively advertised, and Robert Shane Garza was selected as one of three short-listed artists to prepare proposals for consideration by the artist selection panel. Each artist selected will receive a stipend of \$500 to cover the costs of producing a public art concept proposal for the park. The stipend must cover all costs of site visits, site research, production of a site-specific public art concept, shipping of the maquette (where applicable) and travel to make a presentation of the proposal to a selection panel

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
2U22	PBW	PA13	PUB A	3070	PB12PA13	OCA-2018-00004948	\$500.00
<b>TOTAL:</b>							\$500.00

Project No:	Commodity Code:	Financing:	2012 Bond Funds			
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: Jennifer Surpin 12/18/17 DATE  
 Approved as to form by City Attorney: Sreedha Reddy 1/9/18 DATE  
 By Assistant City Manager: [Signature] 12-21-17 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

## 185089

EFFECTIVE DATE

JAN 8 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

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 JAN 8 2018  
 3:44 PM  
 OFFICE OF CULTURAL AFFAIRS/WRR  
 DALLAS TEXAS

Vendor Name:	Roberta Solomon	Vendor No.	VS87049
Subject:	Exclusive use of Voice Talent	Department:	Office of Cultural Affairs/WRR

Action Requested:	WRR is requesting authorization to renew the agreement with Roberta Solomon, for the exclusive of use of her voice for the Station's ID's and promotional liners.		
Contract Number:	OCA-2018-00004281	Contract Term:	1/1/2018 To 12/31/2018

Background: Roberta Solomon is a well-known, respected and experienced voice over artist that has brought a new level of professionalism "sound" to the station. She has done voice over work for the major corporations of film studios and radio companies through out the world.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0140	OCA	1067		3074	MASC	OCA-2018-00004281	\$3,000.00
<b>TOTAL:</b>							<b>\$3,000.00</b>

Project No:	N/A	Commodity Code:	91514	Financing:	Current Year Municipal Radio Funds	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: Jenifer Scripps 1/2/18 DATE  
 Approved as to form by City Attorney: [Signature] 1/9/18 DATE  
 By Assistant City Manager: [Signature] 1-8-18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185090

EFFECTIVE DATE

1-4-18

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DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Etty Horowitz Vendor No. 351435

Subject: Payment for Public Art Design Department: OCA

Action Requested: Authorization is requested to pay the attached invoice of \$500.00 for services rendered. Artist Etty Horowitz presented a concept design for a project at the Love Field Median at the intersection of Mockingbird Lane and Airdrom Drive on October 12, 2010. The project did not move forward due to condition issues at this site.

Contract Number: OCA-2018-00005071 Contract Term: 12/28/2017 To 12/28/2017

Background: Etty Horowitz is an established artist and architect, who has completed two successful public art projects for the City of Dallas. She has been commissioned for public art work in more than ten locations in the metro Dallas area and she has been professionally active as an artist since the mid-1990s.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	1578	CA04	3070		OCA-2018-00005071	\$500.00
<b>TOTAL:</b>							\$500.00

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jennifer Scripps*  
By Department Director 1/3/18 DATE

*[Signature]*  
Approved as to form by City Attorney 1/9/18 DATE

*[Signature]*  
By Assistant City Manager 1-4-18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185091

EFFECTIVE DATE

DEC 27 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Eva Azul Vendor No. VS89417

Subject: Professional Services Oak Cliff Cultural Center Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Eva Azul to present one (1) ninety-minute presentations for school-aged students that explore the cultural history of Mexican-American artists in Texas through a series titled "Tex-Mexicarte" through print-making artwork. Consultant's presentations are in conjunction with the Oak Cliff Cultural Center's Tex-Mexicarte workshop series.

Contract Number: OCA-2018-00004880 Contract Term: 1/12/2018 To 1/15/2018

Background: Eva Azul was selected to perform services at the Oak Cliff Cultural Center because of her cultural and artistic background and connection to the community of Oak Cliff. The fee for this service will not exceed \$622.50. Consultant understands that the City of Dallas will pay Consultants in one (1) payment(s) of \$622.50 within fifteen (15) working days from receipt of Consultant's invoice. An invoice will be submitted upon completion of each service. All service dates, times and locations are subject to OCA approval.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	1299		3089		OCA-2018-00004880	\$622.50
<b>TOTAL:</b>							<b>\$622.50</b>

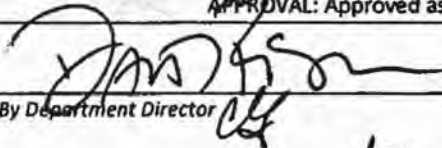
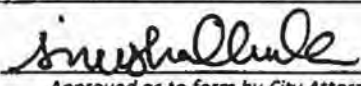

Project No: Commodity Code: 96104 Financing: Current Fund

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$ 622.50	\$	\$	

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

 12-21-17  1/9/18  
 By Department Director DATE Approved as to form by City Attorney DATE  
 12-27-17  
 By Assistant City Manager DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185092

EFFECTIVE DATE

DEC 27 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

**Vendor Name:** ECHO THEATRE **Vendor No.:** 339345

**Subject:** Professional Services **Department:** Office of Cultural Affairs

**Action Requested:** Consultant shall present their play entitled, *Hurricane Diane* written by Pulitzer Prize finalist, Madeleine George. This open-to-the-public performance will take place at the Bath House Cultural Center and will run from June 11 to 23, 2018. The theatrical piece will feature a majority of strong female roles and continue Echo Theatre's mission to produce quality plays written by women.

**Contract Number:** OCA-2018-00004785 **Contract Term:** 03/01/2018 **To:** 07/31/2018

**Background:** ECHO THEATRE was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The fee for this service is \$6,500.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$1,625.00 of the total awarded amount upon completion of deliverables one and receipt of the consultant's first invoice, one (1) payment of 50% or \$3,250.00 of the total awarded amount upon completion of deliverables two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$1,625.00, 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.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4880		3089	CPP	MASC OCA-2018-00004785	\$6,500.00
<b>TOTAL:</b>							<b>\$6,500.00</b>

**Project No.:** **Commodity Code:** 96207 **Financing:** Current Funding

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

**M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.**

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: 12-26-17 Approved as to form by City Attorney 1/9/18

By Assistant City Manager: 12-27-17



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185093

EFFECTIVE DATE

DEC 21 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?

Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)

Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

Yes  No

Vendor Name:	VET	Vendor No.	500570
Subject:	Family Corridor Art Project	Department:	Office of Cultural Affairs

**Action Requested:** Authorization is requested to procure the services of VET to design a proposal for a site-specific artwork for the Family Corridor located at the intersection of Audelia Rd and Forest Ln and a presentation to the artist selection panel as part of the Neighborhood Plus initiative.

Contract Number:	OCA-2018-00004908	Contract Term:	12/20/2017	To	1/12/2018
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**Background:** Following Dallas City Code and Cultural Policy guidelines, the project was competitively advertised, and VET was selected as one of three short-listed artists to prepare proposals for consideration by the artist selection panel. Each artist selected will receive a stipend of \$500 to cover the costs of producing a public art concept proposal for the park. The stipend must cover all costs of site visits, site research, production of a site-specific public art concept, shipping of the maquette (where applicable) and travel to make a presentation of the proposal to a selection panel

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
2U22	PBW	PA13	PUB A	3070	PB12PA13	OCA-2018-00004908	\$500.00
<b>TOTAL:</b>							\$500.00

Project No:	Commodity Code:	Financing:	2012 Bond Funds			
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: Jennifer Seaman 6/17/17 DATE  
 Approved as to form by City Attorney: Blessalinda 1/9/18 DATE  
 By Assistant City Manager: Dyana 12-21-17 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185094

EFFECTIVE DATE

DEC 21 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: **Jessia Mutke** Vendor No. **VC17964**

Subject: **Family Corridor Art Project** Department: **Office of Cultural Affairs**

Action Requested: Authorization is requested to procure the services of Jessia Mutke to design a proposal for a site-specific artwork for the Family Corridor located at the intersection of Audelia Rd and Forest Ln and a presentation to the artist selection panel as part of the Neighborhood Plus initiative.

Contract Number: **OCA-2018-00004947** Contract Term: **12/20/2017** To **1/12/2018**

Background: Following Dallas City Code and Cultural Policy guidelines, the project was competitively advertised, and Jessia Mutke was selected as one of three short-listed artists to prepare proposals for consideration by the artist selection panel. Each artist selected will receive a stipend of \$500 to cover the costs of producing a public art concept proposal for the park. The stipend must cover all costs of site visits, site research, production of a site-specific public art concept, shipping of the maquette (where applicable) and travel to make a presentation of the proposal to a selection panel

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
2U22	PBW	PA13	PUB A	3070	PB12PA13	OCA-2018-00004947	\$500.00
<b>TOTAL:</b>							<b>\$500.00</b>

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: **2012 Bond Funds**

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: Jennifer Scupper 12/18/17 DATE

Approved as to form by City Attorney: Shirley Halliday DATE

By Assistant City Manager: [Signature] 12-21-17 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185095

EFFECTIVE DATE

1-8-2018  
2018 JAN -9 PM 4:13  
CITY SECRETARY  
DALLAS, TEXAS  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Teledyne Analytical Instruments Vendor No. VS0000024163

Subject: Funds for repairs and Calibration Ozone Analyzer Department: DWU

Action Requested: AA needed to make payment for repairs made to DWU Analyzer.

Contract Number: DWU-2018-00004491 Contract Term: To

Background: Ozone Analyzer are critical in the monitoring of concentration levels in the production of Ozone. If this equipment is not functioning correctly, then the complete operation of that Ozone Generators is compromised and will not operate at peak performance.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE	AMOUNT
0100	DWU	7273	652C	3110			\$1,960.00
<b>TOTAL:</b>							<b>\$1,960.00</b>

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director  DATE 1/5/18

Approved as to form by City Attorney  DATE 01/09/18

By Assistant City Manager  DATE 01/08/2018



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185096

EFFECTIVE DATE

12/20/17

CITY SECRETARY  
DALLAS  
TEXAS

2016 JAN 10 AM 11:36

RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name: Conley Group, Inc. Vendor No.: 259339

Subject: KBHCCD 2017 Water Infiltration Projects Department: Equipment and Building Services

Action Requested: Authorize an increase in the Professional Services contract with Conley Group, Inc. to add the rental of lift equipment, lift operator and floor protection for the 2017 Water Infiltration projects for the Kay Bailey Hutchison Convention Center Dallas, increasing the contract in amount not to exceed \$44,086, from \$875,390 to \$919,476.

Contract Number: EBS-2017-00002755 Contract Term: 8/23/2017 To 07-31-2020

Background: This action will authorize Supplemental Agreement No. 1 to the contract with Conley Group, Inc. increasing the professional services to include the following Convention Center requested items, which are lift equipment, lift operator, and floor protection for the water infiltration investigation and testing portion of the project.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0082	CCT	W188	CCIM	4110	CCTCW188	CT W188WTRINF4110	\$44,086.00
<b>TOTAL:</b>							<b>\$44,086.00</b>

Project No: CCTCW188 Commodity Code: 90600 Financing: Convention Center Capital Construction Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
0	17-1285	8/23/2017	\$875,390	\$0.00	\$44,086.00	4.79%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]*  
By Department Director

12/20/2017  
DATE

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

01/10/2018  
DATE

*[Signature]*  
By Assistant City Manager

12/21/17  
DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185097

EFFECTIVE DATE

1/4/18

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 10 PM 12:12  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Skillssoft Corporation Vendor No. VS91955

Subject: Ethics Training Videos Department: Ethics and Compliance

Action Requested: Authorize Supplemental Agreement No. 1 extending the term of the contract to April 30, 2018 with no additional funds being added to the contract.

Contract Number: MGT-2017-00003803 Contract Term: 9/28/2017 To 4/30/2018

Background: City Code Ch12A-45(a) requires all employee and city officials to receive ethics training every 2 years. Due to the large number of emp. video training is the most efficient method to deliver training for most employees. Vendor will develop and produce the videos with direction from City staff. Videos will be owned by the City and delivered to employees for at least 5 yrs. Videos will include both general ethics info. applicable to all employees and info. related specifically to emp. respective roles in the organization.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	MGT	1969		3099		MGT-2017-00003803	\$0.00
<b>TOTAL:</b>							0

Project No: Commodity Code: Financing: 42,900.00 - Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	1	9/28/17	\$42,900.00	\$0.00	\$0.00	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Joanne Chappard*  
By Department Director

1/3/2018  
DATE

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

1/9/18  
DATE

*[Signature]*  
By Assistant City Manager

1/04/18  
DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185098

EFFECTIVE DATE

JAN 9 2018

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
JAN 11 PM 12:25

1. Place an "X" in the appropriate box, complete, and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-3A
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Pacheco Koch Consulting Engineers, Inc. Vendor No. 342980

Subject: Elam Road and Simpkins Remediation Department: Trinity Watershed Management

Action Requested: Authorize Supplemental Agreement No. 4 to the contract with Pacheco Koch Consulting Engineers, Inc. to provide additional design and computer-aided design and drafting (CADD) services for the final plats associated with the Trinity Forest Golf Course, the Trinity River Audubon Center and the Texas Horse Park, as described in further details on Attachment A.

Contract Number: TWM-2018-00005075 Contract Term: 1/15/2018 To 3/15/2018

Background: City staff prepared preliminary plats for the Trinity Forest Golf Course, the Trinity River Audubon Center and the Texas Horse Park. Supplemental Agreement No. 4 to the contract with Pacheco Koch Consulting Engineers, Inc. is necessary to authorize additional design and CADD services necessary to complete the final plats for these locations in the amount of \$234,050. The Pacheco Koch contract included \$257,960 for design services related to the Vegetative Support Layer for closing the Simpkins Landfill, which was completed by the developer prior to any design by Pacheco Koch. Vegetative support layer design fees will be used to cover the \$234,050 associated with the additional services included in SA #4.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0671	BMS	P837	STDE	4111	PBSWM007	SDM4796BM09	\$0.00
<b>TOTAL:</b>							<b>\$0.00</b>

Project No: PBSWM007 Commodity Code: 92500 Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
4	14-0627	4/9/2014	\$842,290.00	\$350,700.00	\$0.00	41.64%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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 Assistant City Manager

DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185099

EFFECTIVE DATE

1-11-2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 2018 JAN 11 PM 2:05  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Site-Safe Products, LLC Vendor No. VC17571

Subject: Repairs to vendor equipment Department: DWU g.o.

Action Requested: Authorize payment to the vendor for damages to Solar Tech Arrow Board & Arrow Board Frame caused by the City

Contract Number: DWU-2018-00004712 Contract Term: To

Background: The Distribution Division caused damages to Solar Tech Arrow Board & Arrow Board Support Frame equipment while operating a rental vehicle. Risk Management advised for the City to pay for damages.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0100	DWU	7422		3110		DWU-2018-00004712	\$7,797.31
<b>TOTAL:</b>							

Project No: Commodity Code: 54500 Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director DATE 1/11/18

Approved as to form by City Attorney DATE 1/11/18

By Assistant City Manager DATE 1/11/2018









CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185108

EFFECTIVE DATE

1-4-18

2018  
JAN 11 PM 3:32  
CITY SECRETARY  
DALLAS, TEXAS  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Extension of Master Agreement

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Southwest Wholesale Nursery and Supply, LP Vendor No. 039273

Subject: Bedding Plants, Seed and Trees Department: POM

Action Requested: Authorize a twelve (12) month extension to the current master agreement.

Contract Number: POM-2018-00004853 Contract Term: 4/21/2018 To 4/20/2019

Background: On April 22, 2015 Dallas City Council awarded a three year master agreement with Southwest Wholesale Nursery and Supply, LP (039273) for the purchase of bedding plants, trees and seed in the amount of \$143,552.00, by Resolution #15-0748 from solicitation BF1410. The extension will allow the City to continue purchasing these goods under the same terms and conditions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
	POM					BF1410	0.00 <i>afa</i>
<b>TOTAL:</b>							

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	15-0748	4/22/2015	\$143,552.00	\$0.00	\$0.00	%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director *[Signature]* 1/3/18 DATE

Approved as to form by City Attorney *[Signature]* 1/10/18 DATE

By Assistant City Manager *[Signature]* 1-4-18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185109

EFFECTIVE DATE

1-4-18

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
2018 JAN 11 PM 3:32

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
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- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Extension of Master Agreement

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Justin Seed Company, Inc. Vendor No. 006691

Subject: Bedding Plants, Seed and Trees Department: POM

Action Requested: Authorize a twelve (12) month extension to the current master agreement.  
Contract Number: POM-2018-00004853 Contract Term: 4/21/2018 To 4/20/2019

Background: On April 22, 2015 Dallas City Council awarded a three year master agreement with Justin Seed Company, Inc. (006691) for the purchase of bedding plants, trees and seed in the amount of \$193,880.00, by Resolution #15-0748 from solicitation BF1410. The extension will allow the City to continue purchasing these goods under the same terms and conditions.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
			POM					BF1410
<b>TOTAL:</b>								

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	15-0748	4/22/2015	\$193,880.00	\$0.00	\$0.00	%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: *[Signature]* DATE: 1/3/18

Approved as to form by City Attorney: *[Signature]* DATE: 1-4-18

By Assistant City Manager: *[Signature]* DATE: 1-4-18



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185110

EFFECTIVE DATE

1-4-18 *mpk*

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
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- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 11 PM 3:55  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: **KAHN AIR CONDITIONING & HTNG** Vendor No. **204040**

Subject: **HVAC SERVICES** Department: **OFFICE CULTURAL AFFAIRS/WRR**

Action Requested: WRR is requesting authorization to pay Invoice #:0000106594, for an emergency service call to Kahn's on Friday, December 22, 2017. The temperature in the transmitter room was 103 degrees. The service call was an urgent matter.

Contract Number: **OCA-2018-00005086** Contract Term: **12/22/2017** To **12/31/2017**

Background: Kahn's responded within an hour of phone call and the issue was resolved. Kahn's service guy found 2 broken blower belts in each of the 2 airhandler units. Replaced 2 - AX55 belts and left 2 for spare parts. Found compressor 1, condenser 1 tripped on internal overload. Turned unit off and cooled down compressor with water. Internal overload reset itself. Turned unit back and checked operations. Both systems are cooling at this time. Total Invoice not to exceed \$613.99.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0140	OCA	1069		3110		OCA-2018-00005086	\$613.99
<b>TOTAL:</b>							<b>\$613.99</b>

Project No: \_\_\_\_\_ Commodity Code: **92507** Financing: **Current Year Municipal Radio Funds**

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jennifer Scipio* 1/2/18  
 By Department Director DATE

*Dennis C. [Signature]* 1/11/18  
 Approved as to form by City Attorney DATE

*[Signature]* 1-4-18  
 By Assistant City Manager DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185111

EFFECTIVE DATE

JAN 9 2018

CITY SECRETARY  
DALLAS, TEXAS

RECEIVED  
2018 JAN 11 PM 4:35

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Brent Kollock Vendor No. VS0000037878

Subject: Cultural Contracts Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Brent Kollock as follows: 1) consultant will provide detailed curatorial plan for exhibition at the Latino Cultural Center by January 12, 2018 to center manager; 2) consultant will select 25 works by Dallas based visual artists Sarita Westrup and Analise Minjarez for "Juntxs: A Border Arts Symposium" exhibition and exhibition layout plan at Latino Cultural Center by January 16, 2018. The following individuals submitted bids for this service: Cristina Riggs, Victor Armenta, and Brent Kollock. Brent Kollock is the only vendor who can provides these services.

Contract Number: OCA-2018-00005073 Contract Term: 1/12/2018 To 1/16/2018

Background: The fee for this service will not exceed \$3,100.00. Consultant understands that the City of Dallas will pay Consultant in one (1) payment of \$3,100.00 within thirty days of execution of contract, approval of administrative action, completion of service and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4805		3089		OCA-2018-00005073	\$3,100.00
<b>TOTAL:</b>							<b>\$3,100.00</b>

Project No: Commodity Code: 96207 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jennifer Scripps* 1/2/18  
By Department Director DATE

*[Signature]* 1/10/18  
Approved as to form by City Attorney DATE

*[Signature]* 1-9-18  
By Assistant City Manager DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185112

EFFECTIVE DATE

Jan 11, 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) via DIR Cooperative Agreement

RECEIVED  
 2018 JAN 12 AM 8:43  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: eQuality Corporation Vendor No. 502333  
 Subject: IT Temporary Professionals Agreement Department: Communication & Information Services

Action Requested: Authorize a service contract for temporary information technology professionals  
 Contract Number: DSV-2018-00004958 Contract Term: 1/18/2018 To 3/31/2018

Background: The City contracts with an IT staffing agency to provide a qualified pool of applicants capable to perform various IT related tasks in align with City responsibilities.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0198	DSV	1697	3994			CX DSV-2018-00004958	\$50,000.00
<b>TOTAL:</b>							<del>\$0.00</del>

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: Current Funds \$50,000.00

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

William Finch  
William Finch (Jan 11, 2018)  
 By Department Director DATE

Barbara A. McAninch  
Barbara A. McAninch (Jan 11, 2018)  
 Approved as to form by City Attorney DATE

[Signature]  
[Signature] (Jan 11, 2018)  
 By Assistant City Manager DATE

Interim Assistant City Manager



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185113

EFFECTIVE DATE

RECEIVED  
2018 JAN 12 AM 10:08  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Extension of Master Agreement

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: SRH Trees, Inc. Vendor No. VS86340

Subject: Bedding Plants, Seed and Trees Department: POM

Action Requested: Authorize a twelve (12) month extension to the current master agreement.

Contract Number: POM-2018-00004853 Contract Term: 4/21/2018 To 4/20/2019

Background: On April 22, 2015 Dallas City Council awarded a three year master agreement with SRH Trees, Inc. (VS86340) for the purchase of bedding plants, trees and seed in the amount of \$1,226,872.00, by Resolution #15-0748 from solicitation BF1410. The extension will allow the City to continue purchasing these goods under the same terms and conditions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
	POM					BF1410	2.00 Mfg
<b>TOTAL:</b>							

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	15-0748	4/22/2015	\$1,226,872.00	\$0.00	\$0.00	%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: 1/3/18 DATE

Approved as to form by City Attorney: 1/11/18 DATE

By Assistant City Manager: 1-4-18 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185114

EFFECTIVE DATE

12/20/17 CLC

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 2018 JAN 12 AM 10:45  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Berry Dunn McNeil & Parker, LLC Vendor No. VS95561

Subject: BNZ1723 Development Fee Analysis Department: DEV

Action Requested: Authorize a service contract with Berry Dunn McNeil & Parker, LLC (VS95561) in the amount of \$39,466.00 for Development Fee Analysis for a term of 60 days, beginning upon date specified in Director's written notice to proceed.

Contract Number: SDM-2018-00004556 Contract Term: To

Background: The Office of Procurement Services conducted an RFP to evaluate and recommend Berry, Dunn McNeil & Parker, LLC to be the most advantages proposer. This service contract will allow Sustaniable Development the ability to conduct a development fee analysis of the City's development review process. The analysis will include a comparison component that will assess the City's fees to the development fees from other municipalities. The analysis must be completed in 60 days, beginning upon date specified in Director's written notice to proceed.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0150	DEV	3141		3070			\$39,466.00
<b>TOTAL:</b>							<b>\$39,466.00</b>

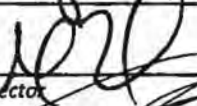
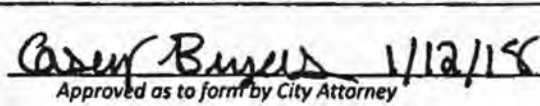
Project No: BNZ1723 Commodity Code: 91892 Financing: Building Inspection


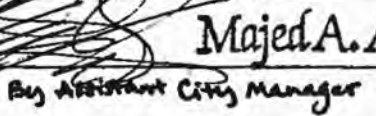
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
0	NA					%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director:  DATE: 12/18/17 Approved as to form by City Attorney:  DATE: 1/12/18

ORIGINAL - City Secretary:  DATE: 12/20/17 By Assistant City Manager:  DATE: 12/20/17



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185115

EFFECTIVE DATE

12/20/17

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DALLAS, TEXAS  
JAN 12 AM 11:50

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Extension of Service Contract

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Page Boiler, Inc Vendor No. VS0000071088

Subject: Hot Water and Steam Boiler Maintenance Department: Dallas Water Utilities

Action Requested: Authorize a two (2) year extension to the current service contract.

Contract Number: POM-2016-00001208 Contract Term: 3/25/2018 To 3/24/2020

Background: On March 26, 2014 Dallas City Council awarded a three year service contract with Page Boiler, Inc. (VS0000071088) for the purchase of hot water and steam boiler parts and maintenance services for Dallas Water Utilities in the amount of \$173,888, by Resolution #14-0495 from solicitation BK1327. On April 18, 2017 Administrative Action 17-6028 extended the service contract for one year. This extension will allow the City to continue these services under the same terms and conditions.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
			DWU					BK1327
<b>TOTAL:</b>								<b>\$0.00</b>

Project No:	BK1327	Commodity Code:		Financing:	Current Funds	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	14-0495	3/26/2014	\$173,888.00	\$0.00	\$0.00	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: DATE: 12/18/17

Approved as to form by City Attorney: DATE: 01/12/18

By Assistant City Manager: DATE: 12/20/17

ORIGINAL - City Secretary:



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185116

EFFECTIVE DATE

12-18-17 2018 JAN 12 PM 1:11

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DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Follow Through Consulting, LLC Vendor No. VC17687

Subject: Carbine School Training Department: Dallas Police Department

Action Requested: Authorize payment for Intermediate Carbine training for Special Operations Division to include SWAT, Intelligence, and Narcotics.

Contract Number: DPD-2018-00004694 Contract Term: To

Background: Training will be provided that includes static, engagement, positioning, and targeting drills. Twenty (20) personnel will receive forty (40) hours of training

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	DPD	2126		3099		DPD-2018-00004694	\$12,500.00
<b>TOTAL:</b>							<b>\$12,500.00</b>

Project No: Commodity Code: Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director 12/8/17 DATE

Approved as to form by City Attorney 1/4/18 DATE

By Assistant City Manager 12-18-17 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185117

EFFECTIVE DATE

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1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

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- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Clauder & Cox Inc., d.b.a. DFW Funny Business	Vendor No.	354461
Subject:	Instructors/Entertainers Trinity River Corridor	Department:	Trinity Waterhed Management

Action Requested: Authorize a two (2) year service contract to provide instruction and entertainment on Trinity Watershed Management's Trinity River Corridor properties.

Contract Number:	TWM-2018-00004776	Contract Term:	12/1/2017	To	11/30/2019
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Background: The Trinity River Corridor has created unique destination venues for both residents and visitors of Dallas. This action will allow the vendor to provide services, including clowns, balloon artist and costumed characters, to patrons of the Trinity River Corridor properties, including but not limited to the Ronald Kirk Bridge, West Dallas Gateway, Moore Park and Cedar Crest Gateway.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	TWM	3009	TRPP	3099		TWM-2018-00004776	\$30,500.00
<b>TOTAL:</b>							\$30,500.00

Project No:	Commodity Code:	96205	Financing:	Current TWM funds		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: 11/29/17 DATE

Approved as to form by City Attorney: 1-22-18 DATE

By Assistant City Manager: 12-1-17 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185118

EFFECTIVE DATE

JAN 10, 2018

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CITY SECRETARY  
DALLAS, TEXAS  
2018 JAN 16 AM 11:25

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
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- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name:	Texas Entertainment Services, LLC	Vendor No.:	VC14711
Subject:	Employee Annual Event	Department:	Code Compliance Services

**Action Requested:** Authorize a catering service contract with Texas Entertainment Services, LLC the event will be held at Gilley's Dallas.

<b>Contract Number:</b> CCS-2018-00004/87	<b>Contract Term:</b> 11/28/2017 To 12/31/2017
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**Background:** The Department of Code Compliance has an approved AA #177212 for Employee Annual Event held at Gilley's Dallas on December 14, 2017 for 200 employees in the amount of \$10,260.00; however on the event date 270 employees attend. Code Dept. is submitting an amendment AA to increase the contract amount.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	CCS	MUTI		3020		CCS-2018-00004787	\$12,192.00
<b>TOTAL:</b>							\$12,192.00

<b>Project No:</b>	N/A	<b>Commodity Code:</b>	96234	<b>Financing:</b>	N/A	
<b>Change Order No.</b>	<i>Original CR/AA No.</i>	<i>Original CR/AA Date</i>	<i>Original CR/AA Amount</i>	<i>Total Previous Change Orders</i>	<i>Change Amount Including this Order</i>	<i>Total Change Order Percentage</i>
						%

**M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.**

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*KSA*  
By Department Director

1/8/18  
DATE

*Robert J. Sims*  
Approved as to form by City Attorney

1/12/18  
DATE

*Reginald Jones*  
By Assistant City Manager

1/10/18  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185119

EFFECTIVE DATE

Jan 16, 2018

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2018 JAN 16 PM 1:00  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: eCIFM Solutions, Inc. Vendor No. VS0000084199

Subject: Capital Projects Professional Support Services Department: Communication and Information Services

Action Requested: Authorize Supplemental Agreement No.2 to amend the service contract that will allow eCIFM to update TRIRIGA portfolio and provide hierarchy changes, extract fields from the CapPro system, and support four (4) departmentally focused workshop training sessions for the end-users.

Contract Number: POM-2016-00000442 Contract Term: 01/17/2018 To 8/7/2019

Background: In 2016, Council approved a service contract to allow eCIFM to provide professional services for the configuration of IBM's Tririga software for a citywide capital management system for public information. This change order will allow accurate and timely on-going capital projects information, align the new TRIRIGA system, AMS Accounting system for reporting, and Pre-Go Live training and preparation.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0198	DSV	1665		3070		MASC DSV19CPTL	\$48,925.00
<b>TOTAL:</b>							<b>\$48,925.00</b>

Project No: BUZ1519 Commodity Code: 92045 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	16-1047	6/22/2016	\$549,125.00	\$0.00	\$48,925.00	8.90%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*William Finch*

William Finch (Jan 11, 2018)  
By Department Director

Jan 11, 2018

DATE

*Angela...*

Approved as to form by City Attorney

Jan 16, 2018

DATE

*John P...*

By Assistant City Manager

Jan 16, 2018

DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185120

EFFECTIVE DATE

12/19/17

CITY SECRETARY  
DALLAS, TEXAS

2018 JAN 16 PM 3:32

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1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Physio-Control Inc. Vendor No. 038759

Subject: Maintenance Agreement Department: Dallas Animal Services

Action Requested: Authorize payment for annual on-site preventive maintenance agreement for four Lifepack CR Plus AED's

Contract Number: DAS-2018-00004278 Contract Term: 10/1/2017 To 8/30/2018

Background: Dallas Animal Services (DAS) purchased four Lifepack CR Plus AED's in October of 2016. This request will cover annual preventative maintenance on the 4 devices during FY18. Vendor selected was the only responsive bid from solicitation IFS-B3171249.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	DAS	3575	CC03	3110		DAS-2018-0000-4278	\$1296.00
<b>TOTAL:</b>							<b>\$1296.00</b>

Project No: Commodity Code: 93856 Financing: current funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: 12-15-17 DATE

By Assistant City Manager: DATE

Approved as to form by City Attorney: 11/9/18 DATE

12/19/2017 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185121

EFFECTIVE DATE

1-10-18 MAC

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CITY SECRETARY  
DALLAS, TEXAS  
JAN 16 PM 4:44

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Micheal Clay Productions LLC	Vendor No.:	VS89598
Subject:	Stage Performance Coordinator at Dallas Love Field	Department:	AVI
Action Requested:	Administrative Actions request to pay invoice for final services rendered. Date expired with fund available in the previous service agreement.(AA#175139)		
	Contract Number:	MASCAVIMCP121416	Contract Term: 5/17/2017 To 3/1/2018

Background: This AA will not extend the service date, but allows AVI to pay the final invoice for services provided under the previous MASCAVIMCP121416, in which, funds are still available (\$3,200.00). See attached invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00
<b>TOTAL:</b>							\$0.00

Project No.:	Commodity Code:	85581	Financing:			
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]*  
By Department Director

1/9/18  
DATE

*[Signature]* 1-11-18  
Approved as to form by City Attorney  
DATE

*[Signature]*  
By Assistant City Manager

1-10-18  
DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185122

EFFECTIVE DATE

Jan 16, 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	AT&T Corp	Vendor No.	502484
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Subject:	Equinox to Azure Cloud	Department:	Communication & Information Services
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Action Requested:	Authorize Supplemental Agreement No. 29 to allow AT&T to provide ExpressRoute via Equinix City All - Infomar/MS Azure		
Contract Number:	DSV-2016-00000009	Contract Term:	9/22/2017 To 11/30/2018

Background: Microsoft Azure ExpressRoute will provide a high-performance, private, and secure connection between the City's IT environment and Microsoft Azure and Office 365. The ExpressRoute offers greater privacy and security than typical cloud connections; and enables any enterprise to build hybrid cloud environments with great network control and reliability.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0198	DSV	1550		3070		CT DSV17ATTMGD-EQNX	\$0.00
<b>TOTAL:</b>							\$0.00

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
28	11-3343	12/14/2011	\$63,444,708.00	\$15,861,177.00	\$0.00	25.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

<u>William French</u> By Department Director	Sep 5, 2017 DATE	<u>Ann Knight</u> Approved as to form by City Attorney	Jan 11, 2018 DATE
---	---------------------	---	----------------------

<u>[Signature]</u> By Assistant City Manager	Jan 16, 2018 DATE
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CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185123

EFFECTIVE DATE

Jan 16, 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Competitively bid or proposed service contracts of \$70,000 or less.
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 17 AM 10:25  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: GTS Technology Solutions, Inc. f/k/a ARC Government Solutions, Inc. Vendor No. 502145

Subject: Purchase or Lease of PC's Department: Communication & Information Services

Action Requested: Authorize supplemental agreement No. 8 to exercise change order rule to increase MA BGZ0805 for computers, accessories and services.

Contract Number: POM-2016-00001550 Contract Term: ~~2/18/2017~~ 1/18/2018 To 04/30/2018

Background: CR 09-0453 authorized the execution of a master agreement for the lease or purchase of all forms of computers and computer related equipment and accessories. This increase will allow for the purchase of PCs while the RFCSP is underway.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0198	DSV	1622		2731		MA BGZ0805	\$50,000.00
<b>TOTAL:</b>							\$50,000.00

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
8	09-0453	2/11/2009	\$42,340,536.00	\$0.00	\$50,000.00	0.11%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*William Finch*

Dec 12, 2017

*[Signature]*

Jan 16, 2018

By Department Director

DATE

Approved as to form by City Attorney

DATE

*[Signature]*

Jan 16, 2018

By Assistant City Manager

DATE

Interim Assistant City Manager



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185124

EFFECTIVE DATE

12-5-17

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 17 AM 10:51  
 CITY SECRETAR  
 DALLAS, TEXA

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

**Vendor Name:** Miller-Blakewell, LLC, DBA Tommy Terrific's Carwash **Vendor No.:** VS87651

**Subject:** To maintain city vehicles in a clean and professional image. **Department:** Dallas Water Utilities

**Action Requested:** To setup a process with the above vendor to provide offsite vehicle washing services for twenty-four (24) months, that will allow divisional city vehicles to be cleaned in a cost effective and efficient manner.

**Contract Number:** DWU-2018-00004545 **Contract Term:** 11/1/2017 **To:** 10/31/2019

**Background:** The vendor has two automated washing facilities in the Dallas area (5021 Ross Avenue and 3541 Forest Lane) for improved access. City vehicles will have a windshield barcode to validate and expedite vehicle access and to track number of vehicle washes and reporting. The washing system is machine brush and liquid waxing for exterior protection. Free vacuum system is also available.

FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE	AMOUNT
0100	DWU	7473		3099			\$30,000.00
<b>TOTAL:</b>							<b>\$30,000.00</b>

**Project No:** **Commodity Code:** **Financing:**

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]*  
 By Department Director

12/1/17  
 DATE

Aria Amberly Holmes 1-17-2018  
 Approved as to form by City Attorney  
 DATE

*[Signature]*  
 By Assistant City Manager  
*[Signature]*

12/5/17  
 DATE





# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

**ADMINISTRATIVE ACTION**

**185125**

**EFFECTIVE DATE**

12-28-18 *FG*

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 17  
 CITY SECRETARY  
 DALLAS TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Greyhound Lines Inc. DBA: Greyhound Package Express Vendor No. 257951

Subject: freight services Department: Code Compliance Services

Action Requested: Informal solicitation: requisition information CCS/RQS/\*149269 and IFS/CCS/B6180251. The Purchasing Dept. is awarded the freight services to the Greyhound Lines, Inc.

Contract Number: CCS-2017-00004639 Contract Term: 12/1/2017 To 9/30/2022

Background: The Department of Code Compliance, Mosquito Abatement Division uses the Greyhound Lines, Inc. to ship live mosquitoes to the Texas Department of State Health Services for testing.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
		0001	CCS	4221		3085		CCS-2017-00004639
<b>TOTAL:</b>								\$5,607.00

Project No: N/A Commodity Code: 10021 Financing: N/A

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
		\$	\$	\$	\$

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

*[Signature]* 12-26-17 *[Signature]* 1/2/18  
 By Department Director DATE Approved as to form by City Attorney DATE  
*[Signature]* 12/28/17  
 By Assistant City Manager DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185126

EFFECTIVE DATE

DEC 20 2017 *use*

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 17 PM 3:30  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name: Huitt-Zollars, Inc. Vendor No. 090025

Subject: Henderson Avenue from US-75 to Ross Avenue. (PB12S407) Department: Public Works

Action Requested: Authorize Supplemental Agreement No.1 to the professional services contract with Huitt-Zollars, Inc. to provide additional engineering design services for Henderson Avenue from US-75 to Ross Avenue in the amount of \$14,800.00, increasing the contract amount from \$251,851.00 to \$266,651.00.

Contract Number: PBW-2016-00000589 Contract Term: 6/22/2016 To 01/26/2018

Background: This supplemental agreement is for additional services to provide design for two new bioswale rain gardens, coordinate re-development planned for the corridor (Open Realty Development) and prepare field notes for obtaining an easement needed to install the proposed traffic signal at the Henderson/Willis intersection.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
2U22	PBW	S407	THRF	4111	PB12S407	PBW12S407H1	\$14,800.00
<b>TOTAL:</b>							

Project No: PB12S407 Commodity Code: Financing: 2012 Bond Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	16-0732	5/11/2016	\$251,851.00	\$0.00	\$14,800.00	5.88%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director *[Signature]* DATE 12/14/17  
 Approved as to form by City Attorney *[Signature]* DATE 1-16-2018

Assistant City Manager *[Signature]* DATE 12/20/17  
 Majed A. Al-Ghafry



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185127

EFFECTIVE DATE

01/12/2018 *bow*

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2018 JAN 17 PM 4:11  
 RECEIVED  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: UT University Outreach Center Dallas (UT Dallas) Vendor No. VC0000004669

Subject: SAMHSA Adult Drug Court Grant Department: City Attorney's Office Community Court

Action Requested: Authorize Supplemental Agreement No. 1 to the professional services contract with The University of Texas at Dallas to amend the contract by extending the term until November 30, 2018.

Contract Number: Contract Term: 09/30/2015 To 11/30/2018 *bow*

Background: On April 11, 2017, AA No. 17-5832 authorized a professional services contract with The University of Texas at Dallas to collect and analyze data generated by the South Dallas Treatment Drug Court to evaluate the court's progress towards achieving its goals. Supplemental Agreement No. 1 will extend the contract term until November 30, 2018.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
F503	ATT	2051	AT04	3070		ATTUTDALLASFY1617	\$0.00
<b>TOTAL:</b>							\$0.00

Project No:	Commodity Code:	94886	Financing:			
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	AA 17-5832	4/11/2017	\$45,000.00	0	\$45,000.00	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director *[Signature]* 1-10-18 *[Signature]* Approved as to form by City Attorney *[Signature]* 01/17/2018

By Assistant City Manager *[Signature]* 1.12.18



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185128

EFFECTIVE DATE

1/16/18

RECEIVED  
2018 JAN 17 PM 4:33  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name: Garland Fire Department Vendor No. 268175

Subject: Swiftwater Rescue Tech Department: Dallas Fire-Rescue

Action Requested: Authorize payment for registration fees for the Swiftwater Rescue Technician training course offered by the City of Garland Fire Department at the New Braunfels Parks and Recreation, New Braunfels, TX. Members must complete this training before being assigned to the DFR's SwiftWater Team.

Contract Number: DFD-2018-00005119 Contract Term: 10/1/2017 To 11/6/2020

Background: Interlocal purchasing agreements are authorized by Chapter 791 of the Texas Government Code and Subchapter F. Section 271.102 of the Code authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local organization.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	DFD	HS04	DF01	3361			\$7,200.00
0001	DFD	HS04	DF01	3361			\$13,500.00
0001	DFD	HS04	DF01	3361			\$13,500.00
<b>TOTAL:</b>							<b>\$34,200.00</b>

Project No: Commodity Code: 92435 Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]*  
By Department Director

01/16/18  
DATE

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

1/17/18  
DATE

*[Signature]*  
By Assistant City Manager

1-16-18  
DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185129

EFFECTIVE DATE

11/17/17 *WD*

RECEIVED  
2017 JAN 18 AM 9:52  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 15%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No *WD*

Vendor Name: Jacobs Engineering Group, Inc. Vendor No. VS0000023961

Subject: Extend contract for Woodall Rodgers Tunnel Department: Transportation

Action Requested: Extend current contract which is scheduled to end of October 31, 2017, for one year (October 31, 2018) or until funds are depleted, no additional funds to be added to this contract.

Contract Number: STS-2017-00003071 Contract Term: 11/1/2017 To 10/31/2018

Background: The original contract was approved 6/27/12, CR12-1640 for operation/maintenance oversight for the Woodall Rodgers Tunnel. On 10/8/14, CR14-1688 authorized supplemental agreement No. 1 extending the service to 10/31/16. A second extension was approved to extend the contract to 10/31/17. Jacobs is the lead consultant for engineering, and construction oversight at the Park and for the Tunnel. They will continue to assist the City in oversight of the tunnel operations and maintenance contractors.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00
<b>TOTAL:</b>							

Project No: Commodity Code: 91842 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	12-1640	6/27/2012	\$122,450.00	\$1.00	\$0.00	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	N/A

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

By Department Director *[Signature]* 10-27-17 DATE Approved as to form by City Attorney *[Signature]* 1-17-18 DATE

By Assistant City Manager *[Signature]* 11/17/17 DATE

Majed A. Al-Ghafry



185130  
RECEIVED

2018 JUN 14 PM 2:54

CITY SECRETARY  
DALLAS, TEXAS

**Memorandum**

Date: June <sup>14</sup>~~11~~, 2018

To: Bilierae Johnson, City Secretary, CSO

From: Christopher J. Caso, Managing Attorney, CAO


Re: **Correction to Administrative Action No. 18-5130** for Ogletree,  
Deakins, Nash, Smoak & Stewart, P.C.

---

In Administrative Action No. 18-5130, please correct the Case No. in the Action Requested and Background sections as follows:

Case No. 3:17-cv-08880-C, should be Case No. 3:17-cv-03330-C, per Engagement Letter dated December 27, 2017 (attached).

Thank you.



---

Christopher J. Caso  
Senior Executive Assistant City Attorney  
Managing Attorney  
Dallas City Attorney's Office

8/6/18/18



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185130

EFFECTIVE DATE

01/12/2018

CITY SECRETARY  
DALLAS, TEXAS

JAN 18 AM 11:08

RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Ogletree, Deakins, <del>Deakins</del> -Nash, Smoak & Stewart, P.C.	Vendor No.	VC0000010490
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Subject:	Professional Services Contract	Department:	CAO
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Action Requested: Authorize a professional services contract with Ogletree, Deakins, Nash, Smoak & Stewart, P.C. to represent the City in connection with legal matters in the lawsuit styled Bass, et al. v. The City of Dallas; Case No. 3:17-cv-08880-C. This contract shall not exceed \$50,000.00.

Contract Number:	ATT-2018-00005161	Contract Term:		To	
------------------	-------------------	----------------	--	----	--

Background: The law firm of Ogletree, Deakins, Nash, Smoak & Stewart, P.C. is being retained to represent the City in connection with legal matters involving in the lawsuit styled Bass, et al. v. The City of Dallas; Case No. 3:17-cv-08880-C. Ogletree Deakins Nash Smoak & Stewart, P.C. will be paid on an hourly rate basis as provided by the engagement letter dated December 27, 2017. This contract shall not exceed \$50,000.00.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0192	ORM	3890		3033		ATT-2018-00005161	\$50,000.00
<b>TOTAL:</b>							<b>\$50,000.00</b>

Project No:	Commodity Code:	Financing:
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director DATE 1-10-18

Approved as to form by City Attorney DATE 1/18/2018

By Assistant City Manager DATE 1-12-18





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185131

EFFECTIVE DATE

1-12-18 12B RECEIVED

CITY SECRETARY  
CITY OF DALLAS, TEXAS  
JAN 18 AM 11:08

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: AT&T Vendor No. 5502484

Subject: Telephone and Internet Services for Northeast Community Court - Change Order No. 1 Department: CAO - Northeast Community Court

Action Requested: Authorize continued monthly payments to AT&T for telephone and internet services for daily operations in the Northeast Community Court during Fiscal Year 2017-2018. Monthly payments will average \$250.00 per month. Total payment amount during Fiscal Year 2017-2018 shall not exceed \$3,000.00.

Contract Number: ATTPHONEY1617 Contract Term: 10/1/2017 To 9/30/2018

Background: On 02/23/2017, AA 17-5534 authorized monthly payments to AT&T for telephone and internet services to the City Attorney's Office Northeast Community Court Team. These services continue to be necessary for daily operations during Fiscal Year 2017-2018. The monthly payments will average \$250.00 per month, and the total payment amount during Fiscal Year 2017-2018 made to AT&T shall not exceed \$3,000.00; from \$3,000.00 to \$6,000.00.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	ATT	2747	AT04	3050		ATTPHONEY1617	\$3,000.00
<b>TOTAL:</b>							<b>\$3,000.00</b>

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	17-5534	2/23/2017	\$3,000.00		\$6,000.00	%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director DATE 1-10-18

Approved as to form by City Attorney DATE 1/17/2018

DATE 1.12.18

By Assistant City Manager



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185132

EFFECTIVE DATE

JAN 9 2018  
CITY SECRETARY  
DALLAS, TEXAS  
JAN 18 PM 2:43  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name: Pacheco Koch Consulting Engineers, Inc. Vendor No. 342980

Subject: Elam Road and Simpkins Remediation Department: Trinity Watershed Management

Action Requested: Authorize Supplemental Agreement No. 4 to the contract with Pacheco Koch Consulting Engineers, Inc. to provide additional design and computer-aided design and drafting (CADD) services for the final plats associated with the Trinity Forest Golf Course, the Trinity River Audubon Center and the Texas Horse Park, as described in further details on Attachment A.

Contract Number: TWM-2018-00005075 Contract Term: 1/15/2018 To 3/15/2018

Background: City staff prepared preliminary plats for the Trinity Forest Golf Course, the Trinity River Audubon Center and the Texas Horse Park. Supplemental Agreement No. 4 to the contract with Pacheco Koch Consulting Engineers, Inc. is necessary to authorize additional design and CADD services necessary to complete the final plats for these locations in the amount of \$234,050. The Pacheco Koch contract included \$257,960 for design services related to the Vegetative Support Layer for closing the Simpkins Landfill, which was completed by the developer prior to any design by Pacheco Koch. Vegetative support layer design fees will be used to cover the \$234,050 associated with the additional services included in SA #4.

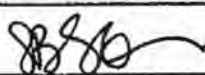
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0671	BMS	P837	STDE	4111	PBSWM007	SDM4796BM09	\$0.00
<b>TOTAL:</b>							<b>\$0.00</b>

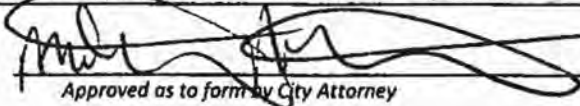
Project No:	PBSWM007	Commodity Code:	92500	Financing:		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
4	14-0627	4/9/2014	\$842,290.00	\$350,700.00	\$0.00	41.64%


M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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 1-10-18

  
By Assistant City Manager \_\_\_\_\_ DATE 1-9-18









CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

105134

EFFECTIVE DATE

12/28/17

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Contract Extension

RECEIVED  
 2018 JAN 18 PM 5:09  
 CITY SECRETARY

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	B & A Laboratories dba Xenco Laboratories	Vendor No.	500851
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Subject:	Analytical Laboratory Testing Services	Department:	Office of Procurement Services
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Action Requested: Extension of service contract with B & A Laboratories dba Xenco Laboratories, Inc. for one year under the same terms and conditions to enable the City department to continue ordering services under this contract.

Contract Number:	POM-2018-00004682	Contract Term:	12/11/2017	To	12/10/2018
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Background: On 12/11/2013, council approved a service contract with B & A Laboratories dba Xenco Laboratories, Inc. (500851) for analytical laboratory testing services in the amount of \$948,898.00 by resolution #13-2048 from solicitation # BT1311. This new one-year extension will allow for the continuation of this service contract until 12/10/2018.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE		AMOUNT
						BT1311		0.00
						<b>TOTAL:</b>		

Project No:	BT1311	Commodity Code:	96148	Financing:	N/A
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount including this Order	Total Change Order Percentage
1	13-2048	12/10/2013	\$948,898.00	\$0.00	\$0.00	N/A%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director

DATE

12/22/17

Approved as to form by City Attorney

DATE

01/16/18

By Assistant City Manager

DATE

12/28/17



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185135

### EFFECTIVE DATE

12/28/17

2018 JAN 10 PM 3:18  
CITY OF DALLAS  
OFFICE OF PROCUREMENT SERVICES  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Contract Extension

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: ~~ESC LAB Sciences ENVISCI~~ dba ENVISCI, Inc. Vendor No. 516240

Subject: Analytical Laboratory Testing Services ~~ENVIRONMENTAL SCIENCE CORPORATION~~ Department: Office of Procurement Services

Action Requested: Extension of service contract with ~~ESC LAB Sciences~~ dba ENVISCI, Inc. for one year under the same terms and conditions to enable the City department to continue ordering services under this contract.

Contract Number: POM-2018-00004682 Contract Term: 12/11/2017 To 12/10/2018

Background: On 12/11/2013, council approved a three-year service contract with ~~ESC LAB Sciences~~ ENVISCI dba ENVISCI, Inc. (516240) for analytical laboratory testing services in the amount of \$19,625.00 by resolution #13-2048 from solicitation # BT1311. This new one-year extension will allow for the continuation of this service contract until 12/10/2018.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
								BT1311
<b>TOTAL:</b>								

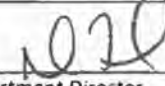
Project No: BT1311 Commodity Code: 96148 Financing: N/A

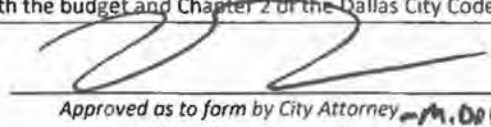
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	13-2048	12/10/2013	\$19,625.00	\$0.00	\$0.00	N/A%

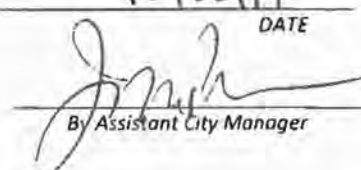
M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director  DATE 12/22/17

Approved as to form by City Attorney  DATE 12/28/17

By Assistant City Manager  DATE 12/28/17



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185136

### EFFECTIVE DATE

1-4-18

REC'D - 1/16/18

CITY SECRETARY  
2018 JAN 16 PM 3:59

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
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- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79(C) of the City Code.
- f. Other (explain on attachment) Contract Extension

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: PACE Analytical Services, Inc. LLC MD Vendor No. VS0000068442

Subject: Analytical Laboratory Testing Services Department: Office of Procurement Services

Action Requested: Extension of service contract with PACE Analytical Services, Inc. for one year under the same terms and conditions to enable the City department to continue ordering services under this contract.

Contract Number: POM-2018-00004682 Contract Term: 12/11/2017 To 12/10/2018

Background: On 10/26/2016, council approved a service contract with PACE Analytical Services, Inc. (VS0000068442) for analytical laboratory testing services in the amount of \$948,210.69 by resolution #16-1723 from solicitation # BT1311. This new one-year extension will allow for the continuation of this service contract until 12/10/2018. (see attached resolution)

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
						BT1311	\$0.00
<b>TOTAL:</b>							

Project No:	BT1311	Commodity Code:	96148	Financing:	N/A	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	16-1723	10/26/2016	\$948,210.69	\$0.00	\$0.00	N/A%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director DATE 1/7/18

Approved as to form by City Attorney DATE 01/16/18

By Assistant City Manager DATE 1-4-18





# ADMINISTRATIVE ACTION

ADMINISTRATIVE ACTION

185137

EFFECTIVE DATE

CITY OF DALLAS

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

1-4-18

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

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- d. Amendments to non-bid contracts: \$50,000 or less, per City Code Sec. 2-34
- e. WRR-FM expenditures: \$50,000 or less per City Code Sec. 2-79© of the City Code
- f. Other (explain on attachment) 12 month extension

RECEIVED  
2018 JAN 18 PM 4:16  
CITY OF DALLAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

- 3. Is this expenditure related to a construction project?  Yes  No
- 4. Any Administrative Actions to this vendor in the last 12 months? (If yes, attach explanation)  Yes  No
- 5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name: D McIntosh Enterprises, LLC dba Eagle Transmission

Subject: Automatic Transmission Repair Department: BDPS

Action Requested: Authorize the extension of the service contract with D McIntosh Enterprises LLC dba Eagle Transmission for an additional 12 months under the same terms and conditions.

Contract Term: 2-11-18 to 2-10-19

Background: On February 12, 2014 City Council authorized a thirty-six month service contract in an amount not to exceed \$1,377,705.00 by Resolution No. 14-0287 resulting from Solicitation No. BJ1403. This extension will allow for the continuation of service repairs to automatic transmissions under the same terms and conditions.

Pom - 2017 - 00001640 18

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	VENDOR	AMOUNT
						BJ1403	VS0000082666	\$0.00

Project No.: BJ1403 Commodity Code: 06094 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
02	14-0287	2-12-14	\$1,377,705.00	0	\$0.00	0%

MWBE INFORMATION- Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group	African-American	Hispanic	Caucasian-Female	Other Minority	MWBE Certification Number
\$	\$	\$	\$	\$	

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

By Department Director

*[Signature]*

DATE

1/2/18

Approved as to form by City Attorney

*[Signature]*

DATE

1/11/18

By Assistant City Manager

*[Signature]*

DATE

1-4-18



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185138

EFFECTIVE DATE

JAN 11 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
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- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 19 AM 8:17  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Krause Bell Group, Inc. Vendor No. VS96734

Subject: Professional Services Contract Department: Management Services-Office of Environmental Quality

Action Requested: Authorize the Office of Environmental Quality to enter into a six (6) month professional services contract with Krause Bell Group, Inc.

Contract Number: MGT-2018-00005196 Contract Term: 1/15/2018 To 7/15/2018

Background: City Manager's Office is looking to assist the City reach its goal of continual improvement through outside assessment of the structure, function, and value of the City's integrated EHS and Q management systems (EMS/QMS/OHSAS) for the purpose of top management review.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	MGT	5602	EN01	3070		MGT-2018-00005196	\$49,000.00
<b>TOTAL:</b>							<b>\$49,000.00</b>

Project No: ----- Commodity Code: 91800 Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 1-11-18 DATE  
 By Department Director

 1-19-2018 DATE  
 Approved as to form by City Attorney

 1-11-18 DATE  
 By Assistant City Manager



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185139

EFFECTIVE DATE

01/12/2018  
2018 JAN 19 AM 10:20  
CITY SECRETARY'S OFFICE  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Southwest Solutions Group, Inc Vendor No. 168393

Subject: Installation of rotating cabinets Department: City Secretary's Office

Action Requested: Southwest Solutions Group will provide all labor and material to install (1) legal size 7-tier, 45 1/2" wide x 31" deep x 82 1/2" high, quantity (3) legal size 7-tier adder units, 38 3/4" wide x 31" deep x 82 1/2" high. Includes 4 pull out work surfaces. Includes closed face drawer on one side on far-right unit. Elevations per drawing. End will be finished with laminate end panel to close off the gap between the back of the units and the wall. Rotating cabinet will be delivered and installed upon Southwest Solutions Group shipping lead-time 5-6 week estimate.

Contract Number: SEC-2018-00005153 Contract Term: 1/29/2018 To 2/28/2018

Background: The City's Secretary's Office purchased a Legal-Sized Rotating Cabinet Legal size 7-tier. The unit will store files in a locked and accessible cabinet near the customer service staff.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	SEC	1368		3072		CX-SEC-2018-00005153	\$2,192.48
<b>TOTAL:</b>							<b>\$2,192.48</b>

Project No: Commodity Code: Financing: CURRENT FUNDS

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director

1/12/19  
DATE

Approved as to form by City Attorney DATE 1/19/18

By Assistant City Manager DATE 1/12/18





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185140

EFFECTIVE DATE

JAN 5 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 19 PM  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: IEA, Inc. Vendor No. VS0000030431

Subject: Erosion Control Group 4 Department: Trinity Watershed Management

Action Requested: Authorize Supplemental Agreement No. 1 to the professional services contract with IEA, Inc. for additional design to protect Dallas Water Utilities' (DWU) infrastructure from erosion. Supplemental Agreement No. 1 does not increase the contract amount of \$244,961.18.

Contract Number: TWM-2016-00000088 Contract Term: 3/23/2016 To 12/31/2018

Background: The Erosion Control Group 4 project included DWU funds for the design of erosion control protection for DWU infrastructure located in vicinity of the Erosion Control Group 4 sites. This action is necessary to modify the scope to utilize remaining DWU funds for the design of erosion control protection for DWU infrastructure located near the 1200 block of West Canterbury Court.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00
<b>TOTAL:</b>							<b>\$0.00</b>

Project No: TW12S744 TW12S721 TW12S763 Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	16-0450	3/23/2016	\$244,961.18	\$0.00	\$0.00	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director

1/4/18  
  
 By Assistant City Manager

Approved as to form by City Attorney

1-18-17  
 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185141

EFFECTIVE DATE

## DEC 15 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 19 PM 4:58  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Metro Golf Cars Vendor No. 144807

Subject: Payment of equipment rental damage costs Department: Park and Recreation

Action Requested: Authorize an encumbrance in the amount of \$1,392.62 for equipment rental repairs that extended past the expiration of the master agreement (services rendered)  
Contact: Nancy Enriquez, Park Special Services Division, 214-670-8520

Contract Number: PKR-2018-00004724 Contract Term: 11/20/2017 To 12/20/2017

Background: The EBS outside rentals master agreement with Metro Golf Cars expired in March 2017. These fees were accrued during the term of the master agreement but invoiced after its expiration.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0332	PKR	W116		3060		PKR-2018-00004724	\$1,392.62
<b>TOTAL:</b>							\$1,392.62

Project No: Commodity Code: 92800 Financing: Golf Course Improvement Fund

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]* 12-12-17  
By Department Director DATE

*[Signature]* 1-2-2018  
Approved as to form by City Attorney Attested by: DATE

*[Signature]*  
By Assistant City Manager

12-15-17  
DATE

Robert Abtani, President  
Park and Recreation Board

*[Signature]*  
Secretary  
Park and Recreation Board  
REV 05/2017





# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185142

EFFECTIVE DATE

DEC 06 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Beautification Agreement

RECEIVED  
2018 JAN 19 PM 4:44  
CITY SECRETARY  
DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: North Oak Cliff Green Space, Inc. Vendor No. VS95878

Subject: Beautification Agreement Department: Park and Recreation

Action Requested: Authorize a Beautification Agreement for North Oak Cliff Green Space Inc. The vendor would like to fund the resurfacing of the tennis courts on Coombs Creek Trail through September 1, 2017 - September 2, 2018.

Contact: Sam Franklin (214) 670-1923

Contract Number: PKR-2018-00004305 Contract Term: 10/1/2017 To 9/30/2018

Background: The Dallas Park and Recreation Department enters into a 1 year park beautification agreement with North Oak Cliff Green Space, Inc. for the purpose of donating funds to resurface the tennis courts on Coombs Creek Trail. No cost to the City of Dallas. North Oak Cliff Green Space Inc. is a non-profit organization comprised of the Friends of Stevens Park and Coombs Creek Trail.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
NA	PKR	NA	NA	NA	NA	PKR-2018-00004305	\$0.00
<b>TOTAL:</b>							<b>\$0.00</b>

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: \_\_\_\_\_

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]* 11-29-17  
By Department Director DATE

*[Signature]* 12-7-2017  
Approved as to form by City Attorney DATE

*[Signature]*  
Robert Abtahi, President  
By Assistant City Manager

12-6-17  
DATE

*[Signature]*  
Secretary





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185143

EFFECTIVE DATE

Jan 22, 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Competitively bid or proposed service contracts of \$70,000 or less.
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10% of original contract price).
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Microsoft Azure Storage Bulk Import Pilot Program Agreement

RECEIVED  
2018 JAN 22 AM 11:41  
CITY SECRETARY  
DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: SHI Government Solutions, Inc. Vendor No. 502145

Subject: Microsoft Azure Storage Bulk Import Pilot Program Agreement Department: Communication & Information Services

Action Requested: Authorize signature on Microsoft Azure Storage Bulk Import Pilot Program Agreement.  
Contract Number: N/A Contract Term: 12/1/2017 To 11/30/2018

Background: This agreement enables the City to comply with Microsoft Enterprise Back-up License Agreement requirements by providing a method to import City data into the Azure Cloud Data Repository. Currently, the City does not have an express route to transfer large amounts of data.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE:	AMOUNT
						N/A	\$0.00
<b>TOTAL:</b>							\$0.00

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

William Finch  
By Department Director  
Jan 9, 2018  
DATE

[Signature]  
Approved as to form by City Attorney  
Jan 22, 2018  
DATE

[Signature]  
By Assistant City Manager  
Jan 22, 2018  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185144

EFFECTIVE DATE

January 22, 2018

1. Place an "X" in the appropriate box; complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Sole-source procurement under \$50,000

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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required: Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

**Vendor Name:** Airbus DS Communications, Inc. **Vendor No.:** VS0000064752

**Subject:** Automated Notification System **Department:** Communication & Information Services

**Action Requested:** Authorize payment for maintenance and support of the automated notification system used by Courts and Detention Services.

**Contract Number:** DSV-2017-00001823 **Contract Term:** 9/1/2017 To 12/31/2017

**Background:** Courts and Detention Services procured an automated notification system to improve payment collections. This system is used to notify citizens whose accounts are in arrears through automated telephone, text, and email messages. Airbus DS Communications, Inc. was the most advantageous proposer from an informal bid process, and is now the sole provider of the maintenance of the system. This action ensures the system remains operational while a new contract is being finalized.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0401	CTS	1063		2735		CT DSV-2017-00001823	\$24,416.00
<b>TOTAL:</b>							<b>\$24,416.00</b>

<b>Project No.:</b>	<b>Commodity Code:</b> 92045	<b>Financing:</b> Current Funds
<b>Change Order No.:</b> 1	<b>Original CR/AA No.:</b> 17-5973	<b>Original CR/AA Date:</b> 5/9/2017
	<b>Original CR/AA Amount:</b> \$24,416.00	<b>Total Previous Change Orders:</b> \$0.00
		<b>Change Amount Including this Order:</b> \$24,416.00
		<b>Total Change Order Percentage:</b> 100.00%

**M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.**

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

William Finch  
 William Finch (Jan 16, 2018)  
 By Department Director DATE

[Signature]  
 Approved as to form by City Attorney DATE

Jo M. Puckett  
 Jo M. (Jody) Puckett (Jan 22, 2018)  
 By Assistant City Manager DATE



# ADMINISTRATIVE ACTION

**ADMINISTRATIVE ACTION**

**185145**

**EFFECTIVE DATE**

**Jan 22, 2018**

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 2%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

<b>Vendor Name:</b>	Infor (US), Inc.	<b>Vendor No.:</b>	VC0000011295
<b>Subject:</b>	Lawson HR Service Center Software SA No. 1	<b>Department:</b>	Communication & Information Services

**Action Requested:** Authorize a supplemental agreement to extend the service term and pay for continued maintenance of Knowledgebase and Case Management Subscriptions within the Human Resource Service Center software.

<b>Contract Number:</b>	DSV-2018-00004755	<b>Contract Term:</b>	12/15/2017	<b>To</b>	3/31/2018
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**Background:** CR 11-2608 authorized the purchase of Human Resource Service Center software as well as maintenance and support service for five-years. This software provides the tools necessary to consolidate Human Resource services and improve efficiencies in the delivery of services.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
<b>Funding:</b>	0001	PER	1432		3099		CT DSV18INFOR	\$39,521.52
	<b>TOTAL:</b>							

<b>Project No.:</b>		<b>Commodity Code:</b>		<b>Financing:</b>	<b>Current Funds</b>	
<b>Change Order No.</b>	<b>Original CR/AA No.</b>	<b>Original CR/AA Date</b>	<b>Original CR/AA Amount</b>	<b>Total Previous Change Orders</b>	<b>Change Amount Including this Order</b>	<b>Total Change Order Percentage</b>
1	11-2608	9/28/2011	\$752,594.00	\$0.00	\$39,521.52	5.25%

**M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.**

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

William Finch  
By Department Director Jan 18, 2018  
DATE

Barbara A. McAninch  
Approved as to form by City Attorney Jan 22, 2018  
DATE

Jo M. Puckett  
By Assistant City Manager Jan 22, 2018  
DATE

Interim Assistant City Manager





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

## 185146

EFFECTIVE DATE

January 22, 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Sole-source procurement under \$50,000

2018 JAN 22 AM 11:55  
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 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name:	Airbus DS Communications, Inc.	Vendor No.	VS0000064752
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Subject:	Automated Notification System	Department:	Communication & Information Services
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Action Requested: Authorize an extension for maintenance and support of the automated emergency notification system used by the Office of Emergency Management.

Contract Number:	DSV-2017-00002282	Contract Term:	9/1/2017	To	2/28/2018
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Background: Airbus DS Communications provides a hosted notification system that allows automated messages to be sent to dispatch necessary City personnel and special teams in response to emergency situations. These services are also utilized to alert the public of emergency events. This action will ensure the system remains operational while a new contract is being finalized.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0191	DSV	2911		3438		CT DSV-2017-00002282	\$36,912.00
<b>TOTAL:</b>							<b>\$36,912.00</b>

Project No:	Commodity Code:	92045	Financing:	Current Funds
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Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
7	11-2146	8/22/2011	\$47,500.00	\$245,104.00	\$282,516.00	595.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

William Finch (Jan 5, 2018) 01/05/18  
 By Department Director DATE

01/22/18  
 Approved as to form by City Attorney DATE

Jo M. Puckett (Jan 22, 2018) 01/22/18  
 By Assistant City Manager DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185147

EFFECTIVE DATE:

Jan 22, 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

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 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Sage Software, LLC.	Vendor No.:	VC0000008332
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Subject:	Sage 50 Accounting Maintenance Services	Department:	Communication and Information Services
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**Action Requested:** Authorize payment for annual software maintenance and support for Sage 50 Quantum Accounting software subscription services.

<b>Contract Number:</b>	DSV-2018-00005178	<b>Contract Term:</b>	1/19/2018	<b>To</b>	1/18/2019
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**Background:** Sage Software provides software licensed products used by the City of Dallas City Controller's Office to assist with accounting intelligence reporting for the Controller's Office and other City departments. This critical tool provides the City with an estimated fiscal impact of the net budget, expenditures, revenue and other generated services for economic growth.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
		0198	DSV	1665		3438		CX DSV-2018-00005178
<b>TOTAL:</b>								\$3,136.58

Project No.:		Commodity Code:	92045	Financing:	Current Funds	
Change Order No.:	Original CR/AA No.:	Original CR/AA Date:	Original CR/AA Amount:	Total Previous Change Orders:	Change Amount Including this Order:	Total Change Order Percentage:
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

William Finch  
 William Finch (Jan 10, 2018)  
 By Department Director

Jan 10, 2018  
 DATE

[Signature]  
 Approved as to form by City Attorney

Jan 22, 2018  
 DATE

SR

[Signature]  
 Jo M. (Jody) Puckett (Jan 22, 2018)  
 By Assistant City Manager

Jan 22, 2018  
 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185148

EFFECTIVE DATE

1-19-2018 RK

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2018 JAN 23 PM 2:25  
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 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

<b>Vendor Name:</b>	US Bank	<b>Vendor No.</b>	VS0000052040
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<b>Subject:</b>	Approval of agreement for document custodial services with financial institution for storage of certain CDBG Section 108 Guaranteed Loan Funds loan documents to comply with requirements set forth in Section 108 loan contract between the City and HUD	<b>Department:</b>	Housing & Neighborhood Revitalization
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**Action Requested:** Authorize approval of Commercial Bi-Party Custodial Agreement with U.S. Bank National Association (USBank) to provide custodianship of certain loan documents related to mortgage loans originating under Title I of the Housing and Community Development (CDBG) Act of 1974, as amended, and 24 CFR Part 570, Sub-part M to comply with requirements set forth in City's loan contracts with U.S. Department of Housing and Urban Development (HUD) for receipt of CDBG Section 108 Guaranteed Loan funds.

<b>Contract Number:</b>	HOU-2018-00004974	<b>Contract Term:</b>	1/1/2018	<b>To</b>	12/30/2032
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**Background:** On January 28, 2009, the City Council adopted CDBG Section 108 Guarantee Loan Program Statement, setting out the program purpose, description, operations and project criteria for the City to apply for up to a total of \$75,000,000 in guarantee loans, by Resolution 09-0291. HUD has awarded CDBG Section 108 loans to the City for economic development projects: The Continental Building - \$7,600,000 accepted on June 22, 2011 by Resolution #11-1756, Lancaster Urban Village - \$8,492,000 accepted on June 8, 2011 by Resolution #11-1583, Atmos Lofts Phase II - \$11,750,000 accepted on April 24, 2013, and Lorenzo Hotel - \$11,000,000 accepted on January 24, 2015. The City's HUD loan contracts for Lancaster, Atmos Lofts, and Lorenzo Hotel require certain loan documents related to the City's mortgage loans for each of the respective projects be held under custodianship of a financial institution regulated by the Federal Deposit Insurance Corporation, the Federal Reserve system, the Federal Savings and Loan Insurance Corporation, or the U.S. Comptroller of the Currency until the maturity dates of each contract. USBank will provide the required custodianship. The Commercial Bi-Party Custodial Agreement with USBank is open-ended and provides for storage of present mortgage loan file documents and additional mortgage loan files for future Section 108 projects, if required by HUD, throughout the period of the Agreement. The Custodian or the City may terminate the Agreement at any time with a written 60-day prior notice.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
<b>Funding:</b>	0001	HOU	4285	EH54	3070	CDBG SEC 108	CX HOU-2018-00004974	\$50,000.00
							<b>TOTAL:</b>	\$50,000.00



Project No:		Commodity Code:		Financing:		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%


M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

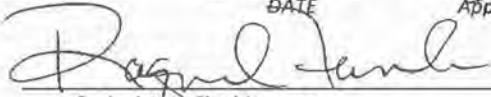
Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

  
By Department Director

1/18/18  
DATE

 1-9-18  
Approved as to form by City Attorney DATE

  
By Assistant City Manager

1/19/18  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

## 185149

EFFECTIVE DATE

DEC 21 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 23 PM 2:00  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Archives Supplies	Vendor No.	261526
Subject:	Plotter Printer/Set up	Department:	Convention and Event Services

Action Requested:	To procure the services of Archives Supplies for a purchase of a plotter and setup. The contractor will delivery plotter, install at our premises, and train users. All training will be done on site on our premises.						
Contract Number:	CCT-2018-00004986	Contract Term:	1/1/2018	To	2/28/2018		

Background: Per buyer, the RQS#148293 was placed out for bid, utilizing B6180122. Since the vendor is going to install and do the setup, an Administrative Action will have to be processed by the department, once the bid tab is provided with bidding vendors.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0080	CCT	7821		4720		CCT-2018-00004986	\$18,142.00
<b>TOTAL:</b>							<b>\$18,142.00</b>

Project No:		Commodity Code:	20471	Financing:	General Funds		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage	
						%	

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director 12-20-17  1/23/18  
DATE Approved as to form by City Attorney DATE

By Assistant City Manager 12-21-17  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
For Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185152

EFFECTIVE DATE

JAN 12 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 5%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
2018 JAN 23 PM 5:09  
CITY SECRETARY  
DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are ordered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: JACQUELYN LENGFELDER Vendor No. VS94319

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Consultant shall provide a project titled "Song for Seniors" which involves a series of 45-minute programs of songs from Opera, Musical Theater, and the American Songbook. The free song presentations will be offered by one or two classically trained singers and a pianist, and include sing along portions of old standards. Through the months of February to September 2018, this project will be presented at various locations in Dallas including Windsor Senior Living, Autumn Leaves, At Home Elderly Living, Sunrise Senior Living, and others to be determined.

Contract Number: OCA-2018-00005103 Contract Term: 02/01/2018 To 09/30/2018

Background: JACQUELYN LENGFELDER was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. 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 \$1,500.00 of the total awarded amount upon completion of deliverables one and receipt of the consultant's first invoice, one (1) payment of 50% or \$3,000.00 of the total awarded amount upon completion of deliverables two and receipt of the consultant's second invoice, and one (1) payment of 25%, or \$1,500.00, 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.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4880		3089	CPP-SP	MASC OCA-2018-00005103	\$6,000.00
<b>TOTAL:</b>							\$6,000.00

Project No: Commodity Code: 96207 Financing: Current Funding

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jennifer Swain*  
By Department Director  
1/9/18  
DATE

*Sueisha...*  
Approved as to form by City Attorney  
1/23/18  
DATE

*[Signature]*  
By Assistant City Manager  
1-12-18  
DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185153

EFFECTIVE DATE

JAN 23 2018  
CITY SECRETARY  
DALLAS, TEXAS  
RECEIVED  
JAN 23 PM 5:09

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: **TEATRO FLOR CANDELA** Vendor No. **VS0000049685**

Subject: **Professional Services** Department: **Office of Cultural Affairs**

Action Requested: Consultant shall present "Theater-on-Wheels", a mobile theater presenting original plays through 5 performances in local recreation centers, libraries, and parks in underserved West and South Dallas. The open-to-the public plays will be for all ages, and presented in both Spanish and English. Events will be scheduled between March and May 2018. Some performance locations include: Anita Martinez Recreation Center, Dallas West Branch Library, and Benito Juarez Park.

Contract Number: **OCA-2018-00005102** Contract Term: **02/01/2018** To **06/30/2018**

Background: **TEATRO FLOR CANDELA** was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The fee for this service is **\$6,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or **\$3,000.00** of the total awarded amount upon completion of deliverables one through two and receipt of the consultant's first invoice, and one (1) payment of 50%, or **\$3,000.00**, 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.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4880		3089	CPP-SP	MASC OCA-2018-00005102	\$6,000.00
<b>TOTAL:</b>							<b>\$6,000.00</b>

Project No:	Commodity Code:	96207	Financing:	Current Funding		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jennifer Shipp*  
By Department Director  
1/9/18  
DATE

*Sivester Child*  
Approved as to form by City Attorney  
1/23/18  
DATE

*[Signature]*  
By Assistant City Manager  
1-12-18  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185154

EFFECTIVE DATE

JAN 12 2018

RECEIVED  
2018 JAN 23 PM 5:09  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 10%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Priscilla Ann Rice Vendor No. VS0000079025

Subject: Professional Services Oak Cliff Cultural Center Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Priscilla Ann Rice to present one (1) ninety-minute Spoken Word performance for the Oak Cliff Cultural Center. Performance will explore the cultural history of the Mexican-American experience in South Texas. Consultant's performance is in conjunction with the Oak Cliff Cultural Center's Verse & Rhythm Spoken Word series.

Contract Number: OCA-2018-00005128 Contract Term: 1/25/2018 To 1/27/2018

Background: Priscilla Ann Rice was selected to perform services at the Oak Cliff Cultural Center because of her cultural and artistic background and connection to the community of Oak Cliff. The fee for this service will not exceed \$2,400.00. Consultant understands that the City of Dallas will pay Consultants in one (1) payment(s) of \$2,400.00 within fifteen (15) working days from receipt of Consultant's invoice. An invoice will be submitted upon completion of each service. All service dates, times and locations are subject to OCA approval.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	1299	CAO2	3089		OCA-2018-00005128	\$2,400.00
<b>TOTAL:</b>							

Project No: Commodity Code: 96104 Financing: Current Fund

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$ 2400.00	\$	\$	

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

*Jennifer Scripps*  
By Department Director  
1/10/18  
DATE

*Shirley White*  
Approved as to form by City Attorney  
1/23/18  
DATE

*[Signature]*  
By Assistant City Manager  
1-12-18  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185155

EFFECTIVE DATE

JAN 22 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non bid contracts: \$50,000 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 (explain on attachment) Emergency Purchase

2018 JAN 24 AM 11:05  
 CITY SECRETARY  
 DALLAS, TEXAS  
 RECEIVED

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (if yes attach explanation)  Yes  No

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

Vendor Name:	Quest Waste Management, LLC	Vendor No.:	VS92027
Subject:	Forced Main Repairs Vendor Payment	Department:	Sanitation Services

Action Requested: Authorize payment of specialized emergency service repairs rendered by Quest Waste Management Services, LLC for leachate line repairs at the McCommas Bluff Landfill.

Contract Number:	SAN-2018-00005094	Contract Term:	10/31/2017 To 12/31/2017
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Background: Landfill compliance relies on the successful management of landfill leachate and its associated piping system. In October and November the landfill experienced unexpected breaks in the main leachate transmission line, which needed to be repaired immediately. The needed repairs, to double walled HDPE pipe, require specialized staff and equipment to restore functionality to the leachate recirculation system. This repair service is not on Master Agreement with the City of Dallas.

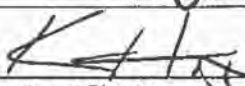
FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0440	SAN	3591	SS03	3210		SAN-2018-00005094	\$6,360.97
<b>TOTAL:</b>							<b>\$6,360.97</b>

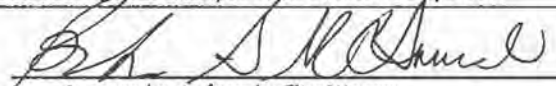
Project No.:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

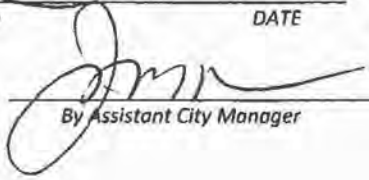
M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 1-18-18 DATE  
 By Department Director

 1/24/2018 DATE  
 Approved as to form by City Attorney

 1-22-18 DATE  
 By Assistant City Manager





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185156

EFFECTIVE DATE

01/24/2018 *DR*

CITY SECRETARY  
DALLAS, TEXAS  
JAN 24 PM 3:55  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Zero Cost Amendment to extend contract

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

- 3. Is this expenditure related to a construction project?  Yes  No
- 4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No
- 5. Is Form 1295 – Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	S2000 Corp dba CertFocus	Vendor No.	VS0000083596
Subject:	Certificates of Insurance, Insurance Policies, Payment and Performance Bond Compliance Tracking	Department:	Office of Risk Management

Action Requested:	Authorize supplemental agreement #3 to add an additional 7 months to the existing contract				
Contract Number:		Contract Term:	2/26/2018	To	9/30/2018

**Background:** On February 26, 2014 Council authorized a service agreement for the tracking of certificate of insurance & payment performance bond compliance with S2000 Corporation dba CertFocus (VS00000835960 by resolution # 14-0369 as a result of solicitation # BHZ1315. Supplemental Agreement #1 (AA 16-5358), was done to amend the scope of services and increase the contract by \$3600.00. Supplemental Agreement #2 (AA 17-5384), was done to extend the contract and increase the cost of reviewing certificates from \$14.12 to \$21.00 due to increase in the scope of work. This extension will continue to provide the City with tracking of certificates of insurance, insurance policies, payment, and performance bond compliance, while completing the implementation of the new vendor.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							\$0.00
							\$0.00
							\$0.00
<b>TOTAL:</b>							\$0.00

Project No:	BHZ1315	Commodity Code:	95861	Financing:		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
3	14-0369	2/26/2014	\$740,500.00	\$3,600.00	\$744,150.00	0.49%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

# 185157

### EFFECTIVE DATE

DEC 06 2017

RECEIVED  
2018 JAN 24 PM 4:09  
CITY SECRETAR  
DALLAS, TEXA

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) **Outdoor Fee Based Permit**

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Soccer Shots Vendor No. \_\_\_\_\_

Subject: Approval of Outdoor Program Permit Department: Park and Recreation

Action Requested: Authorize approval of an Outdoor Program Permit to be granted to Logan Misegades (Contractor) for the use of various parks at the days and times listed in Agreement Exhibit B. Contractor will adhere to the terms set in the Outdoor Program Agreement and the Outdoor Fee Based Program Guidelines.

Contract Number: PKR-2018-00004699 Contract Term: 1/11/2018 To 12/31/2018

Background: Soccer Shots is an outdoor fitness program. This permit is approved by agreements for a term of no more than a year. Soccer Shots is applying for a permit from the City of Dallas to conduct the Soccer Shots program at various parks for the 2018 calendar year. Per the agreement the City of Dallas will receive 15% of the contractor's revenues. Estimated revenue to the City for the term of the agreement is \$1000.00. Contact: Nicole Chauncey (214) 670-8810

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	PRK	N/A	N/A	N.A	N/A	PKR-2018-00004699	\$0.00
<b>TOTAL:</b>							\$0.00

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: \_\_\_\_\_

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Robert Abtahi* 11-29-17  
By Department Director DATE

*Christine Cannon* 12-14  
Approved as to form by City Attorney DATE

*Robert Abtahi*  
Robert Abtahi, President  
Park and Recreation Board

*[Signature]*  
By Assistant City Manager

12-6-17  
DATE

*[Signature]*  
Secretary  
Park and Recreation Board





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185158

EFFECTIVE DATE

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 25 AM 9:00  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	ALLDATA, LLC	Vendor No.	356136
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Subject:	Access to Online Library Repair Series	Department:	Library
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Action Requested: Authorize payment for access to the online Repair Series subscription service for a one (1) year period. - \$1500.00

Contract Number:	LIB-2018-00005218	Contract Term:	1/31/2018	To	1/31/2019
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Background: ALLDATA Repair Series subscription provides auto repair service manuals and schematics for library customers. ALLDATA is the sole source for ALLDATA online automotive repair series database.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	LIB	5392		3341		LIB-2018-00005218	\$1,500.00
<b>TOTAL:</b>							<b>\$1,500.00</b>

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: \_\_\_\_\_

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*My Gudice*  
 By Department Director

01.17.18  
 DATE

*[Signature]*  
 Approved as to form by City Attorney  
 1/25/2018  
 DATE

*[Signature]*  
 By Assistant City Manager

1-23-18  
 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185159

EFFECTIVE DATE

JAN 22 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Master Agreement extension

RECEIVED  
 2018 JAN 25 AM 10:34  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Dyna Engineering, Ltd. Vendor No. 512690

Subject: Traffic Barricades and Warning Lights Department: POM

Action Requested: Authorize a 1 year extension to the current master agreement under the same terms and conditions.

Contract Number:	POM-2016-00000952	Contract Term:	2/7/2018	To	2/6/2019
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Background: On February 8, 2012, Council awarded a three-year master agreement with Dyna Engineering, Ltd.(512690) for the purchase of traffic barricades and warning lights, in the amount of \$431,405 by Resolution No. 12-0455, from Solicitation No. BA1213. This extension will allow for the City to purchase these goods under the same terms and conditions.

Funding:	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
			POM					BA1213
<b>TOTAL:</b>								

Project No: BA1213 Commodity Code: 55078 Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	12-0455	2/8/2012	\$431,405.00	\$0.00	\$0.00	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director 1/22/18 DATE  
 Approved as to form by City Attorney 1/24/18 DATE  
 By Assistant City Manager 1-22-18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

# 185160

### EFFECTIVE DATE

JAN 24 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 25 PM 12:00  
 CITY SECRETAR  
 DALLAS, TEXA

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Brown & Hofmeister, L.L.P. Vendor No. 339582

Subject: Professional Services Contract Department: CAO

Action Requested: Authorize a professional services contract with Brown & Hofmeister, L.L.P. to provide legal services in connection with the lawsuit styled David Ruiz, et al. v. Russell Trask, et al.; Cause No. DC-17-16974. This contract shall not exceed \$50,000.00.

Contract Number: ATT-2018-00005253 Contract Term: To

Background: The law firm of Brown & Hofmeister, L.L.P. is being retained to provide legal services in connection with the representation of former Dallas Police Officer Russell Trask in the case styled David Ruiz, et al. v. Russell Trask, et al.; Cause No. DC-17-16974. Brown & Hofmeister, L.L.P. will be paid on an hourly rate basis as provided by the engagement letter dated January 18, 2018. This contract shall not exceed \$50,000.00.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0192	ORM	3890		3033		ATT-2018-00005253	\$50,000.00
<b>TOTAL:</b>							<b>\$50,000.00</b>

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director [Signature] 1-22-18 DATE  
 Approved as to form by City Attorney [Signature] 1/25/2018 DATE  
 By Assistant City Manager [Signature] 1-24-18 DATE





# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

**ADMINISTRATIVE ACTION**

**185161**

**EFFECTIVE DATE**

**JAN 24 2018**

RECEIVED  
 2018 JAN 25 PM 12: 01  
 CITY SECRETARY  
 DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Association of Persons Affected by Addiction (APAA)	Vendor No.	517572
Subject:	SAMHSA Grant	Department:	CAO

**Action Requested:** Authorize a contract between the City of Dallas and APAA to provide substance abuse related support services to program participants in the South Dallas Drug Court, not to exceed \$50,000.00.

Contract Number:	ATT-2018-00005229	Contract Term:	10/1/2017	To	9/30/2018
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**Background:** On September 27, 2017, City Council by Council Resolution No. 17-1534 authorized the grant extension and carryover funds in the amount of \$261,579.34 from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services (SAMHSA) to continue the Adult Treatment Drug Court program which incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination. Under this contract APAA will provide substance abuse related support services for participants in the SAMHSA Adult Drug Court Program at the South Dallas Drug Court, in an amount not to exceed \$50,000.00

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
F503	ATT	2051		3070	FY17-18	ATT-2018-00005229	\$50,000.00
<b>TOTAL:</b>							<b>\$50,000.00</b>

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 By Department Director ORIGINAL - City Secretary	1-23-18 DATE	 Approved as to form by City Attorney 1-24-18 DATE	1/25/2018 DATE
 By Assistant City Manager			





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185162

EFFECTIVE DATE

JAN 22 2018

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
JAN 25 2018  
PH 12:01

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Soul's Harbor Inc. Vendor No. VS000005277

Subject: SAMHSA Grant Department: CAO

Action Requested: Authorize a contract between the City of Dallas and Soul's Harbor Inc. to provide substance abuse related support services to program participants in the South Dallas Drug Court and the Downtown Night Court, not to exceed \$15,000.00.

Contract Number: ATT-2018-00005206 Contract Term: 10/1/2017 To 9/30/2018

Background: On September 27, 2017, City Council by Council Resolution No. 17-1534 authorized the grant extension and carryover funds in the amount of \$261,579.34 from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services (SAMHSA) to continue the Adult Treatment Drug Court program which incorporates alcohol/drug treatment, recovery support services, screening, assessment, case management and program coordination. Under this contract Soul's Harbor Inc. will provide substance abuse related support services for participants in the SAMHSA Adult Drug Court Program at the South Dallas Drug Court and the Downtown Night Court, in an amount not to exceed \$15,000.00

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
F503	ATT	2051		3070	FY17-18	ATT-2018-00005206	\$15,000.00
<b>TOTAL:</b>							<b>\$15,000.00</b>

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: DATE: 1-18-17

By Assistant City Manager: DATE: 1-22-18

Approved as to form by City Attorney: DATE: 1-25-2018

ORIGINAL - City Secretary

REV 05/2017





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185163

EFFECTIVE DATE

JAN 24 2018

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
JAN 25 PM 2:30

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Ciolino, Pritchett & Onstott, LLC Vendor No. VC17967

Subject: Professional Services Contract Department: CAO

Action Requested: Authorize a professional services contract with Ciolino, Pritchett & Onstott, LLC to enforce a Texas judgement against property believed to be owned by Amelia Core Jenkins. This contract shall not exceed \$34,640.00. (\$4,640 expense reimbursement, and a contingent fee of 25% of the recovery to the City not to exceed \$30,000.00.) *BAW*

Contract Number: ATT-2018-00004824 Contract Term: To

Background: Ciolino, Pritchett & Onstott, LLC is being retained to enforce a Texas judgement against a 7.5 acre property believed to be owned by Amelia Core Jenkins, located at SEC 39 5 10 in St. Tammany Parish, Louisiana. This contract shall not exceed \$34,640.00.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0192	ORM	3888		3033		ATT-2018-00004824	\$34,640.00
<b>TOTAL:</b>							<b>\$34,640.00</b>

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director

DATE

*[Signature]*  
1-23-18

Approved as to form by City Attorney

DATE

*[Signature]* 1/25/2018

By Assistant City Manager

DATE

*[Signature]*  
1-24-18



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185164

EFFECTIVE DATE

JAN 24 2018

RECEIVED  
CITY SECRETARY  
JAN 25 PM 2:33  
CITY OF DALLAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Carolina Software, Inc Vendor No. 354251

Subject: WasteWORKS Software Annual Maintenance and Support -- payment for FY18 Department: Sanitation Services

Action Requested: Approval of funding for 12-month database and software maintenance and support agreement for WasteWORKS software.

Contract Number: SAN-2018-00004910 Contract Term: 10/1/2017 To 9/30/2018

Background: Sanitation Services uses (sole-source) WasteWORKS Software provided by Carolina Software, Inc. to maintain the tracking, weighing and billing of materials received at McCommas Bluff Landfill and the transfer stations. This maintenance agreement allows for 24/7 telephone and remote support of the automated kiosks and the software package as well as any software updates delivered by the vendor.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0440	SAN	3591		3438		SAN-2018-00004910	\$8,600.00
<b>TOTAL:</b>							\$8,600.00

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director

1-16-18  
DATE

Approved as to form by City Attorney

1/25/2018  
DATE

By Assistant City Manager

1-24-18  
DATE







CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185166

EFFECTIVE DATE

12/05/2018 (AP)

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
2018 JAN 26 AM 8:50  
CITY SECRETARY  
DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	ACTION SHRED OF TEXAS, LLC	Vendor No.	514577
Subject:	SHRED USED UNIFORMS	Department:	Code Compliance Services

Action Requested: Authorize to establish service contract with Action Shred of Texas LLC to shred used uniforms.

Contract Number:	CCS-2018-00004939	Contract Term:	12/1/2017	To	9/30/2022
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Background: This service contract will allow the Department of Code Compliance properly destroy used uniforms with patches and city logos saw onto the garments.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	CCS	3454		3072		MA-CCS-2018-00004939	\$17,000.00
<b>TOTAL:</b>							\$17,000.00

Project No:	N/A	Commodity Code:	96671	Financing:	N/A	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: DATE: 12/12/17

Approved as to form by City Attorney: DATE: 12-27-17

By Assistant City Manager: DATE: 12/15/17





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185167

EFFECTIVE DATE -

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 OFFICE OF CULTURAL AFFAIRS  
 2018 JAN 25 PM

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Napoleon Jones Henderson DBA BENNU Arts, LLC Vendor No. VS95290

Subject: Twin Falls Park Public Art Project Department: Office of Cultural Affairs

Action Requested: Authorization is requested to pay attached invoice for services rendered: \$1,500.00 for presentation of site specific conceptual design proposal comprised of drawings and a maquette and reimbursement for travel of \$200.00.

Contract Number: OCA-2017-00003755 Contract Term: To

Background: The Public Art Program of the City of Dallas Office of Cultural Affairs requests the submission of site specific design proposal from short listed artists for consideration to design, fabricate and install a free-standing, outdoor public artwork that will be a tribute to the life and work of Dallas artist Arthello Beck, Jr.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
1T00	PKR	N810	PUB A	3070	PKTWFLPA	OCA-2017-00003755	\$1,700.00
<b>TOTAL:</b>							<b>\$1,700.00</b>

Project No: See Prop Commodity Code: 99808 Financing: 2006 Bond Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jennifer Scipp*  
By Department Director

1/16/18  
DATE

*Sherry Dipp*  
Approved as to form by City Attorney

1/25/18  
DATE

*Dora Hunt*  
By Assistant City Manager

1-23-18  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185168

EFFECTIVE DATE

January 23, 2018

2018 JAN 26 PM 2:38  
CITY SECRETARY  
DALLAS TEXAS

RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Amendment to payment terms

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Foundation Communities Vendor No. VS0000081894

Subject: Foundation Communities VITA contract Department: ECO

Action Requested: Amend contract terms to 1) reduce final payment to \$30,000 and 2) allow for payment to be made for reimbursement of actual expenses related to operations of seven tax preparation sites and citywide tax-preparation program and after submittal of final report 3) correct second term through 9/30/2018

Contract Number: ECO-2016-00001224 Contract Term: 10/1/2016 To 9/30/2018

Background: The City awarded Foundation Communities a service contract to operate a Volunteer Income Tax Assistance (VITA) program and provide additional financial literacy assistance. Due to IRS delays in processing refunds, new tax preparation software and local fears in the immigrant community, Foundation Communities did not reach their expected goals, despite operating the seven program sites as established by the workplan. This amendment reflects a 10% decrease in total contract amount.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							0
<b>TOTAL:</b>							

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director [Signature] 1.23.18 DATE Approved as to form by City Attorney [Signature] 1.23.18 DATE

By Assistant City Manager [Signature] 1.25.18 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185169

EFFECTIVE DATE

1-24-18 by

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 26 PM 2:41  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	CyberSource Corporation	Vendor No.	520454
Subject:	Payment Collection Gateway	Department:	Convention and Event Services

Action Requested:	Approve encumbrance for outstanding CyberSource invoice for December 2017.		
Contract Number:	CCT-2018-00005220	Contract Term:	12/1/2017 To 12/31/2017

Background: CyberSource provides Kay Bailey Hutchison Convention Center with online payment and payment-related operations for client credit card charges. CyberSource is a certified partner for the convention center's EBMS-Ungerboeck event management software.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0080	CCT	7840	CE04	3099		CCT-2018-00005220	\$325.00
<b>TOTAL:</b>							\$325.00

Project No:	Commodity Code:	20846	Financing:			
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director 1-18-18  
 DATE

Approved as to form by City Attorney 1/26/18  
 DATE

By Assistant City Manager 1-24-18  
 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185170

EFFECTIVE DATE

1-4-18 *MA*

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Extension of Service Contract

RECEIVED  
 2018 JAN 26 PM 2:40  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: JBa Land Management LLC Vendor No. 355524

Subject: Grounds Maintenance Convention Center Department: CCT

Action Requested: Authorize ~~six (6) month~~ <sup>one (1) month</sup> extension to the current service contract.

Contract Number: POM-2018-00004715 Contract Term: ~~9/30/2018~~ <sup>09/12/18</sup> To 9/30/2018

Background: On February 12, 2013 Dallas City Council awarded a ~~three~~ <sup>five</sup> year ~~service~~ <sup>service</sup> agreement with JBa Land Management LLC (355524) for grounds maintenance services at the Convention Center in the amount of \$17,382.50, by Resolution #13-0285 from solicitation BL1302. The extension will allow the City to continue these services under the same terms and conditions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
	CCT					BL1302	<i>0</i> <i>MA</i>
<b>TOTAL:</b>							<i>0</i> <i>MA</i>

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	13-0285	2/13/2013	\$17,382.50	\$0.00	\$0.00	%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]* 12/28/2017  
 By Department Director DATE

*[Signature]*  
 By Assistant City Manager

*[Signature]* 1/4/18  
 Approved as to form by City Attorney - *[Signature]* DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185171

EFFECTIVE DATE

1-4-18 by AV

RECEIVED  
2018 JAN 26 PM 2:30  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Extension of Service Contract

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Weldon's Lawn and Tree LLC Vendor No. VS0000072995  
 Subject: Grounds Maintenance Convention Center Department: CCT

Action Requested: Authorize a ~~six (6) month~~<sup>an</sup> extension to the current service contract.  
 Contract Number: POM-2018-00004715 Contract Term: ~~8/31/2018~~<sup>02/12/18</sup> To 9/30/2018

Background: On February 12, 2013 Dallas City Council awarded a ~~three~~<sup>five</sup> year ~~service~~<sup>service</sup> agreement with Weldon's Lawn and Tree LLC (VS0000072995) for grounds maintenance services at the Convention Center in the amount of \$118,500.00, by Resolution #13-0285 from solicitation BL1302. The extension will allow the City to continue these services under the same terms and conditions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
	CCT					BL1302	<del>0</del> (AV)
<b>TOTAL:</b>							<del>0</del> (AV)

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	13-0285	2/13/2013	\$118,500.00	\$0.00	\$0.00	%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director 12/28/17 DATE  
 Approved as to form by City Attorney 01/23/18 DATE  
 By Assistant City Manager 1-4-18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185172

EFFECTIVE DATE

DEC 15 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 JUN 25 PM 3:11  
 CITY OF DALLAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No *NA*

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

Vendor Name: Bridgefarmer & Associates, Inc. Vendor No. 148766

Subject: Dolphin Road (Hatcher Street) Project Department: Department of Public Works

Action Requested: Authorize Supplemental Agreement No.2 to the professional services contract with Bridgefarmer & Associates, Inc. to provide additional engineering services for the Dolphin Road (Hatcher Street) project from Spring Avenue to north of Haskell Avenue in an amount not to exceed \$49,483.00, increasing from \$556,115.00 to \$605,598.00.

Contract Number: STS-2017-00002474 Contract Term: 12/11/2017 To 3/30/2018

Background: This is a partnership project between the City and The Texas Department of Transportation (TxDOT) of the design and construction of paving and drainage improvements. The initial field work and boundary analysis for this project began in December 2015. The survey was set up using the existing files for the Dolphin Heights Area and several controlling monuments found along the right-of-way line and the adjoining platted subdivisions and block maps. It was later discovered that the City's Survey Department in 2017 has reestablished the right-of-way for Dolphin Road and Mingo Road which is within the project's limits. This reestablishment has resulted in changes to the survey and the associated environmental documents for the Dolphin Road Project. This Supplemental Agreement No. 2 will provide for these additional changes and the preparation of temporary traffic control plans required by TxDOT.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0556	PBW	L194	THRG	4111	PB95L194	PBW95L194L1	\$39,586.40
2T22	PBW	N073	THRG	4111	PB98N073	PBW95L194L1	\$9,896.60
<b>TOTAL:</b>							<b>\$49,483.00</b>

Project No: PB95L194; PB98N073 Commodity Code: Financing: Capital Projects Reimbursement Fund and 2006 Bond Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
2	CR 15-1556	8/26/2015	\$398,377.00	\$157,738.00	\$207,221.00	52.02%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director *[Signature]* DATE 12/15/17

Approved as to form by City Attorney *[Signature]* DATE 1-2-18

By Assistant City Manager *[Signature]* DATE 12/20/17





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185173

EFFECTIVE DATE

01/24/2018 *Amie*

RECEIVED  
CITY SECRETARY  
DALLAS, TEXAS  
JAN 26 PM 4:03

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Infor (US), Inc.	Vendor No.	343427
Subject:	Datastream / CMMS Software	Department:	Water - CWWTP

Action Requested: Authorize Payment for One (1) Year Term

Contract Number:	DWU-2018-00004277	Contract Term:	12/12/2017 To 12/12/2018
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Background: This AA is to renew 10 users' licenses with technical support for the facilities Computer Maintenance Management System. The system is used to develop workorders for over 5000 pieces of equipment used to ensure compliance with the plant's TCEQ permit. Infor US Incorporated in the sole propriety of the software Datastream

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0100	DWU	7322	742C	3099		DWU-2018-00004277	\$5,438.23
<b>TOTAL:</b>							<b>\$5,438.23</b>

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]* 1/18/18  
By Department Director DATE

*[Signature]* 1/26/2018  
Approved as to form by City Attorney DATE

*[Signature]* 1/24/18  
By Assistant City Manager DATE

*[Signature]*  
Majda Abghina



# ADMINISTRATIVE ACTION

**ADMINISTRATIVE ACTION**

185174

**EFFECTIVE DATE**

JAN 9 2018

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Services Rendered

RECEIVED  
 2018 JAN 26 PM 3:44  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Herc Rentals	Vendor No.	146874
Subject:	Payment of equipment rental and damages costs	Department:	Park and Recreation

**Action Requested:** Authorize an encumbrance in the amount of \$4,510.59 for Herc Rental. The vendor provided equipment rental that extended past the expiration of the master agreement, and for damages accrued during the use of the equipment. (services rendered)  
Contact: Lori Tracy (214) 671-0303

Contract Number:	PKR-2018-00004886	Contract Term:	11/20/2017	To	1/31/2018
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**Background:** The EBS Outside Rentals Master Agreement with Herc Rentals expired in March 2017. Before a new contract was put in place, these fees were accrued.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
<i>WAL</i> Funding:	0001	PKR	5010		3060		PKR-2018-00004886	\$4,510.59
	0001	PKR	5103		3060		PKR-2018-00004886	\$468.60
	0001	PKR	5157		3060		PKR-2018-00004886	\$309.95
	<b>TOTAL:</b>							

Project No:		Commodity Code:	97540	Financing:	Current Funds	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

**M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.**

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

<p><i>[Signature]</i> By Department Director DATE: 1-03-18</p>	<p><i>[Signature]</i> Approved as to form by City Attorney DATE: 1-12-2018</p>
<p><i>[Signature]</i> By Assistant City Manager DATE: 1-9-18</p>	<p><i>[Signature]</i> Secretary DATE: 1-9-18</p>

Robert Abtahi, President  
 Park and Recreation Board  
 ORIGINAL: City Secretary





# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11]  
for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185175

EFFECTIVE DATE

JAN 9 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Services Rendered

2018 JAN 26 PM 3:30  
 CITY OF DALLAS  
 CLERK OF COURTS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Omegatel Corp. dba Honest Install Vendor No. VC14468

Subject: Audio Speaker Repairs for Bahama Beach Waterpark Department: Park and Recreation Department

Action Requested: Authorize an encumbrance of \$1,557.50 for Omegatel Corp. dba Honest Install. The vendor repaired seven speakers in various locations that were nonoperational throughout Bahama Beach. Contact: Rich Sharnsky (214) 671-0821

Contract Number: PKR-2018-00004768 Contract Term: 11/16/2017 To 1/31/2018

Background: Bahama Beach Waterpark is operated by Dallas Park and Recreation Department. Repairs to the existing parkwide speaker/audio system will surround patrons with in-park advertising and music. Contact: Richard Sharnsky 214-671-0821.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	PKR	5164		2770		PKR-2018-00004768	\$1,557.50
<b>TOTAL:</b>							\$1,557.50

Project No: Commodity Code: 93900 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

1-03-18

1-12-2018

By Department Director

DATE

Approved as to form by City Attorney

DATE

Robert Abtahi, President

By Assistant City Manager

DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185176

EFFECTIVE DATE

JAN 9 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Beautification Agreement

RECEIVED  
 2018 JAN 26 PM 5:11  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?

Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)

Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

Yes  No

Vendor Name:	PATH (Friends of White Rock Lake)	Vendor No.	
Subject:	Beautification Agreement	Department:	Park and Recreation
Action Requested:	Authorize a beautification agreement with PATH (Friends of White Rock Lake) for native cultivation, invasive species removal, and native wildflower and grass seeding. A map identifying the area is provided. Contact: Will Stonum (214) 671-0264		
	Contract Number:	PKR-2018-00005061	Contract Term: 1/4/2018 To 1/3/2019

**Background:** Path (friends of White Rock Lake) <sup>CONSISTS</sup> consist of local community and residence of Lakewood. The group is specific to the maintenance of the prairie unit at Boy Scout Hill. There is no cost to the city.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	PKR-2018-00005061	\$0.00
<b>TOTAL:</b>							\$0.00

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 1-03-18  1-12-2018  
 By Department Director DATE Approved as to form by City Attorney DATE  
  1-9-18   
 Robert Abtahi, President DATE  
 ORIGINAL - City Secretary  
 Park and Recreation Board





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185177

EFFECTIVE DATE

JAN 9 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Beautification Agreement

2018 JAN 26 PM 3:49  
 CITY SECRETARY  
 RECEIVED

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Friends of Tenison Park Pollinator Garden Vendor No. \_\_\_\_\_

Subject: Beautification Agreement Department: Park and Recreation

Action Requested: Authorize a beautification agreement with Friends of Tenison Park Pollinator Garden for the fostering and protecting of native plants in the park and creating a monarch butterfly weighstation. A map identifying the area is provided.  
 Contact: Will Stonum (214) 671-0264

Contract Number: PKR-2018-00005059 Contract Term: 1/4/2018 To 1/3/2019

Background: Friends of Tenison Park Pollinator Garden consist of the neighborhood community of Hollywood/Santa Monica Neighborhood Association. The newly formed group is specific to the maintenance of the pollinator garden at Tenison Park. There is no cost to the city.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	PKR-2018-00005059	\$0.00
<b>TOTAL:</b>							\$0.00

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: Not Cost to City

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Will Stonum*  
 By Department Director DATE 1-03-18

*Christine Stonum*  
 Attested by Approved as to form by City Attorney DATE 1-12-2018

*Robert Aotahi*  
 By Assistant City Manager

*Officer [Signature]*  
 DATE 1-9-18

Robert Aotahi, President  
Park and Recreation Board



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185178

EFFECTIVE DATE

JAN 9 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Beautification Agreement

2018 JAN 26 PM 3:00  
 RECEIVED  
 CITY SECRETARY  
 TELESTATION

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Paradise Missionary Baptist Church	Vendor No.:	
--------------	------------------------------------	-------------	--

Subject:	Park Beautification Agreement	Department:	Park and Recreation
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Action Requested: Authorize a beautification agreement with Paradise Missionary Baptist Church to organize litter/debris clean-up projects at Glendale Park.  
 Contact: Sam Franklin (214) 670-1923

Contract Number:	PKR-2018-00005062	Contract Term:	1/1/2018	To	1/2/2019
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Background: Paradise Missionary Baptist Church is a non-profit organization located in the Singing Hills neighborhood of southern Dallas. Dallas Park and Recreation will enter into a 1-year Park Beautification Agreement with Paradise Missionary Baptist Church for the purpose of organizing litter and debris clean-up projects at Glendale Park. No cost to the City of Dallas.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	PKR	N/A	N/A	N/A	N/A	PKR-2018-00005062	\$0.00
<b>TOTAL:</b>							<b>\$0.00</b>

Project No.:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Wm Wm* 1-03-18  
 By Department Director DATE

*Christine* Attested by: 1/2-2018  
 Approved as to form by City Attorney DATE

*Robert Abtahi*  
 By Assistant City Manager

1-9-18  
 DATE

Robert Abtahi, President  
 ORIGINAL City Secretary  
 Park and Recreation Board

Secretary  
 Park and Recreation  
 BEV 05/2017





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185179

EFFECTIVE DATE

JAN 9 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Outdoor Fee Based Permit

RECEIVED  
 2018 JAN 26 PM 3:40  
 CITY OF DALLAS  
 PARK AND RECREATION

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Wade Souza's Fit Club Vendor No. \_\_\_\_\_

Subject: Approval of Outdoor Program Permit Department: Park and Recreation

Action Requested: Approval for an Outdoor Program Permit to be granted to Wade Souza (Contractor) for the use of Revechon Park on Mondays, Wednesdays Thrusdays from 6:00PM to 7:00PM. Contractor will adhere to the terms set in the Outdoor Program Agreement and the Outdoor Fee Based Program Guidelines.

Contract Number: PKR-2018-00005008 Contract Term: 1/1/2018 To 12/31/2018

Background: Wade Souza has conducted a program at Revechon Park since 2011 under the Outdoor Fee Based Permit Program. Permits are approved by agreement for a term of no more than one year. Wade Souza is applying for a permit from the City of Dallas to conduct the Wade Souza's Fit Club at Revechon Park for the upcoming year. Per the agreement the City of Dallas received 15% of the contractor revenues. Estimated revenue to the City from the term of the agreement is \$1000.00.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
N/A	PRK	N/A	N/A	N.A	N/A	N/A	\$0.00
<b>TOTAL:</b>							

Project No:	Commodity Code:	Financing:
Change Order No.	Original CR/AA No.	Original CR/AA Date
	Original CR/AA Amount	Total Previous Change Orders
	Change Amount Including this Order	Total Change Order Percentage
		%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: Wade Souza 1-03-18 DATE  
 Approved as to form by City Attorney: Christine Lannon 1-12-2018 DATE  
 By Assistant City Manager: Robert Abtahi 1-9-18 DATE  
 Robert Abtahi, President, Park and Recreation Board  
 SECRETARY: [Signature] REV 05/2017  
 Park and Recreation Board



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185180  
EFFECTIVE DATE

JAN 9 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2018 JAN 26 PM 3:43  
CITY SECRETARY  
DALLAS, TEXAS  
RECEIVED

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  NO

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	SA Productions - Services Rendered	Vendor No.	VC17848
Subject:	Food Coupon Selling Diwali Mela Event - Amendment to invoice amount due	Department:	PKR - Fair Park

Action Requested: Authorize an amendment of \$275.00 for SA Productions. The vendor provided additional staff for coupon selling, accounting, and vendor reconciliation services (services rendered). Contact Nick Casey (214) 939-2210

Contract Number:	PKR-2018-00004555	Contract Term:	11/1/2017	To	2/1/2018
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Background: The Diwali Mela Festival was held at Fair Park November 4, 2017. SA Productions provided services selling coupons for food and beverage purchases in lieu of cash for better auditing controls. An additional \$275.00 in services was invoiced in addition to the original \$8,900.00 for a last minute addition to the staffing numbers that was necessary to cover all deployed windows.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
001	PKR	5208		3072		PKR-2018-00004555	\$275.00
<b>TOTAL:</b>							\$275.00

Project No: Commodity Code: 94633 Financing: Current Year

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*[Signature]*  
By Department Director

1-03-18  
DATE

*[Signature]*  
Approved as to form by City Attorney  
DATE: 1-12-2018

*[Signature]*  
Robert Abtahi, President  
Park and Recreation Board

*[Signature]*  
By Assistant City Manager

1-9-18  
DATE

*[Signature]*  
Park and Recreation Board





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

# 185181

### EFFECTIVE DATE

NOV 20 2017

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2018 JAN 26 PM 3:45  
 CITY SECRETARY  
 DALLAS TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No
4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No
5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?  Yes  No

Vendor Name:	Susan Campbell dba Science Safari	Vendor No.	341100
Subject:	Science classes	Department:	Park and Recreation

**Action Requested:** Authorize a master agreement for Susan Campbell for \$16,145.00 to provide 72 science classes and a Science and Research Demonstration Fair for participants and their family. Three ninety minute classes will be provided at 24 CDBG Outreach Afterschool Program sites (see attached) and a maximum of 35 students per class ages 6-12 will be served.

Contract Number:	PKR-2018-00004436	Contract Term:	1/17/2018 To 12/31/2018
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**Background:** Request for Proposals were sent to 44 enrichment vendors. 11 proposals were received. Proposals were reviewed and selected based on enrichment opportunities by user groups at each program. Susan Campbell was identified as the most responsive vendor for these programs. The Park and Recreation Department has partnered with Susan Campbell for the past 17 years.

	FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
<i>WCB</i> Funding:	N/A	PKR	N/A	N/A	N/A	N/A	PKR-2018-00004436	\$16,145.00
	<b>TOTAL:</b>							\$16,145.00

Project No:	Commodity Code:	92400	Financing:	100% CDBG FY 17-18 Funds		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

**M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.**

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*WCB*  
 By Department Director 11-15-17 DATE  
 Robert Abtahi, President  
 Park and Recreation Board  
 By Assistant City Manager

Attested by: 11-20-17 DATE  
 Approved as to form by City Attorney 2/28/17 DATE  
 SECRETARY



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185102

EFFECTIVE DATE

01-26-2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: MHI Studios, Inc., dba Side Chops Vendor No. VS96428

Subject: Marketing Svcs - Give Right Campaign Department: MGT - Office of Community Care

Action Requested: Authorize a services contract with MHI Studios, Inc., dba Side Chops for the creation of 3 videos for use in the Give Right/panhandling marketing campaign to be paid upon completion of videos.

Contract Number: Contract Term: 1/29/2018 To 3/31/2018

Background: Give Right is a marketing and public awareness campaign designed to education people of the public safety impact of panhandling and to discourage them to give to panhandlers.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
001	MGT	3702		3070			\$34,755.00
<b>TOTAL:</b>							

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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 Assistant City Manager

DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185183

EFFECTIVE DATE

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

CITY OF DALLAS  
 RECEIVED  
 2018 JAN 23  
 LAMAR ST  
 CIVIL SERVICE CENTER

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?

Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)

Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

Yes  No

Vendor Name:	Latisha Green	Vendor No.	VC14145
Subject:	Cultural Services - SDCC	Department:	Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Latisha Green to present a music performance on March 3, 2018 from 12-1pm at the South Dallas Cultural Center.

Contract Number:	OCA-2018-00005148	Contract Term:	2/3/2018	To	3/3/2018
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Background: The consultant Latisha Green is a singer, dancer, musician, actress, model, and songwriter. The consultant was selected because of her cultural and artistic background and connection to the community of South Dallas and the great Dallas community. The fee for this service will not exceed \$350.00. Consultant understands that the City of Dallas will pay for services as follows: one payment within 30 days of completion of service and receipt of final invoice.


FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4832	CA02	3089		OCA-2018-00005148	\$350.00
<b>TOTAL:</b>							\$350.00

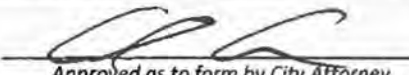
Project No:		Commodity Code:	96207	Financing:	Current Funds	
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%


M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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


 By Department Director 1/16/18 DATE


 Approved as to form by City Attorney 1/26/18 DATE


 By Assistant City Manager 1-23-18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 (Sections 6 Through 11) for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185184

EFFECTIVE DATE

JAN 26 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2018 JUN 29  
CITY SECRETARY  
RECEIVED

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Scala, Inc. Vendor No. \_\_\_\_\_

Subject: Majestic Video Signage - Software Licence Department: OCA

Action Requested: Authorization is requested to execute the attached agreement for software licensing for video displays at the Majestic Theatre, 1925 Elm St.

Contract Number: OCA-2018-00005219 Contract Term: \_\_\_\_\_ To \_\_\_\_\_

Background: On September 14, 2017, Administrative Action No. 17-6754 authorized an agreement with Gemini Stage Lighting & Equipment Co. to provide and install digital media signage screens in public lobby areas and front windows at the Majestic Theatre, and to provide other equipment and software for its use. The licensing fee was included in the agreement with Gemini. A separate licensing agreement with the software provider, Scala, is required.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
							\$0.00
<b>TOTAL:</b>							\$0.00

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: No Cost

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

Jennifer Scripps

Jan 26, 2018

Jan 29, 2018

By Department Director

DATE

Approved as to form by City Attorney

DATE

Jan 26, 2018

By Assistant City Manager

DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185185

EFFECTIVE DATE

1/25/18

2018 JAN 30 AM 8:00  
CITY SECRETARY  
DALLAS, TEXAS

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Bound Tree Medical, LLC Vendor No. 507833

Subject: Invoice payment for Defibrillators Maint & Repair Department: Dallas Fire-Rescue

Action Requested: Authorize payment of invoices for the preventative maintenance and repair of the defibrillators.

Contract Number: DFD-2017-00004108 Contract Term: To

Background: BoundTree Medical is the only vendor besides the manufacturer that can assurably perform the services beside - Physio Controls. This AA is to help pay for the ongoing maintenance and repair of the lifepaks. Specs have been provided to procurement for a new solicitation of purchasing lifepaks and providing maintenance services in the next two to three months. (see attachment)

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	DFD	ER90	DF02	3110			\$10,101.00
0001	DFD	ER90	DF02	3110			\$20,566.63
<b>TOTAL:</b>							<b>\$30,667.63</b>

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
	AA 176746	9/22/2017	\$19,332.37			%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director *David Cahoy* 01/22/18 DATE

Approved as to form by City Attorney *Don Knight* 1/29/18 DATE

By Assistant City Manager *[Signature]* 1-25-18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185186

EFFECTIVE DATE

1/25/18  
RU

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) Unit Price Increase of Master Agreement

CITY SECRETARY  
DALLAS, TEXAS  
2018 JAN 30 AM  
REGISTRATION

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Casco Industries, Inc. Vendor No. 082798

Subject: Structural and Proximity Gear Department: Fire-Rescue Department

Action Requested: Authorize a unit price increase to the Master Agreement per the supporting documentation.

Contract Number: POM-2016-00000747 Contract Term: 11/11/2017 To 11/11/2018

Background: On November 12, 2013, Council awarded a three-year master agreement with Casco Industries, Inc. (08298) for the purchase of structural and proximity gear in the amount of \$4,079,472.50, by Resolution No.13-1918 from solicitation BYZ1322. Per the specifications, after year one, the vendor is allowed to increase their price due to documented market changes. Effective 11/28/2017, the price sheet attached reflects an average increase of 5% on applicable items and will allow for the continuation of this master agreement under the same terms and conditions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
	DFR					BYZ1322	\$0.00
<b>TOTAL:</b>							\$0.00

Project No: BYZ1322 Commodity Code: 34034 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
3	13-1918	11/12/2013	\$4,079,472.50	\$0.00	\$0.00	0.00%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: DATE: 01/23/18

Approved as to form by City Attorney: DATE: 1/29/18

DATE: 1-25-18





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185187

EFFECTIVE DATE

JAN 24 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECEIVED  
 2100 JAN 30 PM 2:30  
 CITY SECRETARY  
 DALLAS, TEXAS

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Zepheira Technologies, LLC	Vendor No.	VS90003
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Subject:	Linked Data & BIBFRAME	Department:	Library
----------	------------------------	-------------	---------

Action Requested:	Authorize an agreement and payment to Zepheira Technologies LLC for Linked Data and BIBFRAME conversion - \$26,000.00		
Contract Number:	LIB-2018-00004710	Contract Term:	1/1/2018 To 12/31/2018

Background: Online services provided through this agreement includes a suite of services that connect web users to library content, optimized by Linked Data. Zepheira converts the library bibliographic data and published it to the web. The City of Dallas participated in the linked data pilot program and subsequent developments, that has proved to be a valued subscription service by customers and library staff.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	LIB	5321		3341		LIB-2018-00004710	\$26,000.00
<b>TOTAL:</b>							\$26,000.00

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*My Giudice*  
By Department Director

01.17.18  
DATE

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

1/29/18  
DATE

*[Signature]*  
By Assistant City Manager

1-24-18  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185188

EFFECTIVE DATE

DEC 29 2017

2018 JAN 30 PM 3:22  
CITY SECRETARY  
RECEIVED

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name:	Alliance Geotechnical Group, Inc	Vendor No.	338366
Subject:	Material Testing - Alley Reconstruction Group 12-2033	Department:	Public Works Department

Action Requested:	Authorize an Administrative Action for Professional Services Contract with Alliance Geotechnical Group, Inc., in an amount not to exceed \$48,492.50 to provide Construction Materials Testing during Alley Reconstruction Group 12-2033 Project.		
Contract Number:	PBW-2018-00004460	Contract Term:	12/15/2017 To 12/15/2019

Background: This AA is required to provide the Construction Material Testing required for each Capital Construction Project. Professional Solicitation #BDZ1528 has provided a Short List of qualified Firms to provide these service and Alliance Geotechnical Group, Inc. was selected for this Projects.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
						SEE ATTACHED	\$48,492.50
<b>TOTAL:</b>							<b>\$48,492.50</b>

Project No:	Commodity Code:	96148	Financing:	2012 Bond Program (General Obligation Commercial Paper Funds)		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: DATE: 12/15/17

Approved as to form by City Attorney: DATE: 12-29-17

By Assistant City Manager: DATE: 12/22/17

Majed A. Al-Ghaffry





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185139

### EFFECTIVE DATE

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Nychelle Grant Vendor No. VC17954  
 Subject: Cultural Services - SDCC Department: Office of Cultural Affairs

Action Requested: Authorization is requested to pay Nychelle Grant for curating services and lecture presentation for the exhibition Affirmations on February 10, 2018 to March 24<sup>th</sup>, 2018.  
 Contract Number: OCA-2018-00005124 Contract Term: 1/16/2018 To 3/24/2018

Background: Nychelle Grant was selected because of her expertise in curating, exhibition development, and artist network. The fee for this service will not exceed \$750.00. Consultant understands that the City of Dallas will pay for services as follows: one payment within 30 days of completion of service and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4832	CA02	3089		OCA-2018-00005124	\$750.00
<b>TOTAL:</b>							\$750.00

Project No: Commodity Code: 96207 Financing: Current Funds  
 Change Order No. Original CR/AA No. Original CR/AA Date Original CR/AA Amount Total Previous Change Orders Change Amount Including this Order Total Change Order Percentage %

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jenifer Scripps*  
By Department Director

1/16/18  
DATE

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

1/23/18  
DATE

*[Signature]*  
By Assistant City Manager

1-23-18  
DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185190

EFFECTIVE DATE

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Workspace Vendor No. 350017

Subject: Cultural Contracts Department: Office of Cultural Affairs

Action Requested: Authorization is requested to pay Workspace for a lecture and presentation with African American author Tina McElroy-Ansa on March 29, 2018 from 7 to 9 pm.

Contract Number: OCA-2018-00005113 Contract Term: 3/1/2018 To 3/29/2018

Background: Workspace is a nonprofit literary organization that supports education and writers, connecting Dallas with the best of world literature and spoken word. The fee for this service will not exceed \$2,500. Consultant understands that the City of Dallas will pay for services as follows: one payment of \$2,500 within 30 days of completion of services and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	<del>4833</del>		3089		OCA-2018-00005113	\$2,500.00
		<u>4832</u>	<u>04</u>				
<b>TOTAL:</b>							<b>\$2,500.00</b>

Project No:	Commodity Code:	96207	Financing:	Current Funds		
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

Jennifer Enjo 1/16/18 DATE  
By Department Director

Srieshankar 1/30/18 DATE  
Approved as to form by City Attorney

Jayaraman 1-23-18 DATE  
By Assistant City Manager





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185191

EFFECTIVE DATE

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

CITY OF DALLAS  
JAN 23 2018

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Aviation Cinemas Inc. Vendor No. VS0000073043

Subject: Cultural Services - SDCC Department: Office of Cultural Affairs

Action Requested: Authorization is requested to procure the services of Aviation Cinemas to present (5) films in collaboration with the South Dallas Cultural Center's Black History Month Film Series. Consultant will present films working in conjunction with Black Cinematheque at the South Dallas Cultural featuring African American film directors.

Contract Number: OCA-2018-00005092 Contract Term: 2/1/2018 To 2/24/18

Background: Aviation Cinemas was selected to perform services at the South Dallas Cultural Center because of their cultural and artistic background and connection to the greater Dallas community. The fee for this service will not exceed \$2,500.00. Consultant understands that the city of Dallas will pay Consultant in one (1) payment(s) of \$2,500.00 within fifteen (15) working days from receipt of Consultant's invoice. All service dates, times and locations are subject to OCA approval.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4832	CA02	3089		OCA-2018-00005092	\$2,500.00
<b>TOTAL:</b>							\$2,500.00

Project No: Commodity Code: 96207 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Jennifer Scrupp* 1/16/18  
By Department Director DATE

*Suzanne Chinda* 1/30/18  
Approved as to form by City Attorney DATE

*[Signature]* 1-23-18  
By Assistant City Manager DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185192

EFFECTIVE DATE

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: ARGA NOVA DANCE Vendor No. 335417

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Consultant shall present the life and work of renowned African-American choreographer, Eleo Pomare through a series of dance events, exhibitions, and talks. Consultant shall present a dance program entitled the "Pomare Experience" at the Rangel Leadership Academy in February 2018 and Dallas Public Library on March 28, 2018. Consultant shall then present "Pomare Plus" at the South Dallas Cultural Center during the week of April 14-21, 2018 which will consist of an exhibit of Pomare's work as a choreographer, discussions, historical footage and live performances of at least two works by Pomare.

Contract Number: OCA-2018-00004784 Contract Term: 02/01/2018 To 05/31/2018

Background: ARGA NOVA DANCE was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The fee for this service is \$6,500.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or \$3,250.00 of the total awarded amount upon completion of deliverables one through two and receipt of the consultant's first invoice, and one (1) payment of 50%, or \$3,250.00, 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 invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4880		3089	CPP	MASC OCA-2018-00004784	\$6,500.00
<b>TOTAL:</b>							\$6,500.00

Project No: Commodity Code: 96207 Financing: Current Funding

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director *Jennifer Scippo* 1/18/18 DATE  
By Assistant City Manager *[Signature]* 1-23-18 DATE

Approved as to form by City Attorney *[Signature]* 1/30/18 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

# 185193

EFFECTIVE DATE

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

JAN 23 2018 PM 01  
 CITY OF DALLAS  
 MUNICIPAL CLERK

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: **LANE HARDER** Vendor No. **VS93551**

Subject: **Professional Services** Department: **Office of Cultural Affairs**

Action Requested: Consultant shall compose and collaborate with Dallas Neo-Classical Ballet for an original ballet score entitled, La Jetée, to be performed on March 17 and 18, 2018 at Moody Performance Hall at an open-to-the-public concert. The piece will be performed by members of SYZYGY, a contemporary music ensemble. Consultant shall complete the original composed work. The performance shall be choreographed by Dallas Neo-Classical Ballet's Artistic Director, Emilie Skinner with original video and still photography for the production provided by visual artist, Dutch Rail.

Contract Number: **OCA-2018-00005136** Contract Term: **02/01/2018** To **04/30/2018**

Background: **LANE HARDER** was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The fee for this service is **\$6,000.00** to be paid in accordance with the terms of the contract as follows: one (1) payment of 50% or **\$3,000.00** of the total awarded amount upon completion of deliverables one through two and receipt of the consultant's first invoice, and one (1) payment of 50%, or **\$3,000.00**, 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.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4880		3089	CPP-SP	MASC OCA-2018-00005136	\$6,000.00
<b>TOTAL:</b>							<b>\$6,000.00</b>

Project No: Commodity Code: **96207** Financing: **Current Funding**

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

*Janifer Scripps* 1/16/18  
By Department Director DATE

*Erica L. ...* 1/30/18  
Approved as to form by City Attorney DATE

*Robert ...* 1-23-18  
By Assistant City Manager DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185194

EFFECTIVE DATE

JAN 23 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: THE COPPELL SYMPHONIC BAND dba METROPOLITAN WINDS Vendor No. 510310

Subject: Professional Services Department: Office of Cultural Affairs

Action Requested: Consultant shall present a wind symphony concert at the Moody Performance Hall on February 24, 2018. This open-to-the-public event will present a wide diversity of the American Songbook, a canon of popular music from the 1920s to the 1950s that include popular songs, jazz standards, musical theater, Broadway and musical film. Considering the Mayor's "Grow South" initiative, the consultant will be providing free tickets to interested assisted living centers located in the 19 zip code radius of South Dallas along with funding bus use for group travel from these centers.

Contract Number: OCA-2018-00004797 Contract Term: 02/01/2018 To 03/31/2018

Background: METROPOLITAN WINDS was selected through a panel process to participate in the Cultural Projects Program. The program provides support to cultural organizations and other non-profits, which are dedicated to creating a greater awareness of the cultural and artistic heritage of Dallas. The fee for this service is \$6,000.00 to be paid in accordance with the terms of the contract as follows: one (1) payment of 25% or \$1500.00 of the total awarded amount upon completion of deliverable number one and receipt of the consultant's first invoice, and one (1) payment of 75%, or \$4,500.00, of the award will be payable upon satisfactory completion of all required deliverables as determined by the Director, approval of the final report, and receipt of invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4880		3089	CPP	MASC OCA-2018-00004797	\$6,000.00
TOTAL:							\$6,000.00

Project No: Commodity Code: 96207 Financing: Current Funding

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

 1/16/18 DATE  
 By Department Director

 1/30/18 DATE  
 Approved as to form by City Attorney

 1-23-18 DATE  
 By Assistant City Manager





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185195

EFFECTIVE DATE

JAN 29 2018  
CITY SECRETARY  
JAN 31 AM 0:49

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Arga Nova Dance Vendor No. 335417

Subject: Cultural Services - SDCC Department: Office of Cultural Affairs

Action Requested: Consultant will provide artistic services related to a spring dance concert Pomare Plus as part of South Dallas Cultural Center's public programs. All services will be held at the South Dallas Cultural Center. The dance performance will be two evening exhibitions over the course of two days: April 20 - April 21, 2018 at 8pm respectively.

Contract Number: OCA-2018-00005147 Contract Term: 3/20/2018 To 4/21/2018

Background: The consultant Arga Nova Dance is committed to bringing exciting, entertaining and innovative dance to the broadest spectrum of audiences in the Dallas area and beyond. The fee for this service will not exceed \$3000.00. Consultant understands that the City of Dallas will pay for services as follows: one payment within 30 days of completion of service and receipt of final invoice.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
0001	OCA	4832	CA02	3089		OCA-2018-00005147	\$3000.00
<b>TOTAL:</b>							<b>\$3000.00</b>

Project No: Commodity Code: 96207 Financing: Current Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

Jennifer Scripps  
By Department Director 1/16/18 DATE

[Signature]  
Approved as to form by City Attorney 1/29/18 DATE

[Signature]  
By Assistant City Manager 1-23-18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185196

EFFECTIVE DATE

JAN 4 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) MA extension

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?

Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)

Yes  No

5. Is Form 1295 - Certificate of Interested Parties required to comply with House Bill 1295 attached (if applicable)?

Yes  No

Vendor Name:	APAC-Texas, Inc	Vendor No.	004204
Subject:	Asphalt Hot Mix and Cold Patch Material	Department:	POM

Action Requested:	1 year Master Agreement Extension		
Contract Number:	BQ1529 <sup>2015</sup> Pom - 2018-00004673	Contract Term:	12/8/2017 To 12/7/2018

Background: On December 9, 2015, Dallas City Council awarded a two-year term agreement with APAC-Texas, Inc. (004204) for the purchase of hot mix asphalt and cold patch materials to be utilized citywide in the amount of \$92,500.00 by resolution No.152201 from solicitation #BQ1529. This extension will allow the city to continue purchasing these goods under the same terms and conditions.

Funding:	FUND	DEPT	UNIT	ACTV	OBI	PROGRAM	ENCUMBRANCE	AMOUNT
			OPS					BQ1529
<b>TOTAL:</b>								<i>80</i>

Project No:	Commodity Code:	Financing:				
Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	15-2201	12/9/2015	\$92,500.00			%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	<i>0</i> \$	\$	\$	\$	

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

By Department Director *[Signature]* 1/2/18 DATE

Approved as to form by City Attorney *[Signature]* 1/29/18 DATE

By Assistant City Manager *[Signature]* 1/5/18 DATE





CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185197

### EFFECTIVE DATE

JAN 4 2018

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) MA extension

CITY SECRETARY  
JAN 31 2018  
CITY CLERK

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Austin Asphalt, L.P. Vendor No. VS0000000215

Subject: Asphalt Hot Mix and Cold Patch Material Department: POM

Action Requested: 1 year Master Agreement Extension

Contract Number: ~~BQ1529~~ <sup>POB</sup> POM-2018-00004672 Contract Term: 12/8/2017 To 12/7/2018

Background: On December 9, 2015 Dallas City Council awarded a two-year term agreement with Austin Asphalt, L.P. (VS0000000215) for the purchase of hot mix asphalt and cold patch materials to be utilized citywide in the amount of \$9,345,132.50, by resolution No.152201 from solicitation #BQ1529. This extension will allow the city to continue purchasing these goods under the same terms and conditions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
	OPS					BQ1529	<i>0.2</i>
<b>TOTAL:</b>							

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	15-2201	12/9/2015	\$9,345,132.50			%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director: *[Signature]* 1/2/18 DATE

Approved as to form by City Attorney: *[Signature]* 1/29/18 DATE

By Assistant City Manager: *[Signature]* 1/5/18 DATE



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

## ADMINISTRATIVE ACTION

185198

### EFFECTIVE DATE

1-4-18

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment) MA extension

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Unique Paving Materials Vendor No. 341227

Subject: Asphalt Hot Mix and Cold Patch Material Department: POM

Action Requested: 1 year Master Agreement Extension

Contract Number: POM-2018-00004674 Contract Term: 12/8/2017 To 12/7/2018

Background: On December 9 2015, Dallas City Council awarded a two-year term agreement with Unique Paving Materials. (341227) for the purchase of hot mix asphalt and cold patch materials to be utilized citywide in the amount of \$939,240.00 by resolution No.152201 from solicitation #BQ1529. This extension will allow the city to continue purchasing these goods under the same terms and conditions.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
	OPS					BQ1529	
<b>TOTAL:</b>							<i>0.00</i>

Project No: Commodity Code: Financing:

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
1	15-2201	12/9/2015	\$939,240.00			%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director *[Signature]* 1/2/18 DATE

Approved as to form by City Attorney *[Signature]* 1/29/18 DATE

By Assistant City Manager *[Signature]* 1-4-18 DATE





CITY OF DALLAS

Memorandum

RECEIVED

2018 FEB 14 PM 3:17

DATE February 9, 2018  
TO City Secretary  
SUBJECT Correction to Administrative Action No. 18-5199

CITY SECRETARY  
DALLAS, TEXAS

This is the first correction to the subject Administrative Action

Authorize an Administrative Action to provide additional funding to pay required State agency fees from Texas Commission on Environmental Quality.

Change(s) is/are needed to correct (select all applicable):

- Typo  Financial/funding information  Obvious error from CR context

The Funding Section should read as follows:

FUND 3T22, DEPT ~~TRN~~, PBW, UNIT W072, ACTV INGV, OBJ, 3099, PROGRAM PB06W072, ENCUMBRANCE STS-2017-00002664, VENDOR 349633, AMOUNT \$2,000.00

Department: Public Works  
Director (or designee.): [Signature] 2/9/18  
Signature Date  
Kenneth Odu  
Print Name

Attachment for reference: Council Resolution [number], and if applicable, previous correction memo(s)

OFS:  Approved  Denied Is ATT Approval Needed?  Y  N

OFS: [Signature] 2/13/18  
Signature Date  
Jamela Weador  
Print Name

ATT:  Approved  Denied  
Assistant City Attorney: \_\_\_\_\_  
Signature Date  
\_\_\_\_\_   
Print Name

[Handwritten signature]  
2/15/18



CITY OF DALLAS

# ADMINISTRATIVE ACTION

See Administrative Directive 4-5 [Sections 6 Through 11] for Additional Guidelines and Routing

ADMINISTRATIVE ACTION

185199

EFFECTIVE DATE

1/24/18

~~1/24/18~~

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:

- a. Low bid contracts of not more than \$70,000
- b. Change orders for low bid contracts: \$50,000 or less (may not increase original contract price by more than 25%)
- c. Professional / Personal / Planning / Other Service contracts: \$50,000 or less.
- d. Amendments to non-bid contracts: \$50,000 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 (explain on attachment)

RECORDED  
CITY SECRETARY  
DALLAS, TEXAS  
JAN 31 11:00 AM '18

2. Attach all supporting documents including bid information as required. Approval shall be obtained before services are rendered.

3. Is this expenditure related to a construction project?  Yes  No

4. Any Administrative Actions to this vendor in the last 12 months? (If yes attach explanation)  Yes  No

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

Vendor Name: Texas Commission on Environmental Quality Vendor No. 349633

Subject: Recurring Fees for Compliance Department: Transportation

Action Requested: This action will provide additional funding to pay required State agency fees from Texas Commission on Environmental Quality. (Also see AA 176501 approved on 8/24/17.)

Contract Number: STS-2017-00002664 Contract Term: 7/1/2017 To 6/30/2018

Background: Texas Commission on Environmental Quality reviews and approves the documents and monitoring data associated with the underground soil contamination at this site on Davis Street and Zang Boulevard. It is anticipated that the monitoring and the review will be completed in the next few months. Previous AA 176501 provided \$3,000 for these fees. This AA will provide an additional \$2,000.

FUND	DEPT	UNIT	ACTV	OBJ	PROGRAM	ENCUMBRANCE	AMOUNT
3T22	TRN	W072	INGV	3099	PB06W072	STS-2017-00002664	\$2,000.00
<b>TOTAL:</b>							\$2,000.00

Project No: \_\_\_\_\_ Commodity Code: \_\_\_\_\_ Financing: 2006 Bond Funds

Change Order No.	Original CR/AA No.	Original CR/AA Date	Original CR/AA Amount	Total Previous Change Orders	Change Amount Including this Order	Total Change Order Percentage
						%

M/WBE INFORMATION - Prime and Subcontractors use this section for low bid contracts greater than \$50,000 but less than \$70,000.

Indicate Amount to Each Group:	African-American	Hispanic	Caucasian - Female	Other Minority	MWBE Certification Number
	\$	\$	\$	\$	

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

By Department Director:   
 DATE: 1/24/18  
 By Assistant City Manager:

Approved as to form by City Attorney:   
 DATE: 1/26/18