

# Memorandum



CITY OF DALLAS

DATE January 13, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT **Reporting Assignments**

Today is Ryan Evans' last day, and with my departure in two weeks I wanted to ensure departments were appropriately reassigned so that there is no lapse in oversight and management.

The following changes in senior management portfolios and reporting assignments will be in effect until January 31, 2017. Accordingly, the following changes in reporting assignments will be effective following the holiday weekend on Tuesday, January 17, 2017.

**Mark McDaniel, Acting First Assistant City Manager**

Mark will retain oversight of Economic Development, Trinity Watershed Management, Communication & Information Services, and the Center for Performance Excellence. He will assume responsibility again for Dallas Water Utilities. He will continue to serve as liaison and staff support for the Council Economic Development Committee and the Transportation & Trinity River Project Committee.

**Jill A. Jordan, Assistant City Manager**

In addition to Mobility & Street Services, Equipment and Building Services, and Environmental Quality, Jill will assume responsibility for 311 Operations.

**Joey Zapata, Assistant City Manager**

In addition to Sanitation Services, Library, Office of Cultural Affairs and Code Compliance, Joey will assume the liaison role from my office to the Parks and Recreation Department.

**Theresa O'Donnell, Chief Resilience Officer**

Theresa will continue in her role as Chief Resilience Officer and also assume new responsibility for Aviation and Convention and Event Services. She will assist Mark with overseeing Sustainable Development and Construction and will oversee the zoning agenda for the January 25<sup>th</sup> City Council meeting.

Please see the attached new organizational chart and let me know should you have any questions. Thank you.

  
A.C. Gonzalez  
City Manager

DATE January 13, 2017  
SUBJECT Reporting Assignments

c: Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solís, Administrative Judge  
Ryan S. Evans, First Assistant City Manager  
Eric D. Campbell, Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

**DALLAS CITY COUNCIL**

**CITY ATTORNEY**  
Larry Casto  
670-3491 (Dedrea Kearney)  
City Hall 7CN

**CITY SECRETARY**  
Rosa Rios  
670-5654 (Monica Anderson)  
City Hall 5DS

**CITY MANAGER**  
**A.C. Gonzalez**  
670-3297 (Margie Saabedra)  
Nikki Christmas 670-1858  
City Hall 4EN

**CITY AUDITOR**  
Craig Kinton  
670-3231 (Randall Hanks)  
City Hall 2FN

**JUDICIARY**  
Judge Daniel Solis  
671-9903 (Oweda Miller-Johnson)  
2014 Main Street Room 331

**Chief of Ethics & Compliance**  
Jeanne Chipperfield  
670-5631 (Reny Bucio)  
City Hall 4DN

**Civil Service**  
Pamela McDonald (I)  
670-3748 (Ana Monzon)  
City Hall 1CS

**Human Resources**  
Molly Carroll  
671-9810 (Damesha Turner)  
City Hall 6AN

**Mayor & Council Office**  
Elsa Cantu  
670-4050 (Ammie Taylor)  
City Hall 5FN

**Chief of Resilience**  
Theresa O'Donnell  
670-3309 (Kati Beth Caldwell)  
City Hall 4BN

**Chief of Neighborhood Plus**  
Alan E. Sims  
670-1611 (Kelli Lewis)  
City Hall 4CN

**Design Director**  
Brent Brown  
670-4214  
City Hall 2BN

**Office of Risk Management**  
Zeronda Smith  
671-9051  
City Hall 6AS

**Public Information**  
Sana Syed  
670-1836  
City Hall 4ES

**IGS**  
Brett Wilkinson  
670-5797  
City Hall 4BN

**Housing/Community Services**  
Bernadette Mitchell  
670-5988 (Adella Cesarez)  
City Hall 6DN

**Fair Housing**  
Beverly Davis  
670-4462  
City Hall 1BN

**Planning & Urban Design**  
Peer Chacko  
671-5148 (Kelli Lewis)  
City Hall 2DN

**Housing Committee**

**Mayor Rawlings, MPT Alonzo  
DMPT Wilson**

**M. Elizabeth Reich  
CFO**  
670-1204 (Reny Bucio)  
Akilah McLaughlin (I) 671-9070  
670-6916 (fax) 4DN

**Eric D. Campbell  
ACM**  
670-3390 (Felicia Smith-Niemritz)  
Crystal Lee 670-3316  
670-4965 (fax) 4CN

**Joey Zapata  
ACM**  
670-3009 (Zachary Romero)  
Juan Garcia 671-8132  
670-5798 (fax) 4BN

**Mark McDaniel  
Acting 1<sup>st</sup> ACM**  
670-3390 (Felicia Smith-Niemritz)  
Kevin McDonald (I) 671-9195  
670-4965 (fax) 4CN

**Jill A. Jordan, P.E.  
ACM**  
670-1204 (Reny Bucio)  
Genesis Cruz 670-5365  
670-6916 (fax) 4DN

**Chief of Resilience**  
Theresa O'Donnell  
670-3309 (Kati Beth Caldwell)  
City Hall 4BN

**Financial Services**  
Jack Ireland  
670-3659 (Juanita Delgado-Cruz)  
City Hall 4FN

**Dallas Fire-Rescue**  
Chief David Coatney  
670-4610 (Monique Sasser)  
City Hall 7AS

**Park and Recreation**  
Willis Winters  
670-4071 (Annie Marshall)  
City Hall 6FN

**Economic Development/  
High Speed Rail**  
Karl Zavitkovsky  
670-0170 (Catrena Cain) 5CS

**Mobility & Street Services**  
Rick Galceran  
948-4650 (Melany Martinez)  
671-0737 (Sandra Donehoo)  
2710 Municipal Street

**Aviation**  
Mark Duebner  
670-6075 (Zaneshia Dixon)  
Love Field

**Business Development &  
Procurement**  
M/WBE  
Mike Frosch  
671-9297 (Adelia Gonzalez) 3FN

**Dallas Police Department**  
Chief David Pughes (I)  
671-3904 (Deborah Joseph)  
1400 S. Lamar Street

**Sanitation Services**  
Kelly High  
671-8135 (Karen Plunkett)  
3112 Canton

**Dallas Water Utilities**  
Jody M. Puckett  
670-3188 (Nolberto Hernandez)  
City Hall 4AN

**Equipment & Building Services**  
Errick Thompson  
670-0196 (Melissa De La Cruz)  
3202 Canton Street

**Convention & Event Services**  
Ron King  
939-2950 (Brenda DeLeon)  
650 S. Griffin

**City Controller**  
Edward Scott  
670-3536 (vacant)  
City Hall 2BS

**Court & Detention Services**  
Gloria Lopez Carter  
670-3311 (Felicia Smith)  
2014 Main - 354

**Library**  
Jo Giudice  
670-7803 (Felicia Edwards)  
1515 Young Street

**Sustainable Development &  
Construction**  
David Cossum  
670-5088 (vacant) 5DN

**Office of Environmental Quality**  
James McGuire  
670-1642 (Donna Maddox)  
City Hall 7AN

**3-1-1**  
Margaret Wright  
670-3550  
City Hall 7AN

**Budget, Finance & Audit**  
**CM Gates, CM Clayton**  
Northeast Service Area

**Emergency Management**  
Rocky Vaz  
670-4275 (Vera Graham)  
City Hall L2AN

**Office of Cultural Affairs**  
Jennifer H. Scripps  
670-8396 (Brittney DuBose)  
1925 Elm Street

**Trinity Watershed  
Management**  
Sarah Standifer  
671-9502 (Natalie Wilson) 6BS

**Center for Performance  
Excellence**  
Guillermo Garcia  
671-9215 1AN

**CM Young, CM Thomas**  
Central & NW Service Area

**Public Safety**  
**CM Medrano, CM McGough**

**Code Compliance**  
Kris Sweckard  
671-9095 (Elxes Storie)  
3112 Canton

**Communication & Information  
Services**  
Bill Finch  
670-3918 (Angla Finley-Everett) 4DS

**Quality of Life  
Arts, Culture & Libraries**  
**CM Greyson, CM Kingston**  
South Central Service Area

**Transportation & Trinity River Corridor**  
**CM Kleinman, CM Arnold**  
North Central & Southeast Service Area  
**Economic Development**  
**CM Callahan, CM Griggs**  
Southwest Service Area

Effective: January 13, 2017

- Indicates Liaison Department
- Indicates Management Services Division
- Indicates Contractor

# Memorandum



DATE: January 13, 2017

TO: Honorable Mayor and Members of the City Council

SUBJECT: **Use of a Regional Training Academy versus the Dallas Police Academy**

The Dallas Police Academy services over 4000 sworn and non-sworn employees of the City of Dallas. This includes both basic training for new police recruits and continuing education to current sworn and non-sworn City of Dallas employees that work for the Police Department and other city departments. Academy staff also provides training to personnel from other City departments in areas such as verbal de-escalation techniques.

It is vital that Dallas Police Department maintain its own Police Academy. The justifications are as follows:

- The regional police academy teaches a 23 week, broad based, not agency specific, curriculum that covers the Texas Commission on Law Enforcement (TCOLE) **minimum standards**. The Dallas Police Academy is 36 weeks long which includes the basic course but it is tailored specifically for the City of Dallas.
- The Dallas Police Academy provides an additional 13 weeks of training to new recruits that would not be available through the regional academy. These 13 weeks equates to an additional 594 training hours above the basic TCOLE training. This includes important topics such as the Department's philosophy on the use of force, particularly deadly force which is much more restrictive than what would be trained in a regional academy. The Dallas Police Academy provides much more hands on training in the critical areas of handling firearms and tactical police driving. The Dallas Police Academy is widely recognized as being a leader in the area of reality based training which is critical in teaching de-escalation techniques. This level of training could not be met by a regional training academy. The Dallas Police Academy would also still need to teach City of Dallas Ordinances and specific equipment usage such as body worn cameras.
- The Police Department has much more flexibility in meeting its training needs by maintaining its own Police Academy. The Department currently has the ability to make immediate training adjustments based on local and national trends. The Department can currently offer classes more often if a need is identified or easily change training dates if necessary. The Department has the flexibility to quickly adjust recruit class starting dates to meet budgetary needs. Much of this flexibility would be lost if a regional training academy was utilized. The regional training academy offer five police recruit classes a year with a 40 student limit. In order to accommodate a police academy start date other than those planned by the regional police academy, the Dallas Police Department would have to provide all instructors and logistical support. The regional training academy cannot guarantee that only Dallas police recruits would be in the five regularly scheduled classes.

- The Department is able to maintain very strict training and accountability standards for its instructors and students. These standards would be replaced by those of the regional academy and the Department feels this would not be in the interest of the citizens of Dallas.
- The Department still needs to maintain the current Police Academy facilities and staff to provide the 13 week training beyond the TCOLE licensing requirement. A regional academy does not have a closed driving course specifically designed for teaching tactical driving. The driving course at the current facility would still be needed to provide the additional 8 hours of emergency vehicle operations training recruits receive over what is provided at a regional academy. This facility and staff is also needed to meet the TCOLE mandated continuing education requirements for current personnel. The Academy staff conducted 847 classes in 2016. A regional academy does not have the capacity to meet the Department's on-going training needs.

The Dallas Police Academy is recognized as one of the premier academies in the nation. It provides a level of training that cannot be replaced by a regional training academy. The 36 week long Dallas Police Academy teaches the core values of the Dallas Police Department and City of Dallas from day one. Classes are updated and/or changed yearly and adjustments can be made immediately based on national trends and the needs of the department.

Regional training academies are designed for small to medium sized agencies and cannot accommodate scheduling and mandated training cycles of a 3500 member police department. Large metropolitan police departments such as New York, Chicago, Houston, Phoenix, San Antonio, and Austin maintain their own police academy. There have been visits from the Los Angeles Police Department, Israeli Police Department, and the Royal Thai Police, to name a few, to observe our training. The Dallas Police Department's Academy has been instrumental in assisting PERF to craft its policy on Reality Based Training and De-escalation Techniques.

Transitioning to a regional training academy would have an adverse impact on the Department, City of Dallas and the public.



Eric D. Campbell  
Assistant City Manager

cc: A.C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager

Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council  
Interim Police Chief David Pughes, Dallas Police Department

# Memorandum



CITY OF DALLAS

DATE January 13, 2017  
TO Honorable Mayor and City Council  
SUBJECT January 25, 2017 Consent Agenda for Enterprise Work Order and Asset Management

Due to the cancellation of the January 17, 2017, Budget, Finance and Audit Committee meeting, this memo regarding the upcoming agenda item is being provided for your information.

The January 25, 2017 Council Agenda will include an item to authorize a contract with Brio Services, LLC for an amount not to exceed \$4,367,999 to provide Program and Software Configuration Management implementation of IBM Maximo (Maximo), the City's enterprise work order and asset management system.

On February 26, 2016, the City received five proposals from solicitation BUZ1612 to assist with the implementation of the Maximo expansion. A six department, seven-member committee evaluated five proposals on the basis of demonstrated competence and qualifications and selected Brio Services, LLC (Brio). Brio demonstrated its expertise in Work and Asset Management, municipal industry experience, familiarity with DWU's business processes and requirements, and the use of the Maximo software product. It is recommended the City enter into a Professional Services Agreement with Brio for program management, process improvement, functional direction, user training and other services related to the implementation of a Work Order and Asset Management Program and configuration of the Maximo software.

The Water Utilities' (DWU) Business Plan identifies the implementation of key recommendations of the Business Technology Master Plan in partnership with Communication and Information Services (CIS). The Business Technology Master Plan recommended standardization of its various systems, an upgrade of the system and also expanding the system to other divisions throughout DWU. DWU partially deployed the Maximo Work Management Software in its Water Plant Operations Division in 2004. The Maximo Work Management Software was expanded to a portion of the Water Pumping Operations Division in 2009. The Maximo hardware and software was upgraded to the latest supported version by an internal team on December 21, 2015. Currently, the other DWU Operations Divisions manage work using a combination of spreadsheets, multiple older work order systems and paper. Expansion of Maximo will not only improve efficiency, but will also support the broader Asset Management Program, a future initiative and recommendation of the Business Technology Master Plan. The Business Technology Master Plan included the following recommendations which are addressed by this project:

- More fully leverage functionality of the systems already purchased – Supported by expansion of the Maximo Work Management Software.
- Enhance Water Utility's existing continuous improvement program – Supported by improving the technology, data and processes for replacement and rehabilitation/renewal of critical water utility vertical and horizontal infrastructure.
  - Key benefits expected
    - Improved work and personnel management
    - Improved repair and maintenance speed and quality
    - Less time spent reacting to emergency situations
    - Fewer system disruptions – improved system quality
    - Improved information access and communication
    - Data information analytics and reporting supporting evidence-based decision-making
    - Longer system and major equipment life

DATE January 13, 2017  
SUBJECT January 25, 2017 Consent Agenda for Enterprise Work Order and Asset Management

- Facilitate opportunities with other city departments to optimize interdepartmental business processes – Supported by partnering with Equipment and Building Service (EBS) and Trinity Watershed Management (TWM) to streamline processes and further information technology automation.

A future information technology item will be proposed for City Council consideration that includes enterprise licensing and hosting of the Maximo solution based on the final technical specifications. The future item supports the strategic cloud-based computing of specialized application support required for the maintenance and technical administration of the Maximo Information Management system.

Please contact Bill Finch at 670-1890 or Jody Puckett at 670- 3143 if you have any questions.



Ryan S. Evans  
First Assistant City Manager

c: A.C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Mark McDaniel, Assistant City Manager

Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
William Finch, Director, Communication and Information Systems  
Jo M. (Jody) Puckett, Director Dallas Water Utilities  
Sarah Standifer, Director, Trinity Watershed Management  
Erick Thompson, Director, Equipment and Building Services  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

# Memorandum



CITY OF DALLAS

DATE January 13, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT Upcoming Agenda Item # 8: Subscription and Maintenance for Adobe Enterprise Licenses

Due to the cancellation of the January 17, 2017, Budget, Finance and Audit Committee meeting, this memo regarding the upcoming agenda item is being provided for your information.

The January 25, 2017 Council Agenda will include an item to authorize a two-year subscription and maintenance contract for Adobe enterprise licenses distributed by Carahsoft Technology Corp. and sold through SHI Government Solutions, Inc., through the Department of Information Resources, State of Texas Cooperative in the amount not to exceed \$671,096.

This contract will provide subscription and maintenance for all Adobe products being utilized by the City. Adobe products are essential to performing daily duties throughout city departments such as: redaction of sensitive information from documents and view, create, print and manage files in Portable Document Format (PDF). Additionally, the contract will provide the City with 24x7 technical support.

A City Council agenda sheet and resolution is attached with this memo to provide further details on these agenda items. Please contact Bill Finch at 670-1890 if you have any questions. Thank you.

A handwritten signature in black ink, appearing to read 'Mark McDaniel', located above the printed name.

Mark McDaniel  
Assistant City Manager

## Attachments

c: A.C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council



**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** January 25, 2017

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Communication and Information Services

**CMO:** Elizabeth Reich, 670-7804  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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**SUBJECT**

Authorize a two-year subscription and maintenance contract for Adobe enterprise licenses - Adobe distributed by Carahsoft Technology Corp. and sold through SHI Government Solutions, Inc., through the Department of Information Resources - Not to exceed \$671,096 - Financing: Current Funds (subject to annual appropriations)

**BACKGROUND**

This contract will provide subscription and maintenance for the Adobe products utilized by the City. The agreement will ensure departments are able to utilize Adobe products to conduct daily work duties. Additionally, this agreement will allow for 24x7 technical support when experiencing issues with Adobe products. Adobe is a critical software tool used by departments to view, create, manipulate, print, and manage files in Portable Document Format (PDF).

The Adobe products are essential to performing daily duties throughout the cities departments such as:

- Create City news releases
- Develop and design City websites
- Redaction of sensitive information from documents

The Department of Information Resources conforms to the requirements of Texas Statutes that are applicable for competitive bids and proposals, in accordance with the Interlocal Cooperation Act, Chapter 791, Texas Government Code. In addition, the Department of Information Resources receives bids from manufacturers and dealers throughout the United States.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

Council will be briefed by memorandum regarding this item.

**FISCAL INFORMATION**

\$671,096.00 - Current Funds (subject to annual appropriations)

**ETHNIC COMPOSITION**

SHI Government Solutions, Inc.

White Male	22	White Female	2
Black Male	1	Black Female	0
Hispanic Male	10	Hispanic Female	0
Other Male	1	Other Female	1

**OWNER**

**SHI Government Solutions, Inc.**

Thai Lee, President  
KoGuan Leo, Vice President

January 25, 2017

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

**Section 1.** That the City Manager is authorized to execute a subscription and maintenance contract with Adobe distributed by Carahsoft Technology Corp. and sold through SHI Government Solutions, Inc. (502145) through the Department of Information Resources for Adobe enterprise licenses for a term of two years in an amount not to exceed \$671,096.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to SHI Government Solutions, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by SHI Government Solutions, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$671,096.00 (subject to annual appropriations) from Service Contract number MASCDV18ADOBETLA.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

# Memorandum



CITY OF DALLAS

DATE January 13, 2017

TO Honorable Mayor and Members of the City Council

SUBJECT Upcoming Agenda Item # 13: Increase to voice and data cable installation contract

Due to the cancellation of the January 17, 2017, Budget, Finance and Audit Committee meeting, this memo regarding the upcoming agenda item is being provided for your information.

The January 25, 2017 Council Agenda will include an item to authorize Supplemental Agreement No. 1 to increase the service contract with AAA Data Communications, Inc. for voice and data cable installation in the amount not to exceed \$613,379.

This increase will allow for voice and data cable installations, specifically, phase II of the Love Field Modernization Project. The installation of the voice and data cables will ensure essential Aviation data is uninterrupted, which includes: display of flight information, security control and operable phones and PCs.

A City Council agenda sheet and resolution is attached with this memo to provide further details on these agenda items. Please contact Bill Finch at 670-1890 if you have any questions. Thank you.

A handwritten signature in black ink, appearing to read 'Mark McDaniel'.

Mark McDaniel  
Assistant City Manager

## Attachments

c: A.C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

KEY FOCUS AREA: E-Gov

AGENDA DATE: January 25, 2017

COUNCIL DISTRICT(S): All

DEPARTMENT: Business Development & Procurement Services  
Communication and Information Services  
Aviation

CMO: Elizabeth Reich, 670-7804  
Mark McDaniel, 670-3256

MAPSCO: N/A

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**SUBJECT**

Authorize Supplemental Agreement No. 1 to increase the service contract with AAA Data Communications, Inc. for voice and data cable installation services to connect computers and phones at City facilities - Not to exceed \$613,379, from \$2,453,512 to \$3,066,891 - Financing: Aviation Current Funds (subject to annual appropriations)

**BACKGROUND**

This Supplemental Agreement No. 1 to increase the service contract will allow for unanticipated, additional voice, and data cable installation services. The Aviation personnel office is being relocated from the terminal building to a newly renovated office building at Love Field. Due to this relocation voice and data cabling is needed to carry data for access control, flight information displays, wireless access points, security control, phones, computers, and shared drives in order to perform day-to-day tasks. The space vacated at the terminal will be leased to tenants at Love Field.

The recommended vendor meets the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On August 26, 2015, City Council authorized a five-year service contract, with two one-year renewal options, for voice and data cable installation services to connect computers and phones at City facilities by Resolution No. 15-1519.

Council will be briefed by memorandum regarding this item.

**FISCAL INFORMATION**

\$613,378.12 - Aviation Current Funds (subject to annual appropriations)

**ETHNIC COMPOSITION**

AAA Data Communications, Inc.

White Male	4	White Female	0
Black Male	8	Black Female	1
Hispanic Male	6	Hispanic Female	1
Other Male	0	Other Female	0

**OWNER**

**AAA Data Communications, Inc.**

Jacob Johnson, President

Joe De Leon, Vice President

January 25, 2017

**WHEREAS**, on August 26, 2015, City Council authorized a five-year service contract, with two one-year renewal options, for voice and data cable installation services to connect computers and phones at City facilities by Resolution No. 15-1519;

**NOW, THEREFORE,**

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

**Section 1.** That following approval as to form by the City Attorney, the City Manager is hereby authorized to execute Supplemental Agreement No. 1 to increase the service contract with AAA Data Communications, Inc. (500286) for voice and data cable installation services to connect computers and phones at City facilities in an amount not to exceed \$613,378.12, increasing the service contract from \$2,453,512.50 to \$3,066,890.62.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$613,378.12 (subject to annual appropriations) from Service Contract number BHZ1513.

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

## BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize Supplemental Agreement No. 1 to increase the service contract with AAA Data Communications, Inc. for voice and data cable installation services to connect computers and phones at City facilities - Not to exceed \$613,379, from \$2,453,512 to \$3,066,891 - Financing: Aviation Current Funds (subject to annual appropriations)

AAA Data Communications, Inc. is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

PROJECT CATEGORY: Other Services

### LOCAL/NON-LOCAL CONTRACT SUMMARY - THIS ACTION ONLY

	<u>Amount</u>	<u>Percent</u>
Local contracts	\$613,378.12	100.00%
Non-local contracts	\$0.00	0.00%
<b>TOTAL THIS ACTION</b>	<b>\$613,378.12</b>	<b>100.00%</b>

### LOCAL/NON-LOCAL M/WBE PARTICIPATION THIS ACTION

#### Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
AAA Data Communications, Inc.	BMDB82343Y0817	\$613,378.12	100.00%
<b>Total Minority - Local</b>		<b>\$613,378.12</b>	<b>100.00%</b>

#### Non-Local Contractors / Sub-Contractors

None

### TOTAL M/WBE PARTICIPATION

	<u>This Action</u>		<u>Participation to Date</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
African American	\$613,378.12	100.00%	\$2,482,954.72	80.96%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$583,935.90	19.04%
<b>Total</b>	<b>\$613,378.12</b>	<b>100.00%</b>	<b>\$3,066,890.62</b>	<b>100.00%</b>



# Memorandum



CITY OF DALLAS

DATE January 13, 2017

TO Honorable Members of the Arts, Culture & Libraries Committee: Mayor Pro Tem Monica R. Alonzo (Chair), Mark Clayton (Vice Chair), Deputy Mayor Pro Tem Erik Wilson, Carolyn King Arnold, Jennifer Gates, Scott Griggs

SUBJECT **January 25, 2017 Agenda for the Dallas Public Library**

The January 25, 2017 City Council Agenda includes the following Library items for your consideration.

**Agenda Item #9-** Authorize a five-year acquisition contract to purchase and host a reader advisory online service for the existing Integrated Library System - EBSCO Industries, Inc. in the amount of \$193,923; and a five-year acquisition contract to purchase and host a calendar/meeting room reservations system for the existing Integrated Library System - Library Solutions, LLC dba Library Market in the amount of \$75,000. Total not to exceed \$263,923.

This service contract will provide the City and library customers with enhancements to the existing Integrated Library System (ILS), including a reader's advisory online service and a calendar/meeting room reservation system. Reader's Advisory services enhance the customer's catalog experience by providing reviews and helping find their next favorite book through online read-alike recommendations. The calendar service provides customers with up-to-date information about upcoming events with the ability to print or send themselves a reminder.

**Agenda Item #23-** Authorize acceptance of a grant from the Association for Library Service to Children (ALSC), a division of the American Library Association and funded by the Dollar General Literacy Foundation called the Strengthening Communities Through Libraries Grant in the amount of \$5,000 for the period January 1, 2017 through May 31, 2017; establishment of appropriations in an amount not to exceed \$5,000 in the Strengthening Communities Through Libraries Grant-ALSC fund; and execution of the grant agreement. Total not to exceed \$5,000.

The Strengthening Communities Through Libraries Grant in the amount of \$5,000 will provide S.T.E.A.M. based science, technology, engineering, art and math afterschool programs at five Dallas Public Library branches where a collaborative project between the Dallas Public Library and Equal Heart's AmeriCorps afterschool snack program is providing services to approximately 300 children from January 1, 2017 through May 31, 2017. This grant will support the acquisition of toys and learning tools to enhance the planned programs with hands-on exploration in the areas of science, technology, engineering, art, and math. The five Dallas Public Library locations are Audelia Road Branch, Hampton-Illinois Branch, Highland Hills Branch, Prairie Creek Branch, and Timberglen Branch Libraries.

**Agenda Item #24-** Authorize the acceptance of a grant from the Texas State Library and Archives Commission (FAIN No. LS-00-15-0044-15, CFDA No. 45.310) in the amount of \$57,458, for partial reimbursement of interlibrary loan services' direct costs for the period September 1, 2015 through August 31, 2016; and execution of the grant agreement. Not to exceed \$57,458.

DATE January 13, 2017  
SUBJECT January 25, 2017 Agenda for the Dallas Public Library

Interlibrary Loan (ILL) is a service that allows customers to request materials owned by another library system. Prior to August 31, 2012, when the Texas State Legislature eliminated funding for interlibrary loan services, the Dallas Public Library served as a TexNet Center and received funding for the interlibrary loan service. Since then, the Dallas Public Library has absorbed the cost and continued to provide the service, which is required for accreditation. The Texas State Library Commission is providing reimbursement payments to Texas public libraries who made interlibrary loan lends in State Fiscal Year 2015. The Dallas Public Library completed 8,127 lends using the Navigator ILL system in State Fiscal Year 2016, and will receive a total payment of \$57,457.89.

Please contact me if you have any questions or need additional information.



Joey Zapata  
Assistant City Manager

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Larry E. Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager  
Eric D. Campbell, Assistant City Manager  
Mark McDaniel, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

# Memorandum



CITY OF DALLAS

DATE January 13, 2017

TO Members of the Budget, Finance, and Audit Committee: Jennifer Gates (Chair), Philip T. Kingston (Vice-Chair), Deputy Mayor Pro Tem Erik Wilson, Rickey D. Callahan, Scott Griggs, Lee M. Kleinman

SUBJECT January 25, 2017 Upcoming Council Agenda Items

Ordinarily, we bring all Business Development and Procurement Services Department Upcoming Agenda Items to the Budget, Finance, and Audit Committee (BF&A) Committee for review prior to presenting them to Council. However, the January 17 BF&A meeting was cancelled. Therefore, please see the following items that the Council will consider on January 25. If we can answer any questions or address any concerns prior to the Council meeting, please let me know.

Thank you as always for your partnership in ensuring a competitive and effective procurement process.

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

M. Elizabeth Reich  
Chief Financial Officer

#### Attachment

c: The Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager  
Eric D. Campbell, Assistant City Manager

J. A. Jordan, P.E., Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Larry Casto, City Attorney  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

## AGENDA ITEM # 2

<b>KEY FOCUS AREA:</b>	E-Gov
<b>AGENDA DATE:</b>	January 25, 2017
<b>COUNCIL DISTRICT(S):</b>	All
<b>DEPARTMENT:</b>	Business Development & Procurement Services Office of Risk Management
<b>CMO:</b>	Elizabeth Reich, 670-7804 Jeanne Chipperfield, 670-5631
<b>MAPSCO:</b>	N/A

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### SUBJECT

Authorize the first of two, one-year renewal options, to the Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool for excess workers' compensation insurance through, and subject to, approval by the executive board of Texas Municipal League Intergovernmental Risk Pool effective February 1, 2017 through January 31, 2018 - Not to exceed \$722,500 - Financing: Current Funds (subject to appropriations)

### BACKGROUND

This renewal option will continue to provide excess workers' compensation insurance which will limit the City's financial exposure on employee injury claims. The City purchases excess workers' compensation insurance for compensable claims that exceed an established threshold. The policy will provide benefits such as disability, death, medical, etc. to employees that have suffered an injury or illness during the course and scope of their job.

This renewal option will result in a 37.6 percent increase in the contribution to the pool compared to the contribution awarded on February 10, 2016. The contribution increase has been attributed to the catastrophic occurrence on July 7, 2016 which generated eight workers' compensation claims. The City will pay the first \$1.5 million for each occurrence retention and an additional \$1 million corridor retention.

Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is an interlocal government agency offering excess workers compensation coverage to political subdivisions in accordance with the Texas Workers' Compensation Act. TMLIRP maintains an "A" Stable rating from Standard and Poor's and provides coverage to other political subdivisions such as cities, municipal utility districts, transit authorities, and public utility boards.

## **BACKGROUND (Continued)**

TMLIRP conforms to the requirements of Texas Statutes that are applicable for competitive bids and proposals in accordance with the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

## **PRIOR ACTION/REVIEW (COUNCIL BOARDS, COMMISSIONS)**

On January 23, 2013, City Council authorized an Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool; and a one-year agreement, with two one-year renewal options, for Excess Workers' Compensation Insurance through, and subject to, approval by the executive board of Texas Municipal League Intergovernmental Risk Pool by Resolution No. 13-0240.

On March 4, 2013, the Budget, Finance, and Audit Committee briefing agenda included an informational memo.

On January 21, 2014, this item was included as a briefing memo to the Budget, Finance, and Audit Committee.

On January 22, 2014, City Council authorized the first of two one-year renewal options with the Texas Municipal League Intergovernmental Risk Pool for Excess Workers' Compensation Insurance effective February 1, 2014 through January 31, 2015, by Resolution No. 14-0246.

On January 5, 2015, the Budget, Finance, and Audit Committee was briefed on the excess workers' compensation coverage and recommended approval of this item at the January 28, 2015 Council meeting.

On January 28, 2015, City Council authorized the second of two one-year renewal options with the Texas Municipal League Intergovernmental Risk Pool for Excess Workers' Compensation Insurance effective February 1, 2015 through January 31, 2016, by Resolution No. 15-0161.

On February 10, 2016, City Council authorized an Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool, and a one-year agreement, with two one-year renewal options, for excess workers' compensation insurance through, and subject to, approval by the executive board of Texas Municipal League Intergovernmental Risk Pool by Resolution No. 16-0264.

The Business Development and Procurement Services Department will provide information about this item to Council by memorandum.

**FISCAL INFORMATION**

\$722,500 - Current Funds (subject to appropriations)

**OWNER**

**Texas Municipal League Intergovernmental Risk Pool**

Bennett Sandlin, Executive Director

January 25, 2017

**WHEREAS**, on January 23, 2013, City Council authorized an Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool; and a one-year agreement, with two one-year renewal options, for Excess Workers' Compensation Insurance through, and subject to, approval by the executive board of Texas Municipal League Intergovernmental Risk Pool by Resolution No. 13-0240; and,

**WHEREAS**, on January 22, 2014, City Council authorized the first of two one-year renewal options with the Texas Municipal League Intergovernmental Risk Pool for Excess Workers' Compensation Insurance effective February 1, 2014 through January 31, 2015, by Resolution No. 14-0246; and,

**WHEREAS**, on January 28, 2015, City Council authorized the second of two one-year renewal options with the Texas Municipal League Intergovernmental Risk Pool for Excess Workers' Compensation Insurance effective February 1, 2015 through January 31, 2016, by Resolution No. 15-0161; and,

**WHEREAS**, on February 10, 2016, City Council authorized an Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool; and a one-year agreement, with two one-year renewal options, for excess workers' compensation insurance through, and subject to, approval by the executive board of Texas Municipal League Intergovernmental Risk Pool by Resolution No. 16-0264;

**NOW, THEREFORE,**

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

**Section 1.** That the City Manager is authorized to execute the first of two, one-year renewal options, to the Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool (VS0000075750) for excess workers' compensation insurance through, and subject to, approval by the executive board of Texas Municipal League Intergovernmental Risk Pool effective February 1, 2017 through January 31, 2018, in an amount not to exceed \$722,500.00, upon approval as to form by the City Attorney.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds from the following appropriation in accordance with the agreement between the City of Dallas and Texas Municipal League Intergovernmental Risk Pool in an amount not to exceed \$722,500.00 (subject to appropriations):

<u>FUND</u>	<u>DEPT</u>	<u>UNIT</u>	<u>OBJECT</u>	<u>ENCUMBRANCE</u>
0189	ORM	3801	3310	ORM3801WCFY17

January 25, 2017

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.



**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** January 25, 2017

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Office of Financial Services  
City Auditor

**CMO:** Elizabeth Reich, 670-7804  
Craig Kinton, 939-2520

**MAPSCO:** N/A

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**SUBJECT**

Authorize the first of three, two-year renewal options, to the professional services contract with MuniServices, LLC for franchise fee compliance and recovery services - Estimated Total Net Revenue: \$2,067,389

**BACKGROUND**

This professional services contract will continue to provide the City with franchise fees compliance review and recovery services for electric, natural gas, cable/video service, and/or certificated telephone providers. This contract will also continue to allow the contractor to conduct review and recovery services to assist the City with the detection, documentation, and correction of errors and omissions related to franchise fees for electric, natural gas, cable/video service, and/or certificated telephone providers.

The City will pay the contractor a 25 percent contingency fee based on the revenue received from the correction of detected and documented franchisee reporting errors; contingency fees are a result of the contractor's work and apply to all franchise fees, penalties, and interest actually collected from the maximum examination period allowable from the franchisee.

The contingency fee also applies, for a period of 24 months, to revenues received after the contract period for deficiencies identified by the contractor during the contract period. The City will not pay any fee to the contractor until monies recovered for the City have been received from the franchisees.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 26, 2014, the City Council authorized a three-year professional services contract, with three two-year renewal options, for franchise fee compliance and recovery services by Resolution No. 14-0365.

The Business Development and Procurement Services Department will provide information about this item to Council by memorandum.

**FISCAL INFORMATION**

\$2,067,388.50 - Estimated Total Net Revenue

**ETHNIC COMPOSITION**

MuniServices, LLC

White Male	4	White Female	7
Black Male	0	Black Female	3
Hispanic Male	0	Hispanic Female	4
Other Male	0	Other Female	0

**OWNER**

**MuniServices, LLC**

Steve Roberts, President  
Lisa Broussard, Vice President

January 25, 2017

**WHEREAS**, on February 26, 2014, the City Council authorized a three-year professional services contract, with three two-year renewal options, for franchise fee compliance and recovery services by Resolution No. 14-0365;

**NOW, THEREFORE,**

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

**Section 1.** The City Manager is hereby authorized to execute the first of three, two-year renewal options, to the professional services contract with MuniServices, LLC (VS0000054917) for franchise fee compliance and recovery services, for an estimated total net revenue of \$2,067,388.50, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to MuniServices, LLC shall be based only on the amount of the services directed to be performed by the City and properly performed by MuniServices, LLC under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to receive and deposit all revenues received from the franchisees as follows:

<u>Fund</u>	<u>Dept.</u>	<u>Unit</u>	<u>Revenue Source</u>
0001	BMS	1246	8203
0001	BMS	1246	8205
0001	BMS	1246	8207
0001	BMS	1246	8220
0001	BMS	1246	8222
0001	BMS	1246	8223
0560	BMS	6395	8476
0001	BMS	1246	8204
0001	BMS	1246	8208
0001	BMS	1246	8214

**Section 3.** That the City will pay the contractor a 25% contingency fee based on the franchise fee revenue received from the correction of detected and documented franchisee reporting errors. That the Chief Financial Officer is hereby authorized to disburse fees from the following appropriation:

<u>Fund</u>	<u>Dept.</u>	<u>Unit</u>	<u>Object code</u>
0001	BMS	1991	3099

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov  
**AGENDA DATE:** January 25, 2017  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Business Development & Procurement Services  
Water Utilities  
**CMO:** Elizabeth Reich, 670-7804  
Mark McDaniel, 670-3256  
**MAPSCO:** N/A

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**SUBJECT**

Authorize a three-year service contract for bi-annual preventive maintenance services and evaluation for teardown and repair services for variable frequency drives and soft starters - Shermco Industries, Inc. in the amount of \$3,024,658 and Evans Enterprises, Inc. in the amount of \$105,955, most advantageous proposers of two - Total not to exceed \$3,130,613 - Financing: Water Utilities Current Funds (subject to annual appropriations)

**BACKGROUND**

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

This service contract will provide bi-annual preventive maintenance services and evaluation for teardown and repair services for variable frequency drives, and soft starters operating within the City’s water and wastewater treatment systems. Maintenance and repair is required to ensure the drives and starters perform at peak levels when needed. This contract will service variable frequency drives of various types ranging in size from 25HP to 1,000HP, and soft starters, from 100HP to 2,000HP, for their perspective motor that operates various devices or pumps.

A six member committee from the following departments reviewed and evaluated the proposals:

- Water Utilities (2)
- Trinity Watershed Management (1)
- Equipment and Building Services (1)
- Business Development and Procurement Services (2)\*

\*Business Development and Procurement Services only evaluated the Business Inclusion and Development Plan and cost.

## **BACKGROUND (Continued)**

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

- Cost 30 points
- Experience 25 points
- Business Inclusion and Development Plan 15 points
- Approach 15 points
- Functional Match 15 points

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 1,005 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendors meet the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

## **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

The Business Development and Procurement Services Department will provide information about this item to Council by memorandum.

## **FISCAL INFORMATION**

\$3,130,613.00 - Water Utilities Currents Funds (subject to annual appropriations)

## **M/WBE INFORMATION**

154 - Vendors contacted  
154 - No response  
0 - Response (Bid)  
0 - Response (No bid)  
0 - Successful

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

## **ETHNIC COMPOSITION**

### **Shermco Industries, Inc.**

White Male	385	White Female	44
Black Male	20	Black Female	5
Hispanic Male	46	Hispanic Female	5
Other Male	15	Other Female	0

### **Evans Enterprises, Inc.**

White Male	35	White Female	4
Black Male	2	Black Female	0
Hispanic Male	13	Hispanic Female	2
Other Male	0	Other Female	0

## **PROPOSAL INFORMATION**

Business Development and Procurement Services received the following proposals from solicitation number BMZ1619. We opened them on August 19, 2016. We recommend the City Council award this service contract by group to the most advantageous proposers. Information related to this solicitation is available upon request.

\*Denotes successful proposers

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*Shermco Industries, Inc.	2425 E. Pioneer Dr. Irving, TX 75061	Multiple Groups
*Evans Enterprises, Inc.	201 S. Industrial Dr. Waco, TX 76710	Multiple Groups

## **OWNERS**

### **Shermco Industries, Inc.**

Pat Biesert, President  
Steve Camber, Vice President  
Thad Brown, Secretary  
Paul Idziak, Treasurer

**OWNERS (Continued)**

**Evans Enterprises, Inc.**

Rusty Thrash, President  
Evan Thrash, Vice President  
David Woodman, Secretary

Date of Revision: **01/11/2017**  
Time of Revision: **09:34:35 AM**  
Name: **Marla Avelar**  
Department: **City Manager's Office**  
Phone number: **214-670-3100**

## **REVISION SHEET**

**Agenda Date: January 25, 2017**

**Draft Agenda Item Number 7**

**DEPT./AREA REQUESTING CHANGE: City Manager's Office**

**INDIVIDUAL(S) REQUESTING CHANGE: Marla Avelar**

**SECTIONS REVISED: Background**

**SPECIFIC INFORMATION ABOUT REVISIONS: Deleted extra spaces**

The recommended vendors meet the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.



## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a three-year service contract for bi-annual preventive maintenance services and evaluation for teardown and repair services for variable frequency drives and soft starters - Shermco Industries, Inc. in the amount of \$3,024,658 and Evans Enterprises, Inc. in the amount of \$105,955, most advantageous proposers of two - Total not to exceed \$3,130,613 - Financing: Water Utilities Current Funds (subject to annual appropriations)

Shermco Industries, Inc. is a local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce. Evans Enterprises, Inc. is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Other Services

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$3,024,658.00	96.62%
Total non-local contracts	\$105,955.00	3.38%
<b>TOTAL CONTRACT</b>	<b>\$3,130,613.00</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

None

#### **Non-Local Contractors / Sub-Contractors**

None

### **TOTAL M/WBE CONTRACT PARTICIPATION**

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	\$0.00	0.00%	\$0.00	0.00%

**AGENDA ITEM # 9**

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** January 25, 2017

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Equipment & Building Services  
Aviation  
Sanitation Services  
Water Utilities

**CMO:** Elizabeth Reich, 670-7804  
Jill A. Jordan, P.E., 670-5299  
Mark McDaniel, 670-3256  
Joey Zapata, 670-3009

**MAPSCO:** N/A

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**SUBJECT**

Authorize a one-year master agreement for the purchase of **(1)** 85 pieces of fleet equipment - Chastang Ford in the amount of \$5,747,210, Holt Texas, Ltd. in the amount of \$3,004,194, BTE Body Co., Inc. in the amount of \$1,623,647, Austin Truck and Equipment dba Freightliner of Austin in the amount of \$1,173,754, Southwest International Trucks, Inc. in the amount of \$705,197, RDO Equipment Co. in the amount of \$385,605, Sam Pack's Five Star Ford in the amount of \$99,064, and Landmark Equipment in the amount of \$17,436 through the Texas Association of School Boards (BuyBoard); **(2)** 157 fleet vehicles and equipment - Sam Pack's Five Star Ford in the amount of \$4,868,401 through the Texas Smart Buy; **(3)** 107 fleet vehicles - Freedom Chevrolet in the amount of \$3,289,989 through the Dallas County Interlocal Agreement; and **(4)** 2 pieces of fleet equipment - Wausau Equipment Company, Inc. in the amount of \$371,411 through the National Joint Powers Alliance - Total not to exceed \$21,285,908 - Financing: Current Funds (\$3,507,856), Municipal Lease Agreement Funds (\$11,697,076), Sanitation Current Funds (\$3,661,167) Water Utilities Current Funds (\$1,801,896), Aviation Current Funds (\$562,998), and Building Inspection Current Funds (\$54,915)

**BACKGROUND**

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

## **BACKGROUND (Continued)**

This master agreement will allow for the purchase of a total of 351 fleet vehicles and equipment. Twenty-seven of these vehicles are SmartWay compliant vehicles. SmartWay is the Environmental Protection Agency Program for improving fuel efficiency and reducing greenhouse gases and air pollution. Various City departments will use vehicles and equipment for service delivery. Below is a list of the units:

- 1 sack mixer – 3 (DWU – 2, STS – 1)
- 20 cubic yard automated refuse trucks – 10 (SAN)
- 20 cubic yard rear loader refuse trucks – 4 (SAN)
- 30 cubic yard automated refuse trucks – 10 (SAN)
- 3-4 cubic yard dump truck – 1 (STS)
- Bulldozer – 1 (SAN)
- Cat 836k compactor – 2 (SAN)
- Dead animal truck – 2 (SAN)
- Sport utility vehicles – 2 (DFD – 1, DWU – 1)
- Pickups – 81 (AVI 3, CCS 28, CCT 1, DEV 2, DWU 14, EBS 2, MGT 3, PBW 4, PKR 5, SAN 9, STS 10)
- Utility trucks – 15 (DWU 9, PKR 2, STS 4)
- Sedans – 42 (AVI 1, CCS 6, DPD 34, POM 1)
- Front loader – 1 (SAN)
- Marked squad cars – 104 (DPD)
- Tactical sport utility vehicle – 3 (DPD)
- Trailers – 37 (DWU 16, SAN 13, STS 8)
- Vans – 13 (AVI 2, DWU 2, EBS 3, LIB 1, STS 5)
- Medium/heavy trucks – 18 (DWU 3, PKR 1, SAN 10, STS 4)
- Deicing equipment – 2 (AVI)

Through this master agreement the City will be replacing 297 vehicles. The City conducts an evaluation on vehicles and equipment using established criteria before replacement occurs. This evaluation includes life-to-date maintenance cost, recommended replacement mileage, and recommended replacement life. Additionally, the City will be adding 54 fleet vehicles, through this master agreement.

A master agreement process gives the City the flexibility to acquire equipment as funding becomes available or as needs arise. Procuring vehicles through a master agreement process also affords the City the opportunity to lock in favorable pricing throughout the end of the model year thus becoming the preferred method of vehicle acquisition.

## **BACKGROUND (Continued)**

The Texas Association of School Boards (BuyBoard), Texas SmartBuy, Dallas County Interlocal Agreement, and National Joint Powers Alliance (NJPA) conform to the requirements of Texas Statutes that are applicable for competitive bids and proposals, in accordance with the Interlocal Cooperation Act, Chapter 791, Texas Government Code. In addition, BuyBoard, Texas SmartBuy, Dallas County Interlocal Agreement, and NJPA receive bids from manufacturers and dealers throughout the United States.

## **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On September 12, 2012, City Council authorized a one-year master agreement for the purchase of squad cars for Police by Resolution No. 12-2229.

On June 12, 2013, City Council authorized a one-year master agreement for the purchase of two hundred seventy-two pieces of fleet and equipment; a one-year master agreement for the purchase of eight pieces of fleet equipment; and a one-year master agreement for the purchase of four pieces of fleet equipment by Resolution No. 13-0936.

On December 11, 2013, City Council authorized a one-year master agreement for the purchase of two-hundred ten fleet vehicles and equipment; thirty-eight fleet vehicles and equipment; and eighty-eight fleet vehicles and equipment by Resolution No. 13-2055.

On October 22, 2014, City Council authorized the purchase of 137 squad cars for Police by Resolution No. 14-1781.

On March 25, 2015, City Council authorized a one-year master agreement for the purchase of eighty seven fleet vehicles and equipment; twenty fleet vehicles and equipment; and one-hundred nine fleet vehicles and equipment by Resolution No. 15-0478.

On June 17, 2015, City Council authorized the purchase of 105 squad cars for Police by Resolution No. 15-1231.

On December 9, 2015, City Council authorized a one-year master agreement for the purchase of one hundred fleet vehicles and equipment; one hundred eighty-one fleet vehicles; eighty-three Police fleet and equipment; and twenty-one fleet vehicles by Resolution No. 15-2199.

On May 11, 2016, City Council authorized the purchase of eleven pieces of fleet vehicles and equipment; four pieces of fleet vehicles; two pieces of fleet equipment; and two fleet vehicles by Resolution No. 16-0717.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS) (Continued)**

On June 22, 2016, City Council authorized the purchase of twenty three pieces of fleet vehicles and equipment; one piece of fleet equipment; and one piece of equipment by Resolution No. 16-1053.

On September 28, 2016, City Council authorized the purchase of four fleet vehicles for Fire-Rescue by Resolution No. 16-1551.

The Business Development and Procurement Department will provide information about this item to Council by memorandum.

**FISCAL INFORMATION**

- \$ 3,507,856.00 - Current Funds
- \$11,697,076.34 - Municipal Lease Agreement Funds
- \$ 1,801,896.16 - Water Utilities Current Funds
- \$ 3,661,166.86 - Sanitation Current Funds
- \$ 562,997.58 - Aviation Current Funds
- \$ 54,915.00 - Building Inspection Current Funds

**ETHNIC COMPOSITION**

Chastang Ford

White Male	30	White Female	7
Black Male	7	Black Female	0
Hispanic Male	21	Hispanic Female	5
Other Male	0	Other Female	0

Holt Texas, Ltd.

White Male	189	White Female	24
Black Male	31	Black Female	3
Hispanic Male	53	Hispanic Female	9
Other Male	15	Other Female	2

BTE Body Co., Inc.

White Male	12	White Female	1
Black Male	2	Black Female	0
Hispanic Male	10	Hispanic Female	2
Other Male	0	Other Female	0

**ETHNIC COMPOSITION (Continued)**

Austin Truck and Equipment dba Freightliner of Austin

White Male	39	White Female	5
Black Male	2	Black Female	0
Hispanic Male	10	Hispanic Female	2
Other Male	0	Other Female	0

Southwest International Trucks, Inc.

White Male	228	White Female	34
Black Male	20	Black Female	1
Hispanic Male	81	Hispanic Female	10
Other Male	4	Other Female	0

RDO Equipment Co.

White Male	38	White Female	4
Black Male	3	Black Female	0
Hispanic Male	8	Hispanic Female	0
Other Male	0	Other Female	0

Sam Pack's Five Star Ford

White Male	99	White Female	18
Black Male	22	Black Female	1
Hispanic Male	85	Hispanic Female	7
Other Male	3	Other Female	1

Landmark Equipment

White Male	42	White Female	8
Black Male	4	Black Female	1
Hispanic Male	7	Hispanic Female	0
Other Male	0	Other Female	0

Freedom Chevrolet

White Male	10	White Female	5
Black Male	1	Black Female	3
Hispanic Male	4	Hispanic Female	2
Other Male	0	Other Female	0

**ETHNIC COMPOSITION (Continued)**

Wausau Equipment Company, Inc.

White Male	74	White Female	9
Black Male	5	Black Female	0
Hispanic Male	7	Hispanic Female	0
Other Male	1	Other Female	0

**OWNERS**

**Chastang Ford**

Joseph Chastang, President  
Patrick Chastang, Vice President  
Steve Bobo, Secretary

**Holt Texas, Ltd.**

Allyn L. Archer, President  
Peter M. Holt, Chief Executive Officer  
Michael Puryear, General Council  
Paul C. Hensley, Vice President Finance

**BTE Body Co., Inc.**

Brian Bruckner, President  
Chris Bruckner, Vice President  
Wesley Lawhorn, Secretary

**Austin Truck and Equipment dba Freightliner of Austin**

Jay Hendrix, President  
Carlton Hempel, Vice President

**Southwest International Trucks, Inc.**

Russ Trimble, President  
Sid Stewart, Vice President  
Jane Roth, Secretary

## **OWNERS (Continued)**

### **RDO Equipment Co.**

Ronald D. Offutt, President  
Christi Offutt, Vice President  
Allan Knoll, Secretary  
Tom Espel, Treasurer

### **Sam Pack's Five Star Ford**

Sam Pack, President

### **Landmark Equipment**

Michael Lyle, President  
Gary Lyle, Vice President  
Marla Lyle, Secretary  
Kimberly Chambers, Treasurer

### **Freedom Chevrolet**

Frank Stinson, President  
Matt Stinson, Vice President  
Alissa Hillhouse, Secretary  
John Rowe, Treasurer

### **Wausau Equipment Company, Inc.**

Shannon Herbst, Vice President  
Thomas Getsy, Secretary



January 25, 2017

**WHEREAS**, on September 12, 2012, City Council authorized a one-year master agreement for the purchase of squad cars for Police by Resolution No. 12-2229; and,

**WHEREAS**, on June 12, 2013, City Council authorized a one-year master agreement for the purchase of two hundred seventy-two pieces of fleet and equipment; a one-year master agreement for the purchase of eight pieces of fleet equipment; and a one-year master agreement for the purchase of four pieces of fleet equipment by Resolution No. 13-0936; and,

**WHEREAS**, on December 11, 2013, City Council authorized a one-year master agreement for the purchase of two-hundred ten fleet vehicles and equipment; thirty-eight fleet vehicles and equipment; and eighty-eight fleet vehicles and equipment by Resolution No. 13-2055; and,

**WHEREAS**, on October 22, 2014, City Council authorized the purchase of 137 squad cars for Police by Resolution No. 14-1781; and,

**WHEREAS**, on March 25, 2015, City Council authorized a one-year master agreement for the purchase of eighty seven fleet vehicles and equipment; twenty fleet vehicles and equipment; and one-hundred nine fleet vehicles and equipment by Resolution No. 15-0478; and,

**WHEREAS**, on June 17, 2015, City Council authorized the purchase of 105 squad cars for Police by Resolution No. 15-1231; and,

**WHEREAS**, on December 9, 2015, City Council authorized a one-year master agreement for the purchase of one hundred fleet vehicles and equipment; one hundred eighty-one fleet vehicles; eighty-three Police fleet and equipment; and twenty-one fleet vehicles by Resolution No. 15-2199; and,

**WHEREAS**, on May 11, 2016, City Council authorized the purchase of eleven pieces of fleet vehicles and equipment; four pieces of fleet vehicles; two pieces of fleet equipment; and two fleet vehicles by Resolution No. 16-0717; and,

**WHEREAS**, on June 22, 2016, City Council authorized the purchase of twenty three pieces of fleet vehicles and equipment; one piece of fleet equipment; and one piece of equipment by Resolution No. 16-1053; and

**WHEREAS**, on September 28, 2016, City Council Authorized the purchase of four fleet vehicles for Fire-Rescue by Resolution No. 16-1551;

January 25, 2017**NOW, THEREFORE,****BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That a master agreement for the purchase of (1) 85 pieces of fleet equipment is authorized with Chastang Ford (VS0000011688) in the amount of \$5,747,210.00, Holt Texas, Ltd. (506724) in the amount of \$3,004,194.00, BTE Body Co., Inc. (VS0000069486) in the amount of \$1,623,647.00, Austin Truck and Equipment dba Freightliner of Austin (VC14977) in the amount of \$1,173,754.00, Southwest International Trucks, Inc. (003940) in the amount of \$705,196.40, RDO Equipment Co. (VS91627) in the amount of \$385,605.00, Sam Pack's Five Star Ford (113696) in the amount of \$99,064.00, and Landmark Equipment (025326) in the amount of \$17,436.00 through the Texas Association of School Boards (BuyBoard); (2) 157 fleet vehicles and equipment is authorized with Sam Pack's Five Star Ford (113696) in the amount of \$4,868,401.54 through the Texas Smart Buy; (3) 107 fleet vehicles is authorized with Freedom Chevrolet (VS0000077188) in the amount of \$3,289,989.00 through the Dallas County Interlocal Agreement; and (4) 2 pieces of fleet equipment is authorized with Wausau Equipment Company, Inc. (VS0000067104) in the amount of \$371,411.00 through the National Joint Powers Alliance for a term of one year in a total amount not to exceed \$21,285,907.94.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for 351 fleet vehicles and equipment. If a written contract is required or requested for any or all purchases of 351 fleet vehicles and equipment under the master agreement instead of individual purchase orders, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That in order to reimburse and finance the lease/purchase acquisition of the equipment described herein over a period not to exceed the estimated useful life (10 years) thereof, any Authorized Officer of the City designated in the Master Equipment Lease/Purchase Agreement (the "Master Lease") between Banc of America Public Capital Corp and the City is hereby authorized and directed to execute, acknowledge and deliver a Schedule A (as defined in the Master Lease) pertaining to such equipment including all attachments, financing statements and schedules thereto, in substantially the form attached to the Master Lease, with such changes as the signing officer shall determine to be advisable. Each Authorized Officer of the City is also authorized to execute, acknowledge and deliver any other agreement, instrument, certificate, representation and document, and to take any other action as may be advisable, convenient or necessary to enter into such Schedule A. The financing terms for such equipment, to be determined pursuant to the provisions of the Master Lease and reflected in such Schedule A, and the granting of a security interest in the financed equipment pursuant to the Master Lease, are hereby approved.

January 25, 2017

**Section 4.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$21,285,907.94 from Master Agreement number BN1704.

**Section 5.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** January 25, 2017

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Park & Recreation  
Water Utilities

**CMO:** Elizabeth Reich, 670-7804  
Willis Winters, 670-4071  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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**SUBJECT**

Authorize a two-year master agreement for sodium hypochlorite (bleach) - DPC Industries, Inc. in the amount of \$260,505 and FSTI, Inc. in the amount of \$157,396, lowest responsible bidders of four - Total not to exceed \$417,901 - Financing: Current Funds (\$157,396) and Water Utilities Current Funds (\$260,505)

**BACKGROUND**

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

This master agreement will provide sodium hypochlorite (bleach) to be used in water treatment processes throughout the City. Bleach is used to boost chlorine and maintain disinfection levels in accordance with State of Texas regulatory standards. These applications require high quality, commercial grade 12.5 percent sodium hypochlorite in solution form. The sodium hypochlorite is delivered in 4,500 gallon tank trucks and transferred to storage tanks where it is dosed directly into the water lines throughout the City. In addition, sodium hypochlorite will be used at Bahama Beach Water Park facilities, City Hall Fountain, Spray Grounds, and various City swimming pools.

In this solicitation, Business Development and Procurement Services required bidders to submit a response using unit pricing. This bid resulted in a 7.11 percent increase over comparable unit prices for the bid awarded in 2014.

## **BACKGROUND (Continued)**

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 361 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

## **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On January 25, 2012, City Council authorized a two-year master agreement for sodium hypochlorite by Resolution No. 12-0269.

On February 13, 2013, City Council authorized a two-year master agreement for sodium hypochlorite by Resolution No. 13-0294.

On October 22, 2014, City Council authorized a two-year master agreement for sodium hypochlorite (bleach) by Resolution No. 14-1783.

The Business Development and Procurement Services Department will provide information about this item to Council by memorandum.

## **FISCAL INFORMATION**

\$157,396.00 - Current Funds

\$260,505.00 - Water Utilities Current Funds

## **M/WBE INFORMATION**

30 - Vendors contacted

30 - No response

0 - Response (Bid)

0 - Response (No Bid)

0 - Successful

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

## **ETHNIC COMPOSITION**

### **DPC Industries, Inc.**

White Male	29	White Female	3
Black Male	1	Black Female	0
Hispanic Male	3	Hispanic Female	0
Other Male	1	Other Female	0

### **FSTI, Inc.**

White Male	66	White Female	12
Black Male	14	Black Female	0
Hispanic Male	24	Hispanic Female	2
Other Male	4	Other Female	3

## **BID INFORMATION**

Business Development and Procurement Services received the following bids from solicitation number BW1701. We opened them on December 2, 2016. We recommend the City Council award this master agreement to the lowest responsive and responsible bidders by group.

\*Denotes successful bidders

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*DPC Industries, Inc.	601 Industrial Blvd. Cleburne, TX 76033	Group 1 - \$260,505.00 Group 2 - No Bid
*FSTI, Inc.	6300 Bridge Point Pkwy. Ste. 1-200 Austin, TX 78730	Group 1 - \$265,875.00 Group 2 - \$157,396.00
Commercial Chemical Products, Inc. dba Poolsure	1707 Townhurst Dr. Houston, TX 77043	Group 1 - No Bid Group 2 - \$201,128.57
Petra Chemical Company	2929 Storey Ln. Dallas, TX 75220	Group 1 - \$281,550.00 Group 2 - \$165,624.00

## **OWNERS**

### **DPC Industries, Inc.**

Rickey C. Karm, President  
William L. Hixon, Vice President

### **FSTI, Inc.**

Staci Barton, President  
Stoney Barton, Vice President

January 25, 2017

**WHEREAS**, on January 25, 2012, City Council authorized a two-year master agreement for sodium hypochlorite by Resolution No. 12-0269; and,

**WHEREAS**, on February 13, 2013, City Council authorized a two-year master agreement for sodium hypochlorite by Resolution No. 13-0294; and,

**WHEREAS**, on October 22, 2014, City Council authorized a two-year master agreement for sodium hypochlorite (bleach) by Resolution No. 14-1783;

**NOW, THEREFORE,**

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

**Section 1.** That a master agreement for the purchase of sodium hypochlorite (bleach) is authorized with DPC Industries, Inc. (267202) in the amount of \$260,505.00 and FSTI, Inc. (VS0000023020) in the amount of \$157,396.00 for a term of two years in a total amount not to exceed \$417,901.00.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for sodium hypochlorite (bleach). If a written contract is required or requested for any or all purchases of sodium hypochlorite (bleach) under the master agreement instead of individual purchase orders, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$417,901.00 from Master Agreement number BW1701.

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.



## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a two-year master agreement for sodium hypochlorite (bleach) - DPC Industries, Inc. in the amount of \$260,505 and FSTI, Inc. in the amount of \$157,396, lowest responsible bidders of four - Total not to exceed \$417,901 - Financing: Current Funds (\$157,396) and Water Utilities Current Funds (\$260,505)

DPC Industries, Inc. and FSTI, Inc. are non-local, non-minority firms, have signed the "Business Inclusion & Development" documentation, and propose to use their own workforces.

**PROJECT CATEGORY:** Goods

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$417,901.00	100.00%
<b>TOTAL CONTRACT</b>	<b>\$417,901.00</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

None

#### **Non-Local Contractors / Sub-Contractors**

None

### **TOTAL M/WBE CONTRACT PARTICIPATION**

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	<u>\$0.00</u>	<u>0.00%</u>	<u>\$0.00</u>	<u>0.00%</u>

**KEY FOCUS AREA:** E-Gov

**AGENDA DATE:** January 25, 2017

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Equipment & Building Services  
Park & Recreation  
Water Utilities

**CMO:** Elizabeth Reich, 670-7804  
Jill A. Jordan, P.E., 670-5299  
Willis Winters, 670-4071  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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**SUBJECT**

Authorize a three-year master agreement for construction project signs to be utilized citywide - Dallas Lite & Barricade, lowest responsible bidder of four - Not to exceed \$109,423 - Financing: Current Funds (\$33,802) and Water Utilities Current Funds (\$75,621)

**BACKGROUND**

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

This master agreement will allow City departments such as Water Utilities, Park and Recreation, and Equipment and Building Services to purchase Capital Improvement Program (CIP) construction project signs. The City uses these signs to inform the community, in respective districts, of construction and/or capital improvement projects underway in their area. These signs provide general information, improve City accountability, and generate community awareness of specific projects. Signs provided under this agreement are made of wood with painted or vinyl lettering and are built according to specifications developed by the City's CIP Sign Redesign Committee.

In this solicitation, Business Development and Procurement Services required bidders to submit a response using unit pricing. This bid resulted in a 30.57 percent decrease over comparable unit prices for the bid awarded in 2012.

**BACKGROUND (Continued)**

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 310 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On April 11, 2012, City Council authorized a two-year master agreement for construction project signs to be utilized citywide by Resolution No. 12-1023.

The Business Development and Procurement Services Department will provide information about this item to Council by memorandum.

**FISCAL INFORMATION**

\$33,801.74 - Current Funds  
\$75,621.00 - Water Utilities Current Funds

**M/WBE INFORMATION**

45 - Vendors contacted  
44 - No response  
1 - Response (Bid)  
0 - Response (No bid)  
0 - Successful

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

**ETHNIC COMPOSITION**

Dallas Lite & Barricade

White Male	36	White Female	8
Black Male	20	Black Female	0
Hispanic Male	13	Hispanic Female	6
Other Male	0	Other Female	0

## **BID INFORMATION**

Business Development and Procurement Services received the following bids from solicitation number BQ1701. We opened them on November 11, 2016. We recommend the City Council award this master agreement in its entirety to the lowest responsive and responsible bidder.

\*Denotes successful bidder

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*Dallas Lite & Barricade	1607 Ft. Worth Ave. Dallas, TX 75208	\$109,422.74
Janus Signs dba FastSigns Northeast Dallas	9742 Skillman St. Dallas, TX 75044	\$182,790.00
Theag North Dallas, LLC	5920 Beltline Rd. Suite 300 Dallas, TX 75254	\$205,385.58
Adco Decal & Sign Co., Inc.	10909 Sanden Dr. Suite 400 Dallas, TX 75238	\$320,900.00

## **OWNER**

### **Dallas Lite & Barricade**

Shane D. Howell, President  
Barry Rolfing, Vice President  
Sheryl Howell, Secretary

## **BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize a three-year master agreement for construction project signs to be utilized citywide - Dallas Lite & Barricade, lowest responsible bidder of four - Not to exceed \$109,423 - Financing: Current Funds (\$33,802) and Water Utilities Current Funds (\$75,621)

Dallas Lite & Barricade is a local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use the following sub-contractor.

**PROJECT CATEGORY:** Goods

### **LOCAL/NON-LOCAL CONTRACT SUMMARY**

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$109,422.74	100.00%
Total non-local contracts	\$0.00	0.00%
<b>TOTAL CONTRACT</b>	<b>\$109,422.74</b>	<b>100.00%</b>

### **LOCAL/NON-LOCAL M/WBE PARTICIPATION**

#### **Local Contractors / Sub-Contractors**

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
Minority Supply & Contracting, LLC dba Metro Construction	HMDB24856Y0117	\$19,696.09	18.00%
<b>Total Minority - Local</b>		<b>\$19,696.09</b>	<b>18.00%</b>

#### **Non-Local Contractors / Sub-Contractors**

None

### **TOTAL M/WBE CONTRACT PARTICIPATION**

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$19,696.09	18.00%	\$19,696.09	18.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
<b>Total</b>	<b>\$19,696.09</b>	<b>18.00%</b>	<b>\$19,696.09</b>	<b>18.00%</b>

January 25, 2017

**WHEREAS**, on April 11, 2012, City Council authorized a two-year master agreement for construction project signs to be utilized citywide by Resolution No. 12-1023; and,

**WHEREAS**, on January 6, 2014, Administrative Action No. 14-5224 authorized extension of the master agreement for one year from April 10, 2014 to April 10, 2015; and,

**WHEREAS**, on December 2, 2014, Administrative Action No. 14-7225 authorized extension of the master agreement for one year from April 10, 2015 to April 10, 2016; and,

**WHEREAS**, on January 4, 2016, Administrative Action No. 16-5148 authorized extension of the master agreement for one year from April 10, 2016 to April 10, 2017;

**NOW, THEREFORE,**

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

**Section 1.** That a master agreement for the purchase of construction project signs to be utilized citywide is authorized with Dallas Lite & Barricade (053684) for a term of three years in an amount not to exceed \$109,422.74.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for construction project signs to be utilized citywide. If a written contract is required or requested for any or all purchases of construction project signs to be utilized citywide under the master agreement instead of individual purchase orders, the City Manager is authorized to execute the contract upon approval as to form by the City Attorney.

**Section 3.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$109,422.74 from Master Agreement number BQ1701.

**Section 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

# Memorandum



DATE: January 13, 2017  
TO: Honorable Mayor and Members of the City Council  
SUBJECT: **City License Applications**

There were no Dance Hall and/or Sexual Oriented Business applications received for the week of January 2 – 6, 2017 by the Narcotics Bureau Licensing Squad of the Dallas Police Department.

Please have your staff contact Sergeant Lisette Rivera, #7947 at (214) 670-4811 and/or by email at [lisette.rivera@dpd.ci.dallas.tx.us](mailto:lisette.rivera@dpd.ci.dallas.tx.us) should you need further information.



Eric D. Campbell  
Assistant City Manager

cc: A.C. Gonzalez, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager

Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council  
Interim Police Chief David Pughes, Dallas Police Department