

## AGENDA ITEM # 2

**KEY FOCUS AREA:** Public Safety

**AGENDA DATE:** September 9, 2015

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Fire

**CMO:** Jeanne Chipperfield, 670-7804  
Eric Campbell, 670-3255

**MAPSCO:** N/A

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### SUBJECT

Authorize a three-year service contract for ambulance power stretchers service and repair - San Antonio Equipment Repair, Inc. dba EMSAR of Texas, only bidder - Not to exceed \$182,850 - Financing: 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 for ambulance power stretchers service and repair. Fire-Rescue operates a fleet of 40 front-line ambulances, 12 ambulances for Special Events, and 3 peak demand units. Ambulance power stretchers require annual maintenance to ensure proper operation and enhance patient safety. As power stretchers age, it becomes even more critical to patient and paramedic safety that existing power stretchers are well-maintained and repaired as necessary.

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 401 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, notifications were sent by the BDPS' ResourceLink Team (RLT) 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)**

Information about this item will be provided to the Budget, Finance and Audit Committee on September 8, 2015.

**FISCAL INFORMATION**

\$182,850.00 - Current Funds (subject to annual appropriations)

**M/WBE INFORMATION**

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

401 M/WBE and Non-M/WBE vendors were contacted

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**

San Antonio Equipment Repair, Inc. dba EMSAR of Texas

White Male	14	White Female	1
Black Male	3	Black Female	0
Hispanic Male	3	Hispanic Female	1
Other Male	0	Other Female	0

**BID INFORMATION**

The following bid was received from solicitation number BV1508 and was opened on May 7, 2015. This service contract is being awarded in its entirety to the only responsive and responsible bidder.

\*Denotes successful bidder

<b><u>Bidder</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*San Antonio Equipment Repair, Inc. dba EMSAR of Texas	14035 Dublin Square San Antonio, TX 78217	\$182,850.00

## **BID INFORMATION (Continued)**

**Note:** Pursuant to Business Development and Procurement Services' (BDPS) request, the Auditor's office has reviewed the single bid item and submitted related documentation and has determined BDPS followed Administrative Directive 4-05 provisions for processing this single bid item and made reasonable efforts to increase bid participation. This proposed procurement meets the requirements for a single bid.

## **OWNER**

### **San Antonio Equipment Repair, Inc. dba EMSAR of Texas**

John M. Huber, President  
John L. Huber, Vice President  
Chris Ables, Secretary

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

**PROJECT:** Authorize a three-year service contract for ambulance power stretchers service and repair - San Antonio Equipment Repair, Inc. dba EMSAR of Texas, only bidder - Not to exceed \$182,850 - Financing: Current Funds (subject to annual appropriations)

San Antonio Equipment Repair, Inc. dba EMSAR of Texas is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and propose to use their own workforces.

**PROJECT CATEGORY:** Other Services

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

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$182,850.00	100.00%
<b>TOTAL CONTRACT</b>	<b>\$182,850.00</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>

September 9, 2015

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

**Section 1.** That the City Manager is authorized to execute a service contract with San Antonio Equipment Repair, Inc. dba EMSAR of Texas (VS0000026727) for ambulance power stretchers service and repair for a term of three years in an amount not to exceed \$182,850.00, 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 San Antonio Equipment Repair, Inc. dba EMSAR of Texas shall be based only on the amount of the services directed to be performed by the City and properly performed by San Antonio Equipment Repair, Inc. dba EMSAR of Texas under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$182,850.00 (subject to annual appropriations).

**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:** Clean, Healthy Environment

**AGENDA DATE:** September 9, 2015

**COUNCIL DISTRICT(S):** All

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

**CMO:** Jeanne Chipperfield, 670-7804  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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**SUBJECT**

Authorize a three-year service contract for chemical root control – Municipal Sales, Inc., lowest responsible bidder of two - Not to exceed \$900,500 - Financing: Water Utilities Capital Construction 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 enable the City to obtain a licensed contractor to apply chemical root control to inhibit root intrusion into the City’s wastewater system. Chemical root control is vital to the wastewater operation because root intrusion in pipelines obstruct the flow of wastewater which can cause overflows, back-ups and flooding.

The wastewater collection system consists of approximately 4,100 miles of pipelines throughout the City. The application of chemical root control is an effective method of controlling root growth within the wastewater system. It minimizes the need for excavation activities for the purpose of manual root control. Chemical root control is an efficient and effective method of keeping the City’s wastewater system clear of plant growth; this method has also proven beneficial in reducing maintenance cost, disruption of water services, and traffic interruptions due to excavation activities.

This solicitation was structured in a manner which required bidders to submit a response using unit pricing. This bid resulted in a 2.09% decrease over comparable unit prices for the bid awarded in 2011.

**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 492 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, notifications were sent by the BDPS' ResourceLINK Team (RLT) 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 November 7, 2011, City Council authorized a three-year service contract for chemical root control by Resolution No. 11-2948.

Information about this item will be provided to the Budget, Finance and Audit Committee on September 8, 2015.

**FISCAL INFORMATION**

\$900,500.00 - Water Utilities Capital Construction Funds (subject to annual appropriations)

**M/WBE INFORMATION**

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

492 - M/WBE and Non-M/WBE vendors were contacted

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**

**Municipal Sales, Inc.**

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

**BID INFORMATION**

The following bids were received from solicitation number BP1504 and were opened on March 12, 2015. This service contract is being awarded in its entirety to the most responsive and responsible bidder.

\*Denotes successful bidder

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*Municipal Sales, Inc.	7 Leonard St. Gansevoort, NY 12831	\$ 900,500.00
Ace Pipe Cleaning, Inc.	4000 Truman Rd. Kansas City, MO 64127	\$1,015,800.00

**OWNER**

**Municipal Sales, Inc.**

Mark A. Reynolds, President  
Norman B. Higginson, Vice President



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

**PROJECT:** Authorize a three-year service contract for chemical root control – Municipal Sales, Inc., lowest responsible bidder of two - Not to exceed \$900,500 - Financing: Water Utilities Capital Construction Funds (subject to annual appropriations)

Municipal Sales, 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	\$0.00	0.00%
Total non-local contracts	\$900,500.00	100.00%
<b>TOTAL CONTRACT</b>	<b>\$900,500.00</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%

September 9, 2015

**WHEREAS**, on November 7, 2011, City Council authorized a three-year service contract for chemical root control by Resolution No. 11-2948; and,

**WHEREAS**, on September 18, 2014, Administrative Action No. 14-6651 authorized change order no. 1 to extend the master agreement for two years;

**NOW, THEREFORE,**

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

**Section 1.** That the City Manager is authorized to execute a service contract with Municipal Sales, Inc. (VS0000029667) for chemical root control for a term of three years in an amount not to exceed \$900,500.00, 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 Municipal Sales, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Municipal Sales, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$900,500.00 (subject to annual appropriations).

**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:** Clean, Healthy Environment

**AGENDA DATE:** September 9, 2015

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Aviation  
Convention and Event Services  
Housing/Community Services  
Sanitation Services  
Trinity Watershed Management  
Water Utilities

**CMO:** Jeanne Chipperfield, 670-7804  
Ryan S. Evans, 671-9837  
A. C. Gonzalez, 670-3297  
Joey Zapata, 670-3009  
Mark McDaniel, 670-3256

**MAPSCO:** N/A

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**SUBJECT**

Authorize a five-year service contract for pest control services at City facilities - Shamrock Pest Control, Inc. in the amount of \$734,924 and Pest Management of Texas, Inc. in the amount of \$75,000, lowest responsible bidders of six - Total not to exceed \$809,924 - Financing: Current Funds (\$704,810), Department of State Health Services Grant Funds (\$31,260), Aviation Current Funds (\$27,010), Water Utilities Current Funds (\$18,418), Sanitation Current Funds (\$14,440), Convention and Event Services Current Funds (\$9,620) and Stormwater Drainage Management Current Funds (\$4,366) (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 pest control services, which will control pest population necessary to promote safe and sanitary working conditions for employees and the general public. Additionally, this service will reduce pest infestation and damage to facilities.

## **BACKGROUND (Continued)**

This service contract provides pest control services for over 10,300,000 square feet of space in over 350 City facilities, including fire stations, police stations, libraries, recreation centers and other office and service facilities. This service contract will allow for scheduled and as-needed treatments to prevent the infestation of rodents, insects, bees and wasps.

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 445 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, notifications were sent by the Business Development and Procurement Services' ResourceLINK Team (RLT) 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 June 27, 2012, City Council authorized a five-year service contract for pest control services at City facilities by Resolution No. 12-1608.

Information about this item will be provided to the Budget, Finance and Audit Committee on September 8, 2015.

## **FISCAL INFORMATION**

\$704,810.00 - Current Funds (subject to annual appropriations)  
\$ 31,260.00 - Department of State Health Services Grant Funds  
\$ 27,010.00 - Aviation Current Funds (subject to annual appropriations)  
\$ 18,418.00 - Water Utilities Current Funds (subject to annual appropriations)  
\$ 14,440.00 - Sanitation Current Funds (subject to annual appropriations)  
\$ 9,620.00 - Convention and Event Services Current Funds (subject to annual appropriations)  
\$ 4,366.00 - Stormwater Drainage Management Current Funds (subject to annual appropriations)

## **M/WBE INFORMATION**

83 - Vendors contacted  
81 - No response  
2 - Response (Bid)  
0 - Response (No bid)  
0 - Successful

**M/WBE INFORMATION (Continued)**

445 - M/WBE and Non-M/WBE vendors were contacted

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**

Shamrock Pest Control, Inc.

White Male	6	White Female	3
Black Male	0	Black Female	0
Hispanic Male	1	Hispanic Female	1
Other Male	1	Other Female	0

Pest Management of Texas, Inc.

White Male	6	White Female	5
Black Male	0	Black Female	0
Hispanic Male	1	Hispanic Female	0
Other Male	0	Other Female	0

**BID INFORMATION**

The following bids were received from solicitation number BA1502 and were opened on March 19, 2015. This service contract is being awarded to the lowest responsive and responsible bidders by group. Information related to this solicitation is available upon request.

\*Denotes successful bidders

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*Shamrock Pest Control, Inc.	1515 U.S. Highway 80 E. Mesquite, TX 75150	Multiple Groups
*Pest Management of Texas, Inc.	6316 Industrial Drive Sachse, TX 75048	Multiple Groups
Terminix International Company LP dba Schendel Pest Services	4318 Sunbelt Drive Addison, TX 75001	Multiple Groups

**BID INFORMATION (Continued)**

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
ORKIN, LLC dba Prime Pest Management	3333 Earhart Drive Suite 150 Carrollton, TX 75006	Multiple Groups
Cantu Enterprises (Dallas) LLC dba Cantu Pest Control	4950 Keller Springs Road Suite 340 Addison, TX 75001	Multiple Groups
Kortney Enterprises Chai Corp. dba Pestmaster Services	5115 Rockpoint Wichita Falls, TX 76310	Multiple Groups

**OWNERS**

**Shamrock Pest Control, Inc.**

Robert David Taylor, President

**Pest Management of Texas, Inc.**

Cheryl Crittenden, President  
Carl Crittenden, Vice President

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

**PROJECT:** Authorize a five-year service contract for pest control services at City facilities - Shamrock Pest Control, Inc. in the amount of \$734,924 and Pest Management of Texas, Inc. in the amount of \$75,000, lowest responsible bidders of six - Total not to exceed \$809,924 - Financing: Current Funds (\$704,810), Department of State Health Services Grant Funds (\$31,260), Aviation Current Funds (\$27,010), Water Utilities Current Funds (\$18,418), Sanitation Current Funds (\$14,440), Convention and Event Services Current Funds (\$9,620) and Stormwater Drainage Management Current Funds (\$4,366) (subject to annual appropriations)

Shamrock Pest Control, Inc. and Pest Management of Texas, Inc. are local, non-minority firms, have signed the "Business Inclusion & Development" documentation, and propose to use their own workforces.

**PROJECT CATEGORY:** Other Services

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

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$809,924.00	100.00%
Total non-local contracts	\$0.00	0.00%
<b>TOTAL CONTRACT</b>	<b>\$809,924.00</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%
<b>Total</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>

September 9, 2015

**WHEREAS**, on June 27, 2012, City Council authorized a five-year service contract for pest control services at City facilities by Resolution No. 12-1608; and,

**WHEREAS**, on February 20, 2015, Administrative Action No. 15-5499 authorized an increase of the funds to the service contract in an amount not to exceed \$3,909.00, increasing the service contract amount from \$393,901.00 to \$397,810.00; and,

**WHEREAS**, on May 4, 2015, Administrative Action No. 15-5994 authorized an increase of the funds to the service contract in an amount not to exceed \$40,619.64, increasing the service contract amount from \$397,810.00 to \$438,429.64;

**NOW, THEREFORE,**

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

**Section 1.** That the City Manager is authorized to execute a service contract with Shamrock Pest Control, Inc. (VC14244) in the amount of \$734,924.00 and Pest Management of Texas, Inc. (VS87473) in the amount of \$75,000.00 for pest control services at City facilities for a term of five years in a total amount not to exceed \$809,924.00, 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 Shamrock Pest Control, Inc. and Pest Management of Texas, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Shamrock Pest Control, Inc. and Pest Management of Texas, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$809,924.00 (subject to annual appropriations).

**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:** September 9, 2015

**COUNCIL DISTRICT(S):** 8

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

**CMO:** Jeanne Chipperfield, 670-7804  
Mark McDaniel, 670-3256

**MAPSCO:** 69 A-X

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**SUBJECT**

Authorize the purchase of a bio-solids distribution vehicle – Texarkana Tractor Company dba Nor-Tex Tractor, lowest responsible bidder of two – Not to exceed \$474,954 - Financing: Water Utilities Current Funds

**BACKGROUND**

This purchase will provide a bio-solids distribution vehicle for Southside Wastewater Treatment Plant (SSWWTP). SSWWTP operates approximately 7 distribution vehicles for the disposal of sludge that is removed from wastewater. The distribution vehicles spread and till sludge in designated disposal fields at the SSWWTP. Proper disposal of the sludge prevents odor problems and adverse effect to public health and quality of life. Sludge disposal operations must meet stringent regulations required by Texas Commission on Environmental Quality and Environmental Protection Agency.

This vehicle will replace an existing vehicle that is past its life cycle of approximately 10 years. These vehicles operate 24 hours 7 days a week under heavy workloads, often in muddy and hazardous environment. The bio-solids distribution vehicle being replaced has gone through an evaluation process using an established criterion to ensure that only vehicles that have exceeded their useful life are replaced. The equipment evaluation includes life-to-date maintenance costs, recommended replacement mileage and recommended replacement life.

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 235 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.

**BACKGROUND (Continued)**

Additionally, in an effort to secure more bids, notifications were sent by the BDPS' ResourceLINK Team (RLT) 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 June 11, 2014, City Council authorized the purchase of eight pieces of heavy equipment, nineteen pieces of heavy equipment and one wheel loader by Resolution No. 14-0914.

Information about this item will be provided to the Budget, Finance and Audit Committee on September 8, 2015.

**FISCAL INFORMATION**

\$474,953.58 - Water Utilities Current Funds

**M/WBE INFORMATION**

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

235 - M/WBE and Non-M/WBE vendors were contacted

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**

**Texarkana Tractor Company dba Nor-Tex Tractor**

White Male	16	White Female	2
Black Male	0	Black Female	0
Hispanic Male	4	Hispanic Female	0
Other Male	0	Other Female	0

**BID INFORMATION**

The following bids were received from solicitation number BM1534 and were opened on July 9, 2015. This purchase is being awarded 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</u></b>
*Texarkana Tractor Company dba Nor-Tex Tractor	1400 W. Shannon Rd. Sulphur Springs, TX 75482	\$474,953.58
Kelly Tractor & Equipment Computer	5039 W. Loop 281 S Longview, TX 75603	\$490,000.00

**OWNER**

**Texarkana Tractor Company dba Nor-Tex Tractor**

James Carlow, President  
David Meadows, Vice President  
Brad Carlow, Secretary

## BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

**PROJECT:** Authorize the purchase of a bio-solids distribution vehicle – Texarkana Tractor Company dba Nor-Tex Tractor, lowest responsible bidder of two – Not to exceed \$474,954 - Financing: Water Utilities Current Funds

Texarkana Tractor Company dba Nor-Tex Tractor is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Goods

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### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$474,953.58	100.00%
<b>TOTAL CONTRACT</b>	<b>\$474,953.58</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>

September 9, 2015

**WHEREAS**, on June 11, 2014, City Council authorized the purchase of eight pieces of heavy equipment, nineteen pieces of heavy equipment and one wheel loader by Resolution No. 14-0914;

**NOW, THEREFORE,**

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

**Section 1.** That the purchase of a bio-solids distribution vehicle is authorized with Texarkana Tractor Company dba Nor-Tex Tractor (VS0000065753) in an amount not to exceed \$474,953.58.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate requisition, to issue a purchase order for a bio-solids distribution vehicle. If a formal contract is required for this purchase instead of a purchase order, 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 from the following appropriation, in an amount not to exceed \$474,953.58:

<u>FUND</u>	<u>DEPT</u>	<u>UNIT</u>	<u>OBJECT</u>	<u>ENCUMBRANCE</u>	<u>AMOUNT</u>
0100	DWU	7450	4740	PODWU00000120553	\$474,953.58

**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:** Clean, Healthy Environment

**AGENDA DATE:** September 9, 2015

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Code Compliance

**CMO:** Jeanne Chipperfield, 670-7804  
Joey Zapata, 670-3009

**MAPSCO:** N/A

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**SUBJECT**

Authorize a three-year master agreement for the purchase of veterinary drugs and supplies – Butler Animal Health Holding Company, LLC in the amount of \$2,101,318 and A-S Medication Solutions, LLC in the amount of \$295,200, lowest responsible bidders of three - Total not to exceed \$2,396,518 - Financing: Current Funds

**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 for the purchase of additional veterinary drugs and supplies that were not included in the item authorized by Council Resolution No. 13-1819 on October 23, 2013 as well as previously awarded parasite treatment drug which was rebid due to change in manufacturer ownership.

This master agreement will allow Dallas Animal Services (shelter) to purchase veterinary medicines necessary for the care of animals housed at the shelter. These medicines will be administered by the shelter’s in-house veterinarians. Medicines to be purchased under this agreement include:

- Parasite treatment drugs
- Heartworm prevention drugs
- Antibiotics
- Flea treatments

## **BACKGROUND (Continued)**

The shelter houses and cares for approximately 600 animals daily and takes in an average of 75 cats and dogs per day. Other animals received at the shelter include livestock, exotic animals and wildlife. Each animal is examined upon arrival and treated based on the animal's needs; treatment is provided until it is no longer necessary or until the animal leaves the shelter. Each animal is required to be spayed/neutered prior to leaving the facility.

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 454 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, notifications were sent by the Business Development and Procurement Services' ResourceLINK Team (RLT) 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 August 28, 2013, City Council executed the casting of lots to identify the recommended vendor resulting from tie bids on lines 13, 14, 15 and 22, for bid BL1333, for a three-year master agreement for the purchase of veterinary drugs and supplies by Resolution No. 13-1472.

On October 23, 2013, City Council authorized a three-year master agreement for the purchase of veterinary drugs and supplies by Resolution No. 13-1819.

Information about this item will be provided to the Budget, Finance and Audit Committee on September 8, 2015.

## **FISCAL INFORMATION**

\$2,396,517.40 - Current Funds

## **M/WBE INFORMATION**

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

454 - M/WBE and Non-M/WBE vendors were contacted.

**M/WBE INFORMATION (Continued)**

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**

**Butler Animal Health Holding Company, LLC**

White Male	67	White Female	112
Black Male	2	Black Female	1
Hispanic Male	2	Hispanic Female	1
Other Male	1	Other Female	4

**A-S Medication Solutions, LLC**

White Male	30	White Female	29
Black Male	2	Black Female	1
Hispanic Male	11	Hispanic Female	15
Other Male	4	Other Female	6

**BID INFORMATION**

The following bids were received from solicitation number BA1527 and were opened on July 9, 2015. This master agreement is being awarded to the lowest responsive and responsible bidders by line. Information related to this solicitation is available upon request.

\*Denotes successful bidders

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount of Bid</u></b>
*Butler Animal Health Holding Company, LLC	400 Metro Place North Dublin, OH 43017	Multiple Lines
*A-S Medication Solutions, LLC	2401 Commerce Drive Libertyville, IL 60048	Multiple Lines
Midwest Veterinary Supply, Inc.	21467 Holyoke Avenue Lakeville, MN 55044	Non-responsive**

\*\*Midwest Veterinary Supply, Inc. was deemed non-responsive due to not meeting specifications.



## **OWNERS**

### **Butler Animal Health Holding Company, LLC**

Francis Dirksmeier, President

Kimberly Allen, President

### **A-S Medication Solutions, LLC**

Greg Cull, President

Chris Martin, Vice President

## BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

**PROJECT:** Authorize a three-year master agreement for the purchase of veterinary drugs and supplies – Butler Animal Health Holding Company, LLC in the amount of \$2,101,318 and A-S Medication Solutions, LLC in the amount of \$295,200, lowest responsible bidders of three - Total not to exceed \$2,396,518 - Financing: Current Funds

Butler Animal Health Holding Company, LLC and A-S Medication Solutions, LLC are non-local, non-minority firms, have signed the "Business Inclusion & Development" documentation, and propose to use their own workforces.

**PROJECT CATEGORY:** Goods

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### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$2,396,517.40	100.00%
<b>TOTAL CONTRACT</b>	<b>\$2,396,517.40</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>

September 9, 2015

**WHEREAS**, on August 28, 2013, City Council executed the casting of lots to identify the recommended vendor resulting from tie bids on lines 13, 14, 15 and 22, for bid BL1333, for a three-year master agreement for the purchase of veterinary drugs and supplies by Resolution No. 13-1472; and,

**WHEREAS**, on October 23, 2013, City Council authorized a three-year master agreement for the purchase of veterinary drugs and supplies by Resolution No. 13-1819;

**NOW, THEREFORE,**

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

**Section 1.** That a master agreement for the purchase of veterinary drugs and supplies is authorized with Butler Animal Health Holding Company, LLC (VS0000048821) in the amount of \$2,101,317.40 and A-S Medication Solutions, LLC (VC14521) in the amount of \$295,200.00 for a term of three years in a total amount not to exceed \$2,396,517.40.

**Section 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for the purchase of veterinary drugs and supplies. If a written contract is required or requested for any or all purchases of veterinary drugs and supplies 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 \$2,396,517.40.

**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:** Economic Vibrancy

**AGENDA DATE:** September 9, 2015

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Office of Management Services

**CMO:** Jeanne Chipperfield, 670-7804

**MAPSCO:** N/A

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**SUBJECT**

Authorize supplemental agreement no. 1 to decrease the contract with DQS, Inc. (previously referred to as UL DQS, Inc.) for accredited registrar services for the International Organization for Standardization 9001:2008, International Organization for Standardization 14001:2004 and the Occupational Health and Safety Assessment Series 18001:2007 - Not to exceed (\$241,466), from \$1,202,364 to \$960,898 - Financing: Current Funds

**BACKGROUND**

This action will amend the six-year service contract which provides for an accredited registrar to plan, conduct and report on single or integrated audits associated with the International Organization for Standardization (ISO) 9001:2008, ISO 14001:2004 and Occupational Health and Safety Assessment Series (OHSAS) 18001:2007 certifications. ISO and OHSAS establish international standards for management in multiple business operations. ISO and OHSAS certification, which must be validated by a third-party registrar, ensures compliance with the ISO and OHSAS standards, thus assuring a high level of quality and performance.

The Office of Management Services has conducted a review of the current accredited registrar services contract and has re-evaluated the external audit approach. In an effort to seek continuous improvements and cost savings, the Office of Management Services has determined as being in its best interest to restructure the approach in which external audits are conducted. Currently the external audits are conducted with each department on a yearly basis; the new audit approach will emulate the corporate audit approach which utilizes a modified audit sampling plan. The new approach will require departments certified under 9001, 14001 and 18001 to be audited every two years before a recertification year is required. Under this approach, four City departments (Street Services, Code Compliance, Equipment and Building Services and Dallas Water Utilities) will be required to be audited yearly under the OHSAS 18001 series. This revised approach shall provide the City with greater future efficiencies and cost savings.

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

On December 8, 2010, City Council authorized renewal of the professional service contract for initial registration and re-registration of City departments to International Organization for Standardization 9001:2008, 14001:2004 and OHSAS 18001:2007 standards for the period November 2010 through November 12, 2013, by Resolution No. 10-3002.

On December 9, 2013, this item was briefed to the Quality of Life Committee.

On December 11, 2013, City Council authorized a six-year service contract for accredited registrar services for International Organization for Standardization 9001:2008, International Organization for Standardization 14001:2004 and the Occupational Health and Safety Standard 18001:2007, by Resolution No. 13-2052.

Information about this item will be provided to the Budget, Finance and Audit Committee on September 8, 2015.

**FISCAL INFORMATION**

(\$241,466.00) - Current Funds

Original Contract Amount	\$1,202,364.00
Supplemental Agreement No. 1 (this action)	
	<u>(\$241,466.00)</u>
Total	\$ 960,898.00

**ETHNIC COMPOSITION**

DQS, Inc.

White Male	30	White Female	30
Black Male	2	Black Female	2
Hispanic Male	2	Hispanic Female	6
Other Male	4	Other Female	3

**OWNER**

**DQS, Inc.**

Ganesh Rao, President  
Lisa McCall, Vice President  
Brad McGuire, Secretary

## **BUSINESS INCLUSION & DEVELOPMENT PLAN SUMMARY**

**PROJECT:** Authorize supplemental agreement no. 1 to decrease the contract with DQS, Inc. (previously referred to as UL DQS, Inc.) for accredited registrar services for the International Organization for Standardization 9001:2008, International Organization for Standardization 14001:2004 and the Occupational Health and Safety Assessment Series 18001:2007 - Not to exceed (\$241,466), from \$1,202,364 to \$960,898 - Financing: Current Funds

DQS, Inc. (previously referred to as UL DQS, Inc.) is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

**PROJECT CATEGORY:** Professional Services

### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>This Action Amount</u>	<u>Revised Amount</u>	<u>Percent</u>
Local contracts	\$0.00	\$0.00	0.00%
Non-local contracts	(\$241,466.00)	\$960,898.00	100.00%
<b>TOTAL CONTRACT</b>	(\$241,466.00)	\$960,898.00	100.00%

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

#### Local Contractors / Sub-Contractors

None

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

None

### TOTAL M/WBE PARTICIPATION

	<u>Original Amount</u>	<u>Percent</u>	<u>This Amount</u>	<u>Action 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%
<b>Total</b>	\$0.00	0.00%	\$0.00	0.00%

September 9, 2015

**WHEREAS**, on December 8, 2010, City Council authorized renewal of the professional service contract for initial registration and re-registration of City departments to International Organization for Standardization 9001:2008, 14001:2004 and OHSAS 18001:2007 standards for the period November 2010 through November 12, 2013, by Resolution No. 10-3002; and,

**WHEREAS**, on December 11, 2013, City Council authorized the execution of a professional services contract with UL DQS, Inc. for the initial registration and re-registration of City departments to the International Organization for Standardization 9001 (Quality Management System), 14001 (Environmental Management System) and 18001 (Occupational Health and Safety Management System) for a term of six years by Resolution No. 13-2052;

**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 decrease the contract for accredited registrar services for the International Organization for Standardization 9001:2008, International Organization for Standardization 14001:2004 and the Occupational Health and Safety Assessment Series 18001:2007 with DQS, Inc. (VS0000081642) in the amount of (\$241,466.00), from \$1,202,364.00 to \$960,898.00.

**Section 2.** That the Chief Financial Officer is hereby authorized to reduce encumbrances in the amount not to exceed (\$241,466.00) to DQS, Inc. (previously referred to as UL DQS, Inc.) as follows:

<u>Fund</u>	<u>Dept</u>	<u>Unit</u>	<u>Object</u>	<u>Amount</u>	<u>FY</u>	<u>Encumbrance</u>
0001	MGT	<del>4248</del> <u>1970</u>	3070	<del>\$207,396.00</del> <u>\$160,103.00</u>	2016	<del>MGT1248BV007</del> <u>MGT1970BV008</u>
0001	MGT	<del>4248</del> <u>1970</u>	3070	<del>\$207,397.00</del> <u>\$101,037.00</u>	2017	<del>MGT1248BV008</del> <u>MGT1970BV009</u>
0001	MGT	<del>4248</del> <u>1970</u>	3070	<del>\$207,398.00</del> <u>\$134,393.00</u>	2018	<del>MGT1248BV009</del> <u>MGT1970BV010</u>
0001	MGT	<del>4248</del> <u>1970</u>	3070	<del>\$207,398.00</del> <u>\$192,590.00</u>	2019	<del>MGT1248BV010</del> <u>MGT1970BV011</u>

**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 September 4, 2015

TO Members of the Budget, Finance & Audit Committee: Jennifer S. Gates (Chair), Philip T. Kingston (Vice Chair), Erik Wilson, Rickey D. Callahan, Scott Griggs, Lee M. Kleinman

SUBJECT 2015 Personnel Rule Revisions

Each year, the City's Personnel Rules are reviewed and proposed revisions are made to address (1) outdated or obsolete information, (2) federal and state law changes, and (3) updated City processes and procedures.

Attached you will find a matrix containing the proposed 2015 Personnel Rule revisions. Many of the revisions reflect compliance with the Affordable Health Care Act while others reflect recommendations provided by the City Auditor in the recently released Payroll Audit. These proposed revisions have been placed on the September 22, 2015 City Council Agenda for approval.

Feel free to contact me with any questions that you may have.

A handwritten signature in blue ink that reads "Molly Carroll".

Molly Carroll, Director  
Human Resources

## Attachment

c: Honorable Mayor and Members of City Council  
A.C. Gonzalez, City Manager  
Warren M.S. Ernst, 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

Joey Zapata, Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Eric D. Campbell, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager



#	Personnel Rules Reference	Personnel Rule Wording (Current)	Personnel Rule Wording (Recommended)	Recommendation Rationale
1	Sec 34-9 ELIGIBILITY FOR BENEFITS (a) Permanent employees (1)	A permanent full-time employee is eligible for employee benefits, including, but not limited to, paid leave as provided in this chapter, health plan membership, life insurance, and retirement benefits. Benefits may be changed at any time subject to applicable law.	A permanent full-time employee is eligible for employee benefits, including, but not limited to, paid leave as provided in this chapter, health benefit plan participation, life insurance, and retirement benefits. Benefits may be changed at any time subject to applicable law.	Remove the word "membership".
2	Sec 34-9 ELIGIBILITY FOR BENEFITS (a) Permanent employees (2)	A permanent part-time employee is eligible for the same benefits as a permanent full-time employee, but on a prorated basis.	All employees hired in a classification other than permanent full-time, will be eligible for benefits, in accordance with federal law and as described in the applicable plan document(s).	Revised to ensure compliance with the Patient Protection and Affordable Care Act (PPACA).
3	Sec 34-9 ELIGIBILITY FOR BENEFITS (b) Temporary employees <b>DELETE</b>	A temporary employee is not eligible for any benefits.	N/A	Revised to ensure compliance with PPACA.
4	Sec 34-9 ELIGIBILITY FOR BENEFITS (c) Special appointments <b>DELETE</b>	Benefits of an employee in a special appointment are determined on an individual basis by the director of human resources.	N/A	Revised to simplify. All employees over 30 hrs ave to be covered. To avoid penalties all others are tested.
5	Sec 34-9 ELIGIBILITY FOR BENEFITS (d) City council members <b>WILL BECOME NEW (b) AFTER ORIGINAL (b) and (c) ARE DELETED</b>	City council members are not employees and are not eligible for benefits, but they may participate in the employee health plan. (Ord. Nos. 19340; 22026; 22195; 22296; 22318; 24873; 25051)	City council members are not employees. City council members are eligible for certain tax-favored benefits, in accordance with federal tax laws and as described in the applicable plan document(s). (Ord. Nos. 19340; 22026; 22195; 22296; 22318; 24873; 25051)	Revised to ensure compliance with PPACA.
6	Sec 34-22 SICK LEAVE (g) Increments <b>DELETE</b>	Sick leave may be taken in increments of six hours by a nonexempt sworn employee of the emergency response bureau of the fire department, or in lesser increments subject to departmental approval, and in increments of one-tenth hour for every other nonexempt City employee. An exempt employee must take sick leaving in one-hour increments.	N/A	A recommendation included in the Payroll Audit report encouraged the elimination of this rule.

#	Personnel Rules Reference	Personnel Rule Wording (Current)	Personnel Rule Wording (Recommended)	Recommendation Rationale
7	Sec 34-23 VACATION LEAVE (h) Increments <b>DELETE</b>	With departmental approval, vacation leave may be taken in increments of six hours by a sworn employee in the emergency response bureau of the fire department and in increments of one-tenth hour by any nonexempt city employee. An exempt employee must take vacation leave in one-hour increments.	N/A	A recommendation included in the Payroll Audit report encouraged the elimination of this rule.
8	ARTICLE IV. BENEFITS. Sec 34-32 HEALTH BENEFIT PLANS			Delete S from BENEFITS and add the word PLANS
9	Sec 34-32 HEALTH BENEFIT PLANS (a)	The city extends participation in a health benefit program to every permanent full-time and permanent part-time employee and to every city council member. A temporary employee is not eligible to participate in the health benefit program.	The city extends participation in a health benefit plans to every permanent full-time employee and to every city council member. Other classifications of employees are eligible to participate in the city's health benefit plans, in accordance with federal law and as described in the applicable plan document.	Revised to comply with PPACA. Summarizes complexities.
10	Sec 34-32 HEALTH BENEFIT PLANS (b)	Eligibility, premium rates, and procedures for participation in the health benefit program for active and retired employees are defined in master plans adopted by the city council and on file with the department of human resources. The city may change the health benefit program at any time, subject to applicable law.	Eligibility, premium rates, and procedures for participation in the health benefit plans for active employees, retirees and city council members are defined in plan documents adopted by the city council and on file with the department of human resources. The city may change the health benefit plans at any time, subject to applicable law.	Councilmembers were added to the plan a few years ago. This revision documents that change.

#	Personnel Rules Reference	Personnel Rule Wording (Current)	Personnel Rule Wording (Recommended)	Recommendation Rationale
11	Sec 34-32 HEALTH BENEFIT PLANS (c) Notice of retirees' rights to purchase continued health benefits (1)	Under Chapter 175 of the Texas Local Government Code, as amended, a person who retires from the city and is entitled to receive city retirement benefits is entitled to purchase continued health benefits coverage from the city for the person and any eligible dependents, unless the person is eligible for group health benefits coverage through another employer.	Under Chapter 175 of the Texas Local Government Code, as amended, a person who retires from the city and is entitled to receive city retirement benefits is entitled to purchase retiree health benefits coverage from the city for the person and any eligible dependents.	Revised to be consistent with City plan document and practices. It would be very difficult to determine if a retiree was eligible for another employer plan, because coverage could be through a spouse.
12	Sec 34-32 HEALTH BENEFIT PLANS (c) Notice of retirees' rights to purchase continued health benefits (2)	To receive continued health benefits coverage, the person must inform the city the day on which the person retires, of the election to continue coverage.	To receive continued health benefits coverage, the person must inform the city, within thirty days of the day on which the person retires, of the election to continue coverage.	Revised to be consistent with City plan document and practices. The City has always allowed retirees 30 days to sign up.
13	Sec 34-32 HEALTH BENEFIT PLANS (c) Notice of retirees' rights to purchase continued health benefits (4)	If a person is not participating in the city's health benefit program at the time the person retires from the city, the person is not eligible for continued health benefits coverage.	If a person is not participating in the city's active employee health benefit plan at the time the person retires from the city, the person is not eligible for continued health benefits coverage under the city's retiree health benefit plan.	Revised to reflect that the City has separate plans for active employees and retirees.

# Memorandum



CITY OF DALLAS

DATE: September 4, 2015

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

SUBJECT: **Upcoming Agenda Item on the September 22, 2015 Council Agenda - Authorize the first renewal option of three to the Job Order Contract with (1) Kellogg Brown and Root, LLC, and METCO Engineering, Inc.**

This item authorizes the first of three renewal options to the Job Order Contracts (JOC) with 1) Kellogg Brown and Root, LLC, and 2) METCO Engineering, Inc. The base contract for twenty-four months was competitively bid in October 2012 and award authorized by Council Resolution 13-0967, dated June 12, 2013.

Job Order Contracting is an alternative contracting method that is used to provide construction, repair, rehabilitation, and alterations at City facilities. The subject contracts were competitively bid and coefficients provided that deliver discounts when multiplied by pre-set unit prices from a uniform price book. The contracts pre-agreed pricing establishes a known basis for costs and the coefficients provide for a reduction in costs to the City.

The contract amount is buying power and makes no representation regarding the amount of work a contractor will receive. The amount for a particular project is not encumbered until it is decided JOC should be used and a job order is executed.

Please feel free to contact me if you have questions or need additional information.

A handwritten signature in blue ink, appearing to read 'Jill Jordan'.

Jill A. Jordan, P.E.  
Assistant City Manager

cc: Honorable Mayor and Members of the City Council  
A. C. Gonzalez, City Manager  
Warren M.S. Ernst, 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  
Mark McDaniel, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council