

RECEIVED

BUDGET, FINANCE & AUDIT COMMITTEE
DALLAS CITY COUNCIL COMMITTEE AGENDA

2015 OCT -2 PM 12: 11

CITY SECRETARY
DALLAS, TEXAS

MONDAY, OCTOBER 5, 2015
CITY HALL
COUNCIL BRIEFING ROOM, 6ES
1500 MARILLA
DALLAS, TEXAS 75201
1:00 P.M. – 2:30 P.M.

Chair, Councilmember Jennifer S. Gates
Vice-Chair, Councilmember Philip T. Kingston
Deputy Mayor Pro Tem Erik Wilson
Councilmember Rickey D. Callahan
Councilmember Scott Griggs
Councilmember Lee M. Kleinman

Call to Order

1. Consideration of Minutes from the September 21, 2015 Budget, Finance and Audit Committee meeting

BRIEFINGS

2. General Obligation Bond Sale
Corrine Steeger
Assistant Director, City Controller's Office
3. Business Inclusion and Development
Program Overview
Michael Frosch
Director, Business Development and Procurement Services

FYI

4. August 2015 Financial Forecast Report

UPCOMING AGENDA ITEMS

October 14, 2015 City Council Meeting

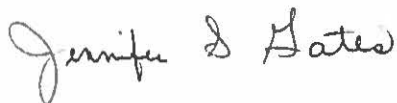
- A. Draft Agenda Item: Authorize **(1)** a sixteen-month service contract to establish a master agreement for meter lease and maintenance for four Pitney Bowes postage machines in the amount of \$54,656; and **(2)** a sixteen-month master agreement for postage in the amount of \$2,944,934 - Pitney Bowes, Inc., sole source - Total not to exceed \$2,999,590 - Financing: Current Funds (subject to annual appropriations)

A quorum of the City Council may attend this Council Committee meeting

- B. Draft Agenda Item: Authorize a three-year service contract for plumbing services at City facilities - A Star Heat & Air, Inc., lowest responsible bidder of three - Not to exceed \$829,617 - Financing: Current Funds (\$246,161), Water Utilities Current Funds (\$388,291), Sanitation Current Funds (\$91,716), Aviation Current Funds (\$43,260), Convention and Event Services Current Funds (\$42,100) and Stormwater Drainage Management Current Funds (\$18,089) (subject to annual appropriations)
- C. Draft Agenda Item: Authorize a three-year service contract for boat and motor repairs – Tommy's Mobile Boat & Motor Service, Inc. in the amount of \$208,154 and Triad Marine & Industrial Supply, Inc. in the amount of \$27,000, lowest responsible bidders of two – Total not to exceed \$235,154 – Financing: Current Funds (\$124,284), Water Utilities Current Funds (\$100,460) and Stormwater Drainage Management Current Funds (\$10,410) (subject to annual appropriations)
- D. Draft Agenda Item: Authorize a five-year service contract for preventative maintenance, parts and repair for the central utility plant at Love Field airport – Trane U.S., Inc., most advantageous proposer of three - Not to exceed \$2,313,720 - Financing: Aviation Current Funds (subject to annual appropriations)
- E. Draft Agenda Item: Authorize the purchase of a broadcast transmitter and related equipment for WRR radio station - Nautel Maine, Inc., lowest responsible bidder of two - Not to exceed \$178,936 - Financing: WRR Capital Construction Funds
- F. Draft Agenda Item: Authorize a three-year master agreement for reprographic printing - Thomas Reprographics dba Thomas Printworks, lowest responsible bidder of four - Not to exceed \$1,354,746 - Financing: Current Funds (\$1,305,670), Water Utilities Current Funds (\$25,907), Stormwater Drainage Management Current Funds (\$12,288) and Aviation Current Funds (\$10,882)
- G. Draft Agenda Item: Authorize a three-year master agreement for lumber and building materials - Craddock Lumber Company in the amount of \$1,833,247, Big D Lumber Company in the amount of \$276,950 and Simba Industries in the amount of \$8,760, lowest responsible bidders of four - Total not to exceed \$2,118,957 - Financing: Current Funds (\$1,185,533), 2015-16 Community Development Block Grant Funds (\$392,752), Aviation Current Funds (\$181,423), Water Utilities Current Funds (\$169,738), Stormwater Drainage Management Current Funds (\$100,758), Convention and Event Services Current Funds (\$79,124) and Sanitation Current Funds (\$9,629)
- H. Draft Agenda Item: Authorize payment of annual membership fees and continuation of arrangements for providing specialized municipal-related services to Gartner, Inc. (IT Executives and Leaders) in the amount of \$121,089, North Central Texas Council of Governments in the amount of \$124,427, North Texas Commission in the amount of \$93,320, Oncor Cities Steering Committee in the amount of \$160,169, Texas Coalition of Cities For Utility Issues in the amount of \$51,243, Texas Municipal League in the amount of \$51,947, Water Environment Research Foundation in the amount of \$80,820, and Water Research Foundation in the amount of \$243,998 - Total not to exceed \$927,013 - Financing: Current Funds (\$602,195) and Water Utilities Current Funds (\$324,818)

- I. Draft Agenda Item: Authorize Supplemental Agreement No. 1 to the contract with Campos Engineering, Inc. for additional engineering services for renovation of the east kitchen at the Kay Bailey Hutchison Convention Center Dallas located at 650 South Griffin Street - Not to exceed \$88,500, from \$49,950 to \$138,450 - Financing: 2009 Convention Center Revenue Bonds

Adjourn



Jennifer S. Gates, Chair
Budget, Finance & Audit Committee

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. Contemplated or pending litigation, or matters where legal advice is requested of the City Attorney. Section 551.071 of the Texas Open Meetings Act.
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.
5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.
6. Deliberations regarding economic development negotiations. Section 551.087 of the Texas Open Meetings Act.

Budget, Finance & Audit Committee

Meeting Record- DRAFT

Meeting Date: September 21, 2015 **Convened:** 1:04 pm **Adjourned:** 2:40 pm

Committee Members Present:

Jennifer S. Gates, Chair	Erik Wilson	Lee M. Kleinman
Philip T. Kingston, Vice-Chair	Rickey D. Callahan	Scott Griggs

Committee Members Absent:

N/A

Other Council Members Present:

Adam Medrano B. Adam McGough

Staff Present:

Jeanne Chipperfield	Mike Frosch	Mark McDaniel	Robert Sims	Dawna Brown
Craig Kinton	Lance Sehorn	William Finch	Errick Thompson	Filicia Hernandez
Edward Scott	Jody Puckett	Zeronda Smith	Harold Holland	Jarrell Travis
Doris Bridges	Marcell Smith	Troy Menard	Dennis Ware	Helena Thompson
Cheritta Johnson	Melissa De La Cruz	Cheryl Orr	Raymond Lee	

Others Present:

N/A

AGENDA:

Call to Order

1. Consideration of the September 8, 2015 Minutes

Presenter(s):

Information Only: _

Action Taken/Committee Recommendation(s):

A motion was made to approve the September 8, 2015 minutes. Motion passed unanimously.

Motion made by: Erik Wilson

Motion seconded by: Philip T. Kingston

2. Municipal Equality Index Update

Presenter(s): Cheryl Orr, Ethics and Diversity Officer, City Manager's Office

Information Only:

Action Taken/Committee Recommendation(s):

Councilmember Kingston requested timelines for implementing and presenting to the Council a Human Rights Commission and addressing trans-healthcare benefits.

3. Clean Fleet Policy

Presenter(s): Errick Thompson, Director, Equipment and Building Services

Information Only: _

Action Taken/Committee Recommendation(s):

A motion was made to forward to the City Council for consideration on Wednesday, October 14, 2015. Motion passed unanimously.

Motion made by: Rickey D. Callahan

Motion seconded by: Erik Wilson

Budget, Finance & Audit Committee

Meeting Record- DRAFT

4. Discussion on September 18, 2015 Council Memo Information on Residential Water Bill Increases

Presenter(s): Jody Puckett, Director, Dallas Water Utilities

Information Only: X

Action Taken/Committee Recommendation(s):

Committee members discussed water bill reconfiguration and requested follow up on city-wide water distribution information and water usage estimates by district.

UPCOMING AGENDA ITEMS:

September 22, 2015 City Council Meeting

- A. Agenda Item #2: Authorize a one-year service contract for fuel island dispenser replacements - D&H United Fueling Solutions, Inc., lowest responsible bidder of three – Not to exceed \$180,202 - Financing: Current Funds (subject to appropriations)**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

- B. Agenda Item #3: Authorize a three-year service contract for maintenance and support of Orion Communications software applications - Orion Communications, Inc., sole source - Not to exceed \$462,747 - Financing: Current Funds (\$282,897) and Municipal Court Technology Funds (\$179,850) (subject to annual appropriations)**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

- C. Agenda Item #4: Authorize a five-year service contract for maintenance and support of the City's existing computer aided dispatch system – TriTech Software Systems, Inc., sole source – Not to exceed \$7,251,133 - Financing: Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

- D. Agenda Item #5: Authorize (1) an acquisition contract for the purchase and implementation of hardware and software for a council agenda system in the amount of \$171,140; and (2) a five-year service contract for maintenance and support for a council agenda system in the amount of \$49,000 - PROVOX Systems, Inc., most advantageous proposer of four - Total not to exceed \$220,140 - Financing: Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

Budget, Finance & Audit Committee

Meeting Record- DRAFT

- E. Agenda Item #7: Authorize a three-year subscription agreement, with two one-year renewal options, for a centralized risk claims management system - Origami Risk, LLC, most advantageous proposer of four - Not to exceed \$409,434 - Financing: Current Funds (subject to annual appropriations)**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

- F. Agenda Item #8: Authorize (1) the purchase of six ambulances - Southwest Ambulance Sales, LLC in the amount of \$1,282,558, seven pumpers and two aerial trucks - Metro Fire Apparatus Specialists, Inc. in the amount of \$5,960,357, two aircraft rescue and firefighting apparatus - DACO Fire Equipment, Inc. in the amount of \$1,935,342 and two mowers - Four Brothers Outdoor Power in the amount of \$43,000 through the Houston-Galveston Area Council of Governments; (2) the purchase of ten sport utility vehicles - Sam Pack's Five Star Ford in the amount of \$279,062, three dump trucks - Southwest International Trucks, Inc. in the amount of \$303,170, two tractors - Four Brothers Outdoor Power in the amount of \$102,000 and ten garbage trucks - Chastang Ford in the amount of \$1,985,505 through the Texas Association of School Boards; and (3) the purchase of one roll-off container truck - East Texas Mack Sales, LLC in the amount of \$164,813 through The Interlocal Purchasing System - Total not to exceed \$12,055,807 - Financing: Current Funds (\$3,850,295), Municipal Lease Agreement Funds (\$5,960,357), Aviation Capital Construction Funds (\$1,935,342) and Water Utilities Current Funds (\$309,813)**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

- G. Agenda Item #9: Authorize a three-year master agreement for dipotassium orthophosphate to be used by Water Utilities – Shannon Chemical Corporation, lowest responsible bidder of four - Not to exceed \$6,034,625 - Financing: Water Utilities Current Funds**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

- H. Agenda Item #10: Authorize a three-year master agreement for ferrous sulfate and ferrous chloride – Pencoco, Inc., lowest responsible bidder of three - Not to exceed \$6,731,640 - Financing: Water Utilities Current Funds**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

Budget, Finance & Audit Committee

Meeting Record- DRAFT

- I. **Draft Addendum Item: Authorize (1) a three-year master agreement for the purchase of liquid polymer asphalt material – New Life Products and Equipment Company in the amount of \$1,072,500; and (2) the purchase of two liquid polymer asphalt dispensing machines – C & O Equipment Company in the amount of \$185,000, lowest responsible bidders of four – Total not to exceed \$1,257,500 – Financing: Current Funds**

A motion was made to forward to the City Council without a recommendation on Tuesday, September 22, 2015. Motion passed unanimously.

Motion made by: Philip T. Kingston

Motion seconded by: Scott Griggs

Adjourn

Jennifer S. Gates, Chair
Budget, Finance & Audit Committee

Memorandum



CITY OF DALLAS

DATE October 2, 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 General Obligation Bond Sale

On October 5, 2015 the Budget, Finance and Audit Committee will be briefed on the General Obligation Bond Sale. The briefing is attached for your review.

Please let me know if you need additional information.


Jeanne Chipperfield
Chief Financial Officer

Attachment

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Rosa A. Rios, City Secretary
Craig D. Kinton, City Auditor
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
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager

General Obligation Bond Sale

Budget, Finance and Audit Committee
October 5, 2015



Purpose



- Provide an overview of the bond sale
- Review the syndicate selection process and assignment for this transaction
- Seek committee recommendation on the October 14th resolution authorizing the payment of expenses associated with the issuance of General Obligation Refunding and Improvement Bonds, Series 2015
- Seek committee recommendation on the October 28th ordinance authorizing the sale of General Obligation Refunding and Improvement Bonds, Series 2015



Bond Sale Overview

- Total size of bond sale currently estimated up to \$227 million
- Proposed bond sale will include issuing up to \$3 million to retire outstanding general obligation commercial paper and issuing up to \$224 million in improvement bonds
- Issuance costs of \$825,737 to be paid from bond proceeds
- Sale will be negotiated

Commercial Paper Refunding and Improvement Bonds



- Up to \$3 million in general obligation refunding bonds will be issued to refund outstanding commercial paper
- Commercial paper provides short-term financing for the City's capital improvement program
 - Current program size is \$350 million
 - Commercial paper issuance is timed to fund contract payments
 - Outstanding commercial paper balance is \$27.88 million as of 10/05/2014 with interest rate at 0.05% for 48 days
 - \$25 million of cash savings from November 2014 refinancing and accumulated ending balance will be used to retire commercial paper as planned in FY 2015-16 budget.
- Up to \$224 million in improvement bonds will be issued to fund contracts for capital improvements

Syndicate Selection



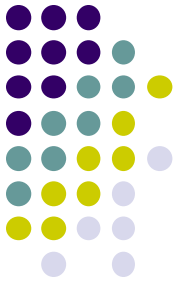
- In April 2010, City Council approved two underwriting syndicate teams for negotiated sales. Council approval provided that:
 - Bookrunning senior manager position would rotate between national and M/WBE firms
 - Co-senior manager would be the highest ranking national or regional firm if the bookrunning senior manager position is assigned to the M/WBE firm on a rotating basis
 - Alternate firms would assume the place on a team of a firm that could no longer serve
- Since April 2010, Team A and Team B have each underwritten four bond sales



Syndicate Team A

- Team A consists of the following firms:
 - **National**
 - JP Morgan
 - Bank of America Merrill Lynch
 - Morgan Stanley
 - **Regional**
 - RBC Capital Markets
 - Raymond James & Assoc.
 - Stephens, Inc.
 - **MWBE**
 - Siebert Brandford Shank & Co.
 - Cabrera Capital Markets
 - Duncan-Williams

Syndicate Team B



- Team B consists of the following firms:
 - **National**
 - Citigroup Global Markets, Inc.
 - Wells Fargo Bank, N.A.
 - Goldman Sachs & Co.
 - **Regional**
 - Piper Jaffray
 - Stifel Nicolaus & Co.
 - Frost Bank
 - **MWBE**
 - Loop Capital Markets, LLC
 - Samuel A. Ramirez & Co.
 - Stern Brothers & Co.

Syndicate Team A



- It is proposed that Team A underwrite the General Obligation refunding and improvement bond sale:

Senior Managers

Morgan Stanley (Bookrunning Senior Manager)

Siebert, Brandford, Shank & Co. (Co-Senior Manager)

Co-Managers

JP Morgan

Bank of America Merrill Lynch

RBC Capital Markets

Raymond James & Assoc.

Stephens, Inc.

Cabrera Capital Markets

Duncan-Williams



Timeline for Bond Sale

- October 5 Budget, Finance and Audit Committee
- October 14 City Council with plans to proceed with bond sale and authorizing payment of associated expenses
- October 28 Parameters ordinance authorized by City Council
- November 17 Pricing of the bonds
- December 17 Deliver bonds and receive proceeds



Recommendation

- Authorize plans to proceed with bond sale and the payment of the expenses associated with the issuance of up to \$227 million General Obligation Refunding and Improvement Bonds, Series 2015 on the October 14th Council Agenda
- Authorize the sale of up to \$227 million General Obligation Refunding and Improvement Bonds, Series 2015 on the October 28th Council Agenda

Appendix



Issuance Costs Schedule

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Sources and Uses

Page 13

Debt Service Schedule

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Bond Summary Statistics

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Issuance Costs Schedule

Estimated Issuance Costs

Co-Bond Counsel	\$284,750
Co-Disclosure Counsel	196,705
Co-Financial Advisors	146,380
Official Statement Printing	10,000
Rating Agencies	169,152
Auditor – Grant Thornton	8,500
Paying Agent Fee	750
Attorney General Filing Fee	9,500
Total	\$825,737

Sources and Uses of Funds
City of Dallas, Texas
General Obligation Bonds, Series 2015
Assumes Aa1/AA+ Uninsured Rates as of September 25, 2015 Plus 50bps.

*** Preliminary - For Discussion Purposes Only ***

Dated Date 12/15/2015
Delivery
Date 12/15/2015

Sources:	New Money	CP Refunding	Total
Bond Proceeds:			
Par Amount	197,250,000.00	2,555,000.00	199,805,000.00
Premium	26,668,443.20	345,050.00	27,013,493.20
	<u>223,918,443.20</u>	<u>2,900,050.00</u>	<u>226,818,493.20</u>

Uses:	New Money	CP Refunding	Total
Project Fund Deposits:			
New Money	222,120,000.00		222,120,000.00
CP Refunding		2,880,000.00	2,880,000.00
	<u>222,120,000.00</u>	<u>2,880,000.00</u>	<u>225,000,000.00</u>
Delivery Date Expenses:	1,794,508.75	23,207.50	1,817,716.25
Other Uses of Funds:			
Additional Proceeds	3,934.45	-3,157.50	776.95
	<u>223,918,443.20</u>	<u>2,900,050.00</u>	<u>226,818,493.20</u>

Bond Debt Service Breakdown
City of Dallas, Texas
General Obligation Bonds, Series 2015
Assumes Aa1/AA+ Uninsured Rates as of September 25, 2015 Plus 50bps.
***** Preliminary - For Discussion Purposes Only *****

Period Ending	CP		Total
	New Money	Refunding	
9/30/2016	6,501,966.67	84,200	6,586,166.67
9/30/2017	20,488,850.00	268,400	20,757,250.00
9/30/2018	20,000,750.00	261,875	20,262,625.00
9/30/2019	19,452,750.00	254,625	19,707,375.00
9/30/2020	18,904,750.00	247,375	19,152,125.00
9/30/2021	18,356,750.00	240,125	18,596,875.00
9/30/2022	17,808,750.00	232,875	18,041,625.00
9/30/2023	17,260,750.00	225,625	17,486,375.00
9/30/2024	16,712,750.00	213,500	16,926,250.00
9/30/2025	16,164,750.00	206,500	16,371,250.00
9/30/2026	15,616,750.00	199,500	15,816,250.00
9/30/2027	15,068,750.00	192,500	15,261,250.00
9/30/2028	14,520,750.00	185,500	14,706,250.00
9/30/2029	13,972,750.00	178,500	14,151,250.00
9/30/2030	13,419,875.00	171,500	13,591,375.00
9/30/2031	12,872,125.00	164,500	13,036,625.00
9/30/2032	12,324,375.00	157,500	12,481,875.00
9/30/2033	11,776,625.00	150,500	11,927,125.00
9/30/2034	11,228,875.00	143,500	11,372,375.00
	292,453,691.67	3,778,600	296,232,291.67

Bond Summary Statistics

City of Dallas, Texas

General Obligation Bonds, Series 2015

Assumes Aa1/AA+ Uninsured Rates as of September 25, 2015 Plus 50bp

*** Preliminary - For Discussion Purposes Only ***

Dated Date	12/15/2015
Delivery Date	12/15/2015
First Coupon	8/15/2016
Last Maturity	2/15/2034

Arbitrage Yield	2.860151%
True Interest Cost (TIC)	3.339837%
Net Interest Cost (NIC)	3.647195%
All-In TIC	3.386273%
Average Coupon	4.993294%

Average Life (years)	9.665
Weighted Average Maturity (years)	9.681
Duration of Issue (years)	7.770

Par Amount	199,805,000.00
Bond Proceeds	226,818,493.20
Total Interest	96,427,291.67
Net Interest	70,432,294.72
Total Debt Service	296,232,291.67
Maximum Annual Debt Service	20,757,250.00
Average Annual Debt Service	16,306,364.68

Underwriter's Fees (per \$1000)	
Average Takedown	4.096963
Other Fee	1.000488

Total Underwriter's Discount	5.097451
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Bid Price	113.010183
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Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date
Serial Bonds	199,805,000.00	113.520	4.993%	9.665	8/14/2025
	199,805,000.00			9.665	

Memorandum



CITY OF DALLAS

DATE October 2, 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 Business Inclusion and Development Program Overview

On October 5, 2015 the Budget, Finance and Audit Committee will be briefed on a Business Inclusion and Development Program Overview. The briefing is attached for your review.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "Jeanne Chipperfield".

Jeanne Chipperfield
Chief Financial Officer

Attachment

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
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Eric D. Campbell, Assistant City Manager
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager

Business Inclusion and Development Program Overview

Business Development and Procurement Services

Budget, Finance and Audit Committee
Monday October 5, 2015



Purpose

- Provide an overview of program structure
- Provide an overview of the outreach efforts and strategy
- Provide an overview of the current Business Inclusion and Development (B.I.D.) program

Business Development and Procurement Services

The Business Inclusion and Development (B.I.D.) Program has two divisions:

- ResourceLink (Vendor Outreach)
 - Recruit, educate, and assist the vending community
 - Consists of two staff
- B.I.D. (Compliance)
 - Ensure efforts are made to gain minority participation
 - Monitors, maintains, and reports M/WBE participation throughout the life of the contract
 - Consists of four staff



RESOURCELINK Team (Outreach)

- Connects vendors to resources to do business with the City
 - Business Assistance Centers
 - Small Business Association
 - M/WBE Certification Agencies
 - Agency and Advocacy groups
- Provides training and informational seminars
- Compiles scope specific M/WBE subcontractor lists
- Recruits vendors to compete for City contracts
- Offers a four part training series based on a vendor's business capacity



RESOURCELINK Team (Outreach)

- FY 14-15 (through Aug.) RLT:
 - Attended 75 events
 - Conducted 19 training sessions
 - Held 230 one-on-one meetings
 - Hosted 6 vendor orientation meetings
- Hosted a Vendor Symposium at Dallas Executive Airport
- Hosted a “How to Do Business” Forum
 - 11 different public entities participated
- Hosted an M/WBE Interest Meeting for the Millcreek Tunneling project
 - Utilized virtual meeting technology



Efforts to Increase Competition and Participation

Business Industry Group (B.I.G.) Opportunities Initiative

- Analyze the City's vendor database to determine vendor capabilities by industry
- Reach out to industry specific organizations and associations
- Identify businesses that can compete for contracts where there historically has had few vendors competing and/or had low minority participation
- Work with those industry specific organizations to get their minority business owners certified
- Invite the certification agencies to present to the industry specific organizations regarding the M/WBE certification process

Complements existing partnerships with the chambers and advocacy groups

Business Inclusion and Development

POLICY

- Encourages certified M/WBEs utilization to the greatest extent feasible on City contracts.
- Based on contract expenditures by the City
- A sub-contracting program

BACKGROUND

- October 2008 Amendments
- Changed from Good Faith Effort to Business Inclusion and Development
- Added 15 points in evaluation criteria for items over \$250K
- Encouraged Joint Ventures

ADMINISTRATION

- BDPS Contract Compliance Team
- Centralized location for contractors and subcontractors
- Evaluation of large contracts prior to advertising to identify unbundling opportunities

PROCESS

- B.I.D. forms completed by respondent
- 15 point M/WBE evaluation (if applicable)
- Assist vendors to identify scopes and sub-contractors
- Planned M/WBE participation verified
- Participation monitored

GOALS

- Utilizes local (Dallas County) M/WBEs
- Compliance based on the good-faith efforts
- Construction: 25.00%
- A & E: 25.66%
- Professional Services: 36.30%
- Other Services: 23.80%
- Goods: 18.00%
- No goals established for revenue contracts

EVALUATION CRITERIA

- Applies to proposals greater than \$250K
- 7 points for sub-contractor team make-up (meaningful work)
- 4 points for historical M/WBE utilization
- 2 points for signed B.I.D. Affidavit
- 2 points for Ethnic Workforce Composition Form

Business Inclusion and Development

POLICY

It is the policy of the City of Dallas to:

- Involve Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on City contracts
- Encourage growth and development of M/WBEs
- Not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts

Resolution in Appendix

Business Inclusion and Development

BACKGROUND

- In 2001, the City commissioned Mason Tillman to conduct an Availability and Disparity study
 - Reviewed contract expenditure data from 1997 to 2000
 - Found disparity in prime contracting in all categories for M/WBEs
 - Found disparity in construction sub-contracting for African American and Asian American only
 - Revenue contracts not included in the study
- In 2003, the City commissioned Mason Tillman to conduct a “But For” study
 - Determined that without M/WBE goals participation would be lower
- In 2004, Council renewed the Good Faith Effort (GFE) program and adopted the GFE plan

Note: State law does not allow contracts to be awarded to prime contractors on basis of race, religion, color, sex or national origin (Texas Civil Practice and Remedies Code 106.001) Therefore, goals are set for the use of M/WBE subcontractors

Business Inclusion and Development

BACKGROUND (continued)

- On October 22, 2008 the City Council adopted the following amendments to the City's GFE plan:
 - Granted 15 evaluation points to encourage meaningful inclusion of M/WBE firms in response to evaluations of proposals estimated to be in excess of \$250K
 - 7 points for sub-contracting team make-up
 - 4 points for historical M/WBE utilization
 - 2 points for signed BID Affidavit
 - 2 points for Ethnic Workforce Composition
 - Changed name to Business Inclusion and Development (B.I.D.) Plan

Business Inclusion and Development

PROCESS

- B.I.D. forms are completed by the vendor responding to a solicitation
- Staff evaluates the proposal and allocates the 15 points for M/WBE participation for all proposals over \$250K (if applicable)
- FY 14-15, 16% of all solicitations reviewed by compliance staff included the 15 point evaluation; remaining 84% were awarded as low-bid contracts
- Participation is monitored, maintained, and reported throughout the life of the contract

Business Inclusion and Development

PROCESS (Continued)

M/WBE participation is monitored, maintained, and reported throughout the life of the contract for all expenditure contracts

Pre-Bid/Proposal Conference

- Preliminary M/WBE subcontractor list distributed
- M/WBE policy reviewed
- Questions answered
- Sign-in sheet posted

Compliance Phase

- Documented efforts to meet goal reviewed
- M/WBEs called to verify prime's efforts
- M/WBE participation compared to B.I.D. evaluation (if applicable)

Sub-Contractors Confirmed

- Sub-contractor's M/WBE certification verified
- M/WBE sub-contractors utilization is confirmed

Post Award

- Reporting
- Provide prime and sub-contractor assistance

Business Inclusion and Development

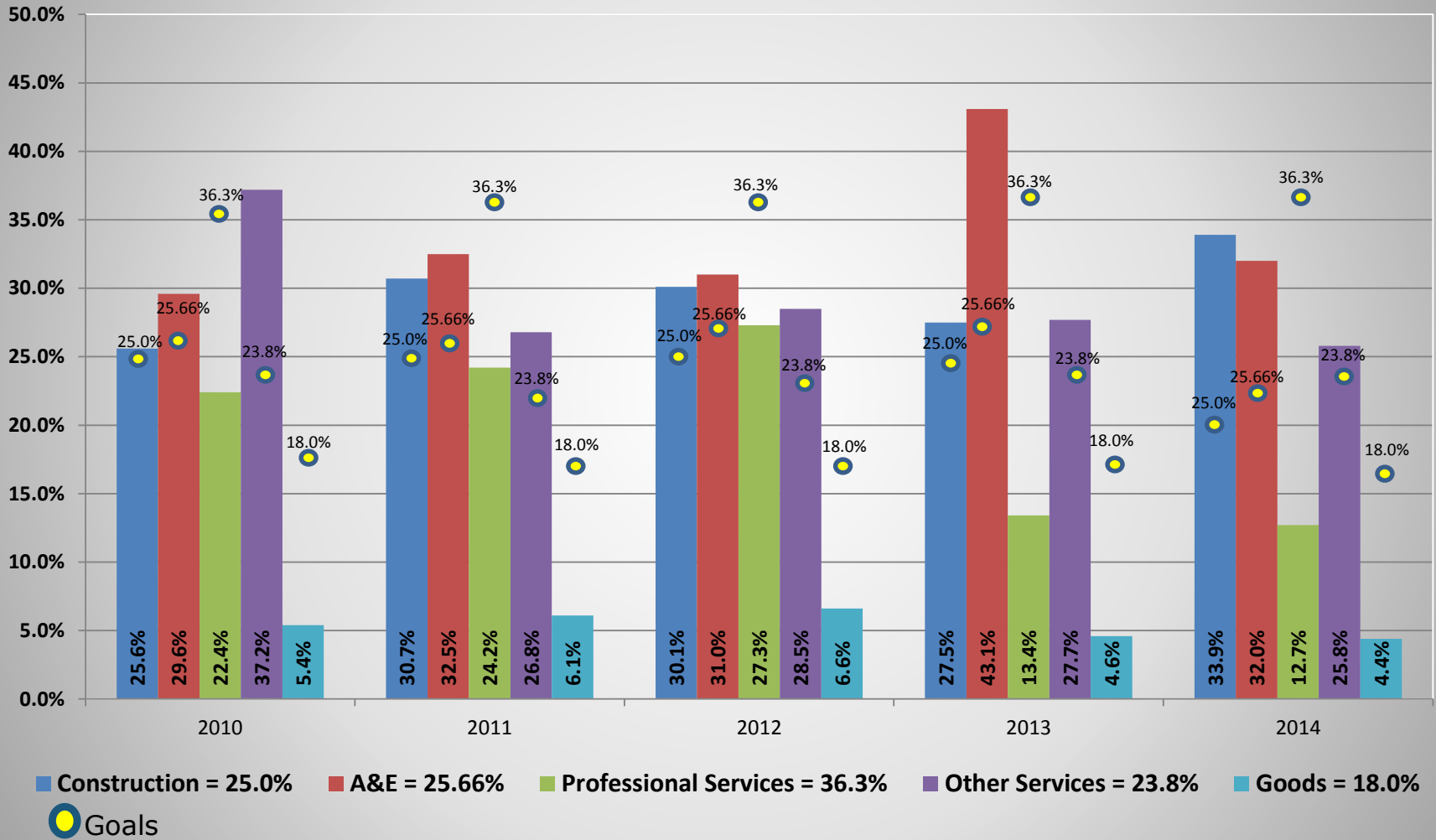
GOALS

- Construction = 25.00%
- Architecture and Engineering = 25.66%
- Professional Services = 36.30%
- Other Services = 23.80%
- Goods = 18.00%
- No goals established for revenue contracts
 - Federal goals are required for Airport Concession Disadvantaged Business Enterprise (ACDBE) Program

Questions

Appendix

Total M/WBE Historical Performance by Contract Type



October 22, 2008

WHEREAS, on the August 20, 2008 the City Council was briefed on recommended amendments to the City's Good Faith Effort (GFE) Plan; and,

WHEREAS, among the amendments being recommended are: (1) changing the name from GFE Plan to Business Inclusion and Development (BID) Plan to reflect both inclusion and development of Minority and Women-Owned Business Enterprise (M/WBE) firms, (2) granting evaluation points to encourage meaningful inclusion of M/WBE firms in response to the evaluation of proposals including best value bids estimated to be in excess of \$250,000 and, (3) encouraging bidders and proposers on City projects to create joint ventures, when feasible, to increase capacity and build stronger and larger M/WBE firms in the market; and,

WHEREAS, it is in the best interest of the City of Dallas to adopt the recommended amendments to the GFE plan;

NOW, THEREFORE,

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

SECTION 1. That the proposed amendments to the City's Good Faith Effort Plan, attached hereto as Exhibit B - BID Plan, are hereby adopted.

SECTION 2. That the Good Faith Effort Plan is hereby renamed the "Business Inclusion and Development (BID) Plan."

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.

DISTRIBUTION:

City Manager's Office
City Attorney's Office
Business Development and Procurement Services

APPROVED BY
CITY COUNCIL

OCT 22 2008

Dorothy Williams
City Secretary

Exhibit B

**City of Dallas****Business Inclusion and Development Plan****Policy Statement**

It is the policy of the City of Dallas to involve Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. It is the policy of the City of Dallas to encourage the growth and development of M/WBEs that can successfully compete for contracting opportunities. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development (BID) Plan for all City of Dallas contracts.

Scope of BID Plan

The BID Plan shall apply to all contracts for the purchase of goods or services over \$50,000 with special emphasis on those contracts with first tier subcontracting opportunities. The provision of the BID Plan takes precedence over any departmental plans or procedures in conflict herewith, except for specific requirements mandated by the terms or conditions of agreements in force between the City and the Federal Government or the State of Texas that require different procedures than those described in the BID Plan.

Objectives

The objectives of the BID Plan are to:

- promote inclusion of M/WBEs by providing equal opportunity for participating in City construction, procurement and professional services contracts
- provide procedures for monitoring compliance with M/WBE requirements

Exhibit B

Administration of the BID Plan

The City Manager will take all usual and legal administrative actions necessary to implement the BID Plan and is ultimately responsible for the administration of the BID Plan.

The City Manager is designated to serve as the City's M/WBE Liaison Officer for the BID Plan. The Liaison Officer is responsible for implementing, coordinating and managing the BID Plan. The M/WBE Liaison Officer has appointed Business Development and Procurement Services (BDPS) to be responsible for the following:

- Developing, managing, implementing, and evaluating the BID Plan
- Disseminating information related to business opportunities
- Maintaining and providing a directory of certified and registered City of Dallas M/WBE vendors
- Tracking and monitoring M/WBE participation including subcontractor utilization with emphasis on subcontractors utilization post council award
- Granting evaluation points to encourage a meaningful inclusion of M/WBE participation in response to proposals including best value bids estimated to be in excess of \$250,000.
- Advising prospective contractors/proposers on Business Inclusion and Development compliance requirements
- Communicating M/WBE goals and BID compliance requirements
- Maintaining and submitting accurate and current reports on M/WBE performance
- Providing opportunities for networking among contractors and firms

Procedures to Ensure Equal Opportunity

BDPS will facilitate participation of M/WBEs in construction, procurement and professional services contracts. To ensure compliance with the BID Plan, at a minimum, BDPS will:

- Conduct outreach functions to communicate contracting and procurement opportunities and procedures
- Provide bonding, financing, and technical assistance services
- Explain Business Inclusion and Development compliance procedures

- Encourage prime and subcontracting relationships
- Communicate the City's M/WBE goals and Business Inclusion and Development requirements
- Maintain and distribute a directory of certified and registered M/WBEs
- Review Business Inclusion and Development documentation to ensure compliance with the BID Plan

Certification of M/WBEs

The City of Dallas is a member of the North Central Texas Regional Certification Agency (NCTRCA), DFW Minority Business Council, and Women Business Council-Southwest. The agencies certify M/WBE ownership and control and provide M/WBE certification service for the City of Dallas.

The City reserves the right to accept M/WBE certifications issued by other certifying organizations or agencies that use the same essential criteria for certification.

Other Provisions

In addition to this goal-based policy, it is the preference of the City of Dallas for the workforce of its contractors to be reflective of the diversity of the citizens of the City of Dallas. In accordance with Chapter 15 B of the Dallas City Code, awardees of construction contracts involving the expenditure of more than \$10,000 and awardees for the procurement of goods and services involving an expenditure of more than \$50,000 are required to incorporate an equal employment opportunity clause which provides that the contractor shall not discriminate against any employer or applicant for employees because of race, age, color, sex, sexual orientation or national origin. The City reserves the right to request a contractor's affirmative action plan or equal opportunity plan. In addition, if the contractor plans to hire additional staff to complete the contract, the City reserves the right to request a local hiring plan.

The BID Plan or the diverse workforce preference is not to be construed to require the City of Dallas to award a contract to anyone other than the lowest responsible bidder, best value, or most advantageous proposer. The BID Plan is also not to be construed to require contractors/proposers to award subcontracts/sub-proposals to or make significant material purchases from M/WBEs who do not submit the lowest responsible sub-bid.

Before award of a contract, the City of Dallas will require bidders/proposers to document good faith efforts to meet established goals.

Failure to adequately document a good faith effort to obtain M/WBE participation may result in award to the next-lowest bidder or advantageous proposer.

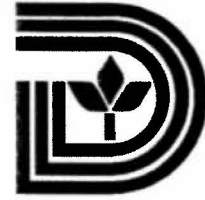
Failure to utilize M/WBEs listed in Business Inclusion and Development forms without proper documentation to explain the change will be considered in future awards.

The City Manager's Office is responsible for procedures and processes related to the administration of this Plan.

BID Plan Goals

Construction:	25.00%
Architectural & Engineering:	25.66%
Other Professional Services:	36.30%
Other Services:	23.80%
Goods:	18.00%

Memorandum



CITY OF DALLAS

DATE October 2, 2015
TO The Honorable Mayor and Members of the City Council
SUBJECT Financial Forecast Report

The FY 2014-15 Financial Forecast Report based on information through August 2015 is attached and provided for your information. This report reflects amended budgets based on appropriation adjustments approved by Council on August 26, 2015.

For FY 2014-15, General Fund revenues are projected to be \$4,351,000 above budget and expenditures are projected to be \$1,925,000 below budget. This results in forecast revenues being in excess of forecast expenditures by \$6,276,000. Details related to budget variances may be found at the end of the Financial Forecast Report.

We will continue to closely monitor revenues and expenditures and keep you informed.



A.C. Gonzalez
City Manager

Attachment

c: Ryan S. Evans, First Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Joey Zapata, Assistant City Manager
Eric D. Campbell, Assistant City Manager
Mark McDaniel, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Jack Ireland, Director, Office of Financial Services



FY 2014-15

Financial Forecast Report

Information as of August 31, 2015



GENERAL FUND

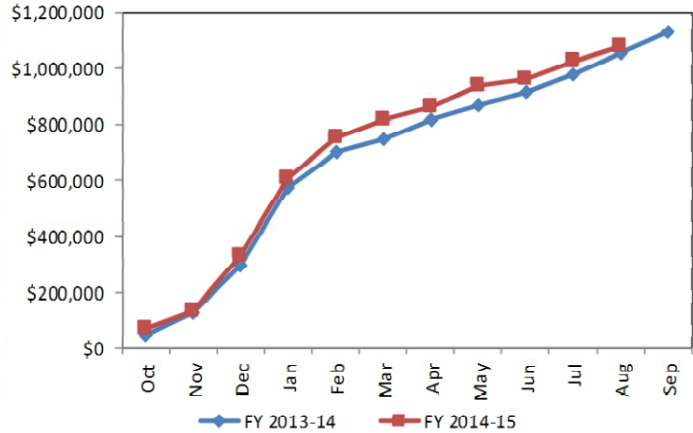
As of August 31, 2015
(000s)

ITEM	AMENDED BUDGET ¹	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
Revenues	\$1,170,363	\$1,077,395	\$1,174,714	\$4,351
Expenditures	1,170,363	1,026,109	1,168,438	(1,925)
Net Excess of Revenues Over Expenditures/Transfers	<u>\$0</u>	<u>\$51,286</u>	<u>\$6,276</u>	<u>\$6,276</u>

GENERAL FUND REVENUES

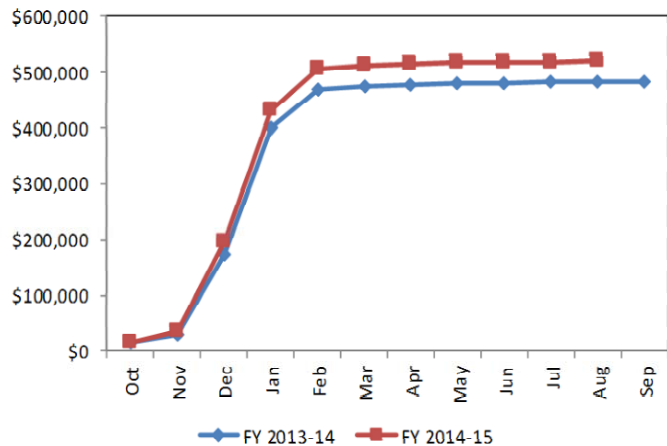
ALL SOURCES

	FY 2013-14	FY 2014-15	Variance
Oct	\$49,412	\$69,308	\$19,896
Nov	78,405	65,871	(12,534)
Dec	169,703	194,702	24,999
Jan	278,416	278,998	582
Feb	122,583	144,793	22,210
Mar	51,002	60,850	9,848
Apr	65,815	45,485	(20,330)
May	54,518	77,759	23,241
Jun	45,290	24,640	(20,650)
Jul	60,934	61,445	511
Aug	79,531	53,543	(25,988)
Sep	72,532		
Total	\$1,128,141	\$1,077,395	\$21,786



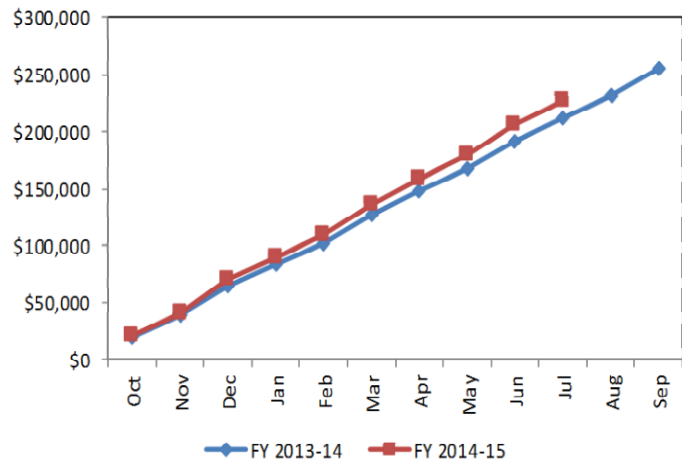
PROPERTY TAX

	FY 2013-14	FY 2014-15	Variance
Oct	\$14,962	\$16,175	\$1,213
Nov	15,512	18,472	2,960
Dec	142,039	160,305	18,266
Jan	227,269	235,891	8,622
Feb	69,688	74,439	4,751
Mar	5,696	6,533	837
Apr	2,724	3,115	391
May	1,464	1,536	72
Jun	2,032	1,750	(282)
Jul	523	821	298
Aug	654	948	293
Sep	677		
Total	\$483,240	\$519,985	\$37,423



SALES TAX

	FY 2013-14	FY 2014-15	Variance
Oct	\$20,062	\$21,933	\$1,872
Nov	18,853	19,220	368
Dec	26,482	29,690	3,208
Jan	18,272	20,009	1,737
Feb	18,878	18,928	50
Mar	24,697	26,847	2,150
Apr	20,532	22,124	1,591
May	19,772	20,755	982
Jun	23,682	26,477	2,795
Jul	20,546	20,798	252
Aug	19,665		
Sep	24,276		
Total	\$255,716	\$226,781	\$15,006



GENERAL FUND REVENUES

As of August 31, 2015

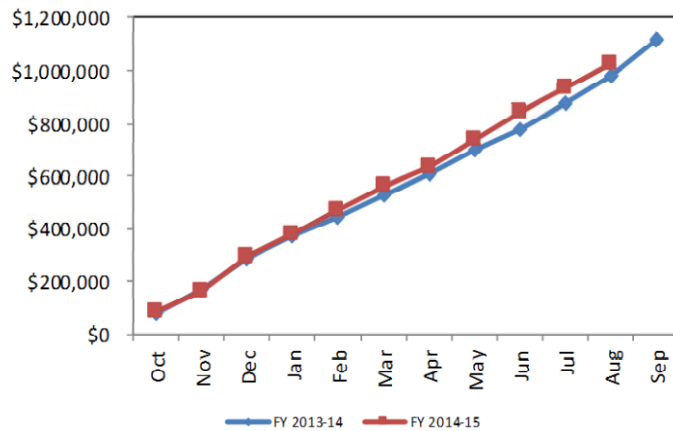
(000s)

	AMENDED BUDGET ¹	REVENUES YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
TAXES				
Ad Valorem Tax	\$520,321	\$519,985	\$520,554	\$233
Sales Tax ²	268,666	226,781	273,774	5,108
TOTAL TAXES	788,987	746,766	794,328	5,341
FRANCHISE REVENUES				
Oncor Electric	50,014	51,377	51,377	1,364
AT&T	12,064	9,410	12,284	221
Atmos Energy ³	12,178	11,292	13,292	1,114
Time Warner Cable	5,768	4,527	6,031	263
Other	22,336	16,897	22,753	417
TOTAL FRANCHISE REVENUES	102,360	93,504	105,738	3,378
LICENSES AND PERMITS	9,857	9,032	10,064	207
INTEREST EARNED⁴	591	1,237	1,290	700
INTERGOVERNMENTAL⁵	6,638	7,432	7,432	793
FINES AND FORFEITURES				
Municipal Court ⁶	12,214	13,685	14,918	2,705
Vehicle Towing & Storage	6,978	6,518	7,080	102
Parking Fines ⁷	4,419	2,761	3,587	(832)
Red Light Camera Fines	7,335	0	7,300	(35)
Public Library ⁸	500	399	450	(50)
TOTAL FINES	31,446	23,363	33,335	1,889
CHARGES FOR SERVICE				
Sanitation Service	63,530	60,609	64,158	628
Parks	9,814	9,712	10,036	223
Private Disposal Fees ⁹	17,509	21,809	22,564	5,056
Emergency Ambulance ¹⁰	33,626	25,676	30,734	(2,892)
Security Alarm	4,510	4,192	4,300	(210)
Street Lighting ¹¹	743	503	648	(96)
Vital Statistics ¹²	1,470	1,496	1,618	149
Other ¹³	21,754	21,209	20,128	(1,625)
TOTAL CHARGES	152,954	145,206	154,187	1,233
INTERFUND REVENUE¹⁴	65,391	40,455	57,274	(8,116)
MISCELLANEOUS¹⁵	12,140	10,401	11,066	(1,074)
TOTAL REVENUES	\$1,170,363	\$1,077,395	\$1,174,714	\$4,351

GENERAL FUND EXPENDITURES

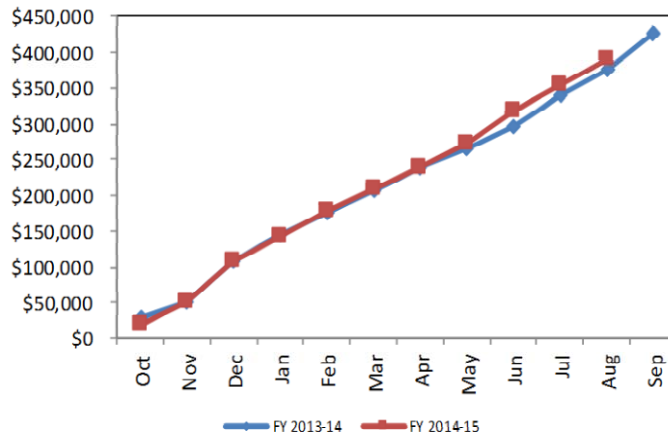
ALL EXPENSES

	FY 2013-14	FY 2014-15	Variance
Oct	\$79,179	\$83,596	\$4,417
Nov	88,876	83,285	(5,591)
Dec	118,448	128,938	10,490
Jan	84,834	82,954	(1,880)
Feb	75,046	91,324	16,278
Mar	81,882	89,279	7,397
Apr	78,188	74,745	(3,443)
May	89,869	102,897	13,028
Jun	83,353	108,519	25,166
Jul	99,016	88,761	(10,255)
Aug	98,277	91,811	(6,466)
Sep	140,563		
Total	\$1,117,530	\$1,026,109	\$49,141



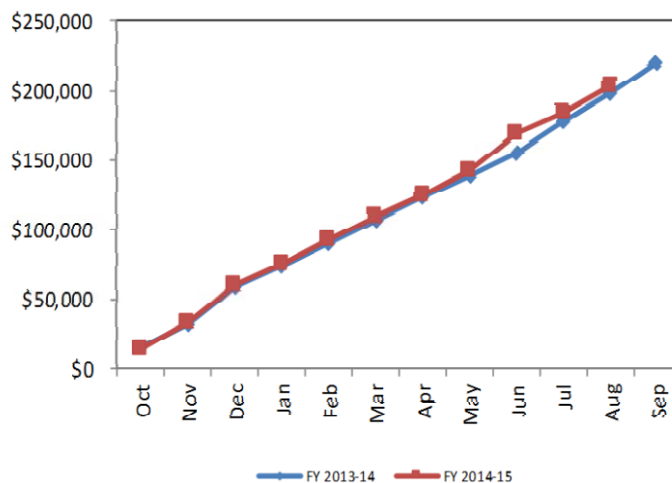
POLICE

	FY 2013-14	FY 2014-15	Variance
Oct	\$29,227	\$19,262	(\$9,965)
Nov	21,557	31,339	9,782
Dec	58,095	57,789	(306)
Jan	35,212	32,898	(2,314)
Feb	31,340	36,864	5,524
Mar	31,152	32,472	1,320
Apr	31,437	27,899	(3,538)
May	27,178	33,265	6,087
Jun	32,164	47,086	14,922
Jul	42,757	34,846	(7,911)
Aug	36,838	35,661	(1,177)
Sep	49,275		
Total	\$426,231	\$389,381	\$12,424



FIRE

	FY 2013-14	FY 2014-15	Variance
Oct	\$14,775	\$13,502	(\$1,273)
Nov	17,133	19,557	2,424
Dec	26,151	26,055	(96)
Jan	15,708	16,078	370
Feb	16,476	17,117	641
Mar	16,859	17,033	174
Apr	15,798	15,062	(736)
May	15,816	17,345	1,529
Jun	16,850	26,753	9,903
Jul	22,240	16,442	(5,798)
Aug	20,946	18,322	(2,624)
Sep	21,365		
Total	\$220,117	\$203,266	\$4,513



GENERAL FUND EXPENDITURES

As of August 31, 2015

(000s)

DEPARTMENT	AMENDED BUDGET ¹	EXPENDITURES YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
Building Services	\$23,896	\$21,738	\$23,855	(\$41)
Business Dev/Procurement Svcs	2,855	2,463	2,849	(6)
City Attorney's Office ¹⁶	14,997	12,752	14,665	(332)
City Auditor's Office ¹⁶	2,784	2,391	2,726	(58)
City Controller's Office ¹⁶	5,253	3,861	5,253	(1)
City Manager's Office	1,829	1,806	1,829	(0)
City Secretary's Office ¹⁶	4,086	3,582	4,086	0
Civil Service ¹⁶	2,365	1,940	2,344	(21)
Code Compliance ¹⁶	35,193	30,782	35,126	(67)
Court Services ¹⁶	20,010	18,413	19,951	(59)
Fire ¹⁶	228,059	203,266	227,988	(70)
Housing ¹⁶	11,508	10,227	11,394	(114)
Human Resources	4,638	3,903	4,566	(72)
Judiciary	3,695	2,714	3,695	(0)
Library	26,144	22,311	26,135	(9)
Management Services ¹⁶	6,112	5,651	6,002	(110)
Mayor and Council ¹⁶	4,154	3,419	3,997	(157)
Non-Departmental ¹⁶	50,010	39,297	49,829	(181)
Office of Cultural Affairs	17,288	15,371	17,282	(6)
Office of Economic Development	1,577	1,576	1,577	0
Office of Financial Services ¹⁶	3,468	2,868	3,438	(29)
Park and Recreation ¹⁶	82,477	76,174	82,424	(53)
Planning & Neighborhood Vitality ^{16,17}	2,877	2,145	2,655	(222)
Police ¹⁶	440,538	389,381	440,477	(60)
Public Works	6,861	6,556	6,824	(37)
Sanitation Services ¹⁶	75,994	66,213	75,994	0
Street Lighting	17,923	15,212	17,923	0
Street Services ¹⁶	66,514	53,082	66,511	(3)
Sustainable Dev/Construction ^{16,18}	1,440	1,438	1,276	(163)
Trinity Watershed Management ¹⁶	1,201	957	1,149	(52)
RESERVES AND TRANSFERS				
Contingency Reserve	450	450	450	0
Liability/Claim Fund	4,170	4,170	4,170	0
Salary & Benefit Reserve	0	0	0	0
TOTAL EXPENDITURES	\$1,170,363	\$1,026,109	\$1,168,438	(\$1,925)

PROPRIETARY FUNDS

As of August 31, 2015
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
AVIATION				
BEGINNING FUND BALANCE	\$12,043	\$ -	\$12,043	\$ -
REVENUES:				
Parking	25,033	23,642	25,774	740
Terminal Concessions	22,193	18,676	21,545	(648)
Landing Fees	17,784	17,178	17,784	0
Rental on Airport - Terminal	13,831	14,226	13,831	0
Rental on Airport - Field	8,864	7,729	8,794	(70)
Fuel Flow Fees	1,236	1,029	1,124	(111)
All Other	2,004	2,086	2,246	242
TOTAL REVENUES¹⁹	90,945	84,565	91,098	153
TOTAL EXPENDITURES¹⁹	90,945	66,935	90,927	(18)
ENDING FUND BALANCE	\$12,043	\$ -	\$12,214	\$171
CONVENTION AND EVENT SERVICES				
BEGINNING FUND BALANCE	\$15,621	\$ -	\$15,621	\$ -
REVENUES:				
Hotel Occupancy Tax	50,348	41,991	50,348	0
Alcoholic Beverage Tax	10,350	8,480	10,350	0
Contract Services	10,263	9,206	10,263	0
All Remaining Revenues	11,084	9,485	11,107	22
TOTAL REVENUES²⁰	82,045	69,162	82,067	22
TOTAL EXPENDITURES²⁰	82,045	61,975	82,045	0
ENDING FUND BALANCE	\$15,621	\$ -	\$15,643	\$22

PROPRIETARY FUNDS

As of August 31, 2015

(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
SUSTAINABLE DEVELOPMENT AND CONSTRUCTION				
BEGINNING FUND BALANCE	\$29,798	\$ -	\$29,798	\$ -
REVENUES:				
Building Permits	16,973	19,670	18,310	1,337
Certificate of Occupancy	1,324	1,242	1,360	36
Plan Review	3,562	4,074	4,396	834
Registration/License	1,018	987	1,149	132
Special Plats	878	873	953	75
Private Development	998	1,138	1,239	240
Zoning	1,172	971	1,011	(161)
Interest Earnings	116	210	224	109
All Remaining Revenues	1,464	1,682	1,778	314
TOTAL REVENUES²¹	27,505	30,848	30,420	2,914
TOTAL EXPENDITURES	26,839	22,501	26,744	(94)
ENDING FUND BALANCE	\$30,465	\$ -	\$33,473	\$3,009
 MUNICIPAL RADIO				
BEGINNING FUND BALANCE	\$1,234	\$ -	\$1,234	\$ -
REVENUES:				
Local and National Sales	2,115	1,801	1,971	(143)
All Remaining Revenues	12	12	13	1
TOTAL REVENUES²²	2,126	1,813	1,984	(142)
TOTAL EXPENDITURES	2,062	1,817	1,979	(83)
ENDING FUND BALANCE	\$1,298	\$ -	\$1,239	(\$59)

PROPRIETARY FUNDS

As of August 31, 2015

(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
WATER UTILITIES				
BEGINNING FUND BALANCE	\$71,876	\$ -	\$71,876	\$ -
REVENUES:				
Treated Water - Retail	271,965	221,799	258,111	(13,855)
Treated Water - Wholesale	72,565	60,212	66,219	(6,346)
Wastewater - Retail	219,098	188,508	203,608	(15,490)
Wastewater - Wholesale	10,217	8,442	9,183	(1,034)
All Remaining Revenues	40,676	27,077	29,839	(10,837)
TOTAL REVENUES²³	614,521	506,039	566,960	(47,561)
TOTAL EXPENDITURES²³	614,521	442,153	566,960	(47,561)
ENDING FUND BALANCE	\$71,876	\$ -	\$71,876	\$0

COMMUNICATION & INFORMATION SERVICES

BEGINNING FUND BALANCE	\$9,991	\$ -	\$9,991	\$ -
REVENUES:				
Interdepartmental Charges	51,934	47,605	51,934	0
Telephones Leased	7,971	4,897	7,647	(324)
Circuits	1,501	485	937	(564)
Desktop Services	1,060	669	688	(372)
Interest	102	130	141	30
Equipment Rental	4,957	4,524	4,957	0
Miscellaneous	77	247	247	170
TOTAL REVENUES	67,603	58,558	66,552	(1,051)
TOTAL EXPENDITURES	70,446	51,720	69,432	(1,014)
ENDING FUND BALANCE	\$7,148	\$ -	\$7,112	(\$36)

PROPRIETARY FUNDS

As of August 31, 2015

(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
EQUIPMENT SERVICES				
BEGINNING FUND BALANCE	\$3,165	\$ -	\$3,165	\$ -
REVENUES:				
Rental/Wreck	31,486	25,392	33,536	2,050
Fuel	22,597	14,754	16,869	(5,728)
Auto Auction	328	584	584	257
Miscellaneous Revenue	16	670	923	907
Interest and Other	5	0	1	(4)
TOTAL REVENUES	54,432	41,400	51,914	(2,518)
TOTAL EXPENDITURES	54,432	48,191	51,914	(2,518)
ENDING FUND BALANCE	\$3,165	\$ -	\$3,165	\$0
 EXPRESS BUSINESS CENTER				
BEGINNING FUND BALANCE	\$1,888	\$ -	\$1,888	\$ -
REVENUES:				
Postage Sales	2,703	2,071	2,703	0
All Other Revenues	1,323	1,439	1,514	191
TOTAL REVENUES²⁴	4,026	3,510	4,217	191
TOTAL EXPENDITURES²⁴	4,857	3,219	4,857	(0)
ENDING FUND BALANCE	\$1,058	\$ -	\$1,249	\$191

OTHER FUNDS

As of August 31, 2015
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
9-1-1 SYSTEM OPERATIONS				
BEGINNING FUND BALANCE	\$5,837	\$ -	\$5,837	\$ -
REVENUES:				
9-1-1 Service Receipts - Wireless	5,968	5,556	6,293	325
9-1-1 Service Receipts - Wireline	6,909	6,382	6,962	53
Interest and Other	41	63	71	30
TOTAL REVENUES	12,918	12,000	13,325	407
TOTAL EXPENDITURES²⁵	17,439	11,051	16,828	(611)
ENDING FUND BALANCE	\$1,315	\$ -	\$2,334	\$1,019
STORM DRAINAGE MANAGEMENT				
BEGINNING FUND BALANCE	\$4,620	\$ -	\$4,620	\$ -
REVENUES:				
Storm Water Fees	51,079	46,978	51,079	0
TOTAL REVENUES	51,079	46,978	51,079	0
TOTAL EXPENDITURES	53,599	32,571	53,329	(270)
ENDING FUND BALANCE	\$2,099	\$ -	\$2,369	\$270

OTHER FUNDS

As of August 31, 2015
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
EMPLOYEE BENEFITS				
TOTAL EXPENDITURES	\$1,370	\$695	\$1,323	(\$47)
RISK MANAGEMENT				
TOTAL EXPENDITURES ²⁶	\$2,525	\$2,111	\$2,345	(\$180)
LIABILITY/CLAIMS FUND				
Beginning Balance October 1, 2014				\$5,464
Budgeted Revenue				5,634
FY 2014-15 Available Funds				11,097
Paid October 2014				(155)
Paid November 2014				(382)
Paid December 2014				(523)
Paid January 2015				(550)
Paid February 2015				(484)
Paid March 2015				(607)
Paid April 2015				(564)
Paid May 2015				(200)
Paid June 2015				(546)
Paid July 2015				(485)
Paid August 2015				(367)
Balance as of August 31, 2015				\$6,236

DEBT SERVICE FUND

As of August 31, 2015
(000s)

DEPARTMENT	BUDGET	YEAR TO DATE	YEAR-END FORECAST	BUDGET VS FORECAST VARIANCE
DEBT SERVICE FUND				
BEGINNING FUND BALANCE	\$2,012	\$ -	\$2,012	\$ -
REVENUES:				
Ad Valorem	214,354	214,145	214,380	25
Interest/Transfers/Other	20,842	19,882	20,842	0
TOTAL REVENUES	235,197	234,027	235,222	25
EXPENDITURES:				
TOTAL EXPENDITURES	229,908	225,842	226,619	(3,289)
ENDING FUND BALANCE	\$7,300	\$ -	\$10,615	\$3,315

NOTES

(Dollars in 000s)

1. The General Fund Budget was amended/increased based on Council's approved use of contingency reserve funds by \$129 on December 10, 2014 by CR# 14-2194 (Bridge Steps operational costs), by \$587 on March 25, 2015 by CR#15-0555 (Council election), by \$472 on May 20, 2015 by CR#15-0907 (Council runoff election), by \$62 on June 17 by CR#15-1153 (social media archiving and public information act request software), and by \$2,428 on June 17, 2015 by CR#15-1231 (squad car purchase).
2. Sales tax revenue is projected to be \$5,108 above budget due to the improved economy.
3. Atmos Energy revenue is projected to be \$1,114 above budget due to a cooler winter which resulted in higher natural gas consumption.
4. Interest Earned is projected to be \$700 above budget due to higher interest allocation as a result of an increased General Fund cash balance.
5. Intergovernmental revenue is projected to be \$793 above budget due to higher than expected payments from Euless and Irving as part of the DFW Airport revenue sharing agreement.
6. Municipal Court revenue is projected to be \$2,705 above budget based on analysis of year end collection revenues of the previous two fiscal years.
7. Parking Fine revenues are projected to be \$832 below budget due in part to reduced ticket issuance as a result of increased compliance with the introduction of pay by phone meters.
8. Public Library revenues are projected to be \$50 below budget due to an increase in the usage of e-materials. Fines and late fees are not collected on e-materials as they are electronically recalled on the due date.
9. Private Disposal Fees are projected to be \$5,056 above budget primarily due to an increase in activity from cash customers and an increase in activity from credit customers due to temporary closure of the Lewisville Landfill as a result of flooding.
10. Emergency Ambulance revenue is projected to be \$2,892 below budget due to a reduction in the reimbursement from the State as a result of the increased number of ambulance service providers requesting reimbursement.
11. Street Lighting revenue is projected to be \$96 below budget due to a reduction in expenses that are reimbursable by TxDOT.
12. Vital Stats revenue is projected to be \$149 above budget due to an increase in the sale of birth and death certificates.
13. Other Charges for Service revenues are projected to be \$1,625 below budget primarily due to a later than anticipated start date of the Mobile Community Health program and lower than expected fire inspection permits.

NOTES

(Dollars in 000s)

14. Interfund revenue is projected to be \$8,116 below budget due to deferred transfers from internal City funds and a lower than anticipated Street Rental payment from Water Utilities due to a decline in water revenues.
15. Miscellaneous revenues are projected to be \$1,074 below budget primarily due to lower than expected revenue related to the water/sewer line home warranty program and a reduction in paper and cardboard recycling.
16. Departmental expense budgets were adjusted on August 26, 2015 by Ordinance No. 29841 which authorized amendments to the FY 2014-15 Adopted Budget.
17. Planning and Neighborhood Vitality expenses are projected to be \$222 below budget primarily due to vacancies.
18. Sustainable Development and Construction is projected to be \$163 below budget due to vacancies.
19. The Aviation budget was increased by \$4,400 on August 26, 2015 by Ordinance No. 29841 which authorized amendments to the FY 2014-15 Adopted Budget.
20. The Convention and Event Services budget was increased by \$4,700 on August 26, 2015 by Ordinance No. 29841 which authorized amendments to the FY 2014-15 Adopted Budget.
21. Sustainable Development and Construction revenues are projected to be \$2,914 above budget primarily due to an increase in remodel permits.
22. Municipal Radio revenues are projected to be \$142 below budget due to the sale of commercials being less than planned.
23. Water Utilities revenues and expenditures are both projected to be \$47,561 below budget. Revenues are projected to be under budget as a result of reduced water consumption resulting from increased rainfall. Expenses are projected to be under budget primarily due to a reduction in the transfer to fund capital projects, savings from revenue bond refunding, and salary savings.
24. The Express Business Center budget was increased by \$45 on August 26, 2015 by Ordinance No. 29841 which authorized amendments to the FY 2014-15 Adopted Budget.
25. The 911 Systems Operations budget was increased by \$200 on August 26, 2015 by Ordinance No. 29841 which authorized amendments to the FY 2014-15 Adopted Budget
26. Risk Management is projected to be \$180 below budget due to vacancies.

AGENDA ITEM # 4

KEY FOCUS AREA: E-Gov
AGENDA DATE: October 14, 2015
COUNCIL DISTRICT(S): 2
DEPARTMENT: Business Development & Procurement Services
CMO: Jeanne Chipperfield, 670-7804
MAPSCO: 45Q

SUBJECT

Authorize **(1)** a sixteen-month service contract to establish a master agreement for meter lease and maintenance for four Pitney Bowes postage machines in the amount of \$54,656; and **(2)** a sixteen-month master agreement for postage in the amount of \$2,944,934 - Pitney Bowes, Inc., sole source - Total not to exceed \$2,999,590 - Financing: Current Funds (subject to annual appropriations)

BACKGROUND

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

These agreements will allow for meter lease and maintenance of four Pitney Bowes machines in addition to the purchase of metered postage. Pitney Bowes, Inc. offers this postage at no mark up or premium above the cost of U.S. Postal Services (USPS) postage fees. In June, 2013, the City exercised a lease end option to purchase three mail postage processing machines and one inserter machine in order to maximize savings at the end of a five year term lease agreement. This sixteen-month agreement will enable the City to continue utilizing the machines throughout their useful life of eight years.

Each of the mail machines owned by the City includes a postage meter attachment that applies appropriate postage to each mail piece processed in accordance to U.S. Postal standards. The postage cost savings in the Express Business Center (EBC) processing City wide metered mail at presort first class rate vs first class rate saved the City annually an average of 20% for FY14.

BACKGROUND (Continued)

The mail machines offer an efficient method of processing mail at a metered and presort discounted rate. The postage meter equipment includes the proprietary software which is an information management system that captures City postal transactions from the meters and mailing systems. EBC processes approximately 1.1 million citywide mail pieces and 3.3 million water utility bills and notices per year. EBC serves as the central mail distribution facility for City offices by providing pickup and delivery of U.S. mail.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On January 23, 2008, City Council authorized (1) a sixty-month equipment lease agreement for a mail processing inserter machine; (2) a thirty-six-month equipment lease agreement for three mail postage processing machines; and (3) a sixty-month master agreement for postage by Resolution No. 08-0298.

On June 26, 2013, City Council authorized Supplemental Agreement No. 1 to increase the service contract to exercise the lease end option to purchase three mail postage processing machines and a mail processing inserter machine by Resolution No. 13-1066.

On September 10, 2014, City Council authorized an increase to the master agreement for meter postage by Resolution No. 14-1454.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 5, 2015.

FISCAL INFORMATION

\$2,999,589.38 - Current Funds (subject to annual appropriations)

M/WBE INFORMATION

There were no M/WBE vendors contacted for this item because the recommended awardee is the sole source provider.

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

Pitney Bowes, Inc.

White Male	65	White Female	13
Black Male	10	Black Female	3
Hispanic Male	22	Hispanic Female	2
Other Male	1	Other Female	0

BID INFORMATION

<u>Bidder</u>	<u>Address</u>	<u>Amount of Bid</u>
Pitney Bowes, Inc.	3001 Summer Street Stamford, CT 06926	\$2,999,589.38

Note: Pursuant to Business Development and Procurement Services' (BDPS) request, the Auditor's office has reviewed this sole source item and submitted related documentation and has determined BDPS meets the exceptions from competitive bidding as specified in the State of Texas Local Government Code, Chapter 252.022, General Exemptions (a)(7).

OWNER

Pitney Bowes, Inc.

Marc B. Lautenbach, President
Patrick M. Brand, Vice President
Amy C. Corn, Secretary
Debbie Salce, Treasurer

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize (1) a sixteen-month service contract to establish a master agreement for meter lease and maintenance for four Pitney Bowes postage machines in the amount of \$54,656; and (2) a sixteen-month master agreement for postage in the amount of \$2,944,934 - Pitney Bowes, Inc., sole source - Total not to exceed \$2,999,590 - Financing: Current Funds (subject to annual appropriations)

Pitney Bowes, 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	\$2,999,589.38	100.00%
TOTAL CONTRACT	\$2,999,589.38	100.00%

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 & 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>

October 14, 2015

WHEREAS, on January 23, 2008, City Council authorized (1) a sixty-month equipment lease agreement for a mail processing inserter machine; (2) a thirty-six-month equipment lease agreement for three mail postage processing machines; and (3) a sixty-month master agreement for postage by Resolution No. 08-0298; and,

WHEREAS, on May 21, 2013, Administrative Action No. 13-5742 authorized to extend the master agreement for a one year period from July 30, 2013 to July 30, 2014; and,

WHEREAS, on June 26, 2013, City Council authorized Supplemental Agreement No. 1 to increase the service contract to exercise the lease end option to purchase three mail postage processing machines and a mail processing inserter machine by Resolution No. 13-1066; and,

WHEREAS, on August 8, 2014, Administrative Action No. 14-6423 authorized a one-year extension and increase of funds in an amount not to exceed \$50,000.00, increasing the master agreement amount from \$12,255,000.00 to \$12,305,000.00; and,

WHEREAS, on September 10, 2014, City Council authorized an increase to the master agreement for meter postage in an amount not to exceed \$3,013,750.00, increasing the master agreement amount from \$12,305,000.00 to \$15,318,750.00, by Resolution No. 14-1454; and,

WHEREAS, on June 7, 2015, Administrative Action No. 15-6069 authorized to extend the master agreement for a six month period from July 31, 2015 to January 30, 2016;

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 to establish a master agreement with Pitney Bowes, Inc. (063151) for meter lease and maintenance for four Pitney Bowes postage machines for a term of sixteen months in an amount not to exceed \$54,655.84, 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 Pitney Bowes, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Pitney Bowes, Inc. under the contract.

Section 2. That a master agreement for the purchase of postage is authorized with Pitney Bowes, Inc. (063151) for a term of sixteen months in an amount not to exceed \$2,944,933.54.

October 14, 2015

Section 3. That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for postage. If a written contract is required or requested for any or all purchases of postage 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 4. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$2,999,589.38.

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: October 14, 2015

COUNCIL DISTRICT(S): All

DEPARTMENT: Business Development & Procurement Services
Aviation
Convention and Event Services
Equipment & Building Services
Sanitation Services
Trinity Watershed Management
Water Utilities

CMO: Jeanne Chipperfield, 670-7804
Ryan S. Evans, 671-9837
Jill A. Jordan, P.E., 670-5299
Joey Zapata, 670-3009
Mark McDaniel, 670-3256

MAPSCO: N/A

SUBJECT

Authorize a three-year service contract for plumbing services at City facilities - A Star Heat & Air, Inc., lowest responsible bidder of three - Not to exceed \$829,617 - Financing: Current Funds (\$246,161), Water Utilities Current Funds (\$388,291), Sanitation Current Funds (\$91,716), Aviation Current Funds (\$43,260), Convention and Event Services Current Funds (\$42,100) and Stormwater Drainage Management Current Funds (\$18,089) (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 plumbing services at City facilities to supplement City staff for projects that require specialized services, additional labor and after hour services. Equipment & Building Services processed approximately 3,400 plumbing service requests during FY 2013-14. This service contract ensures plumbing services are available 24 hours 7 days a week to the City. The service contract also provides specialized equipment such as plumbing line sewer cameras for the inspection of pipes, hydrojet machinery for high pressure pipe cleaning and vacuum trucks.

BACKGROUND (Continued)

Examples of services available through this contract are clearing clogged drains, detect and repair leaks, replace toilets, sinks, tubs or pipes. This service contract will also cover services such as cleaning sewer lines, installing water heaters, inspecting and testing gas lines. Services will be performed at City facilities such as:

- Fire stations
- Police stations
- City Hall
- Convention Center
- Libraries
- Fair Park
- Recreation centers

This solicitation was structured in a manner which required bidders to submit a response using unit pricing. This bid resulted in a 5.51% decrease over comparable unit prices for the bid awarded in 2012.

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 831 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 June 13, 2012, City Council authorized a three-year service contract for plumbing services at City facilities by Resolution No. 12-1515.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 5, 2015.

FISCAL INFORMATION

- \$246,161.00 - Current Funds (subject to annual appropriations)
- \$388,291.00 - Water Utilities Current Funds (subject to annual appropriations)
- \$ 91,716.00 - Sanitation Current Funds (subject to annual appropriations)
- \$ 43,260.00 - Aviation Current Funds (subject to annual appropriations)
- \$ 42,100.00 - Convention and Event Services Current Funds (subject to annual appropriations)
- \$ 18,089.00 - Stormwater Drainage Management Current Funds (subject to annual appropriations)

M/WBE INFORMATION

244 - Vendors contacted
241 - No response
 3 - Response (Bid)
 0 - Response (No bid)
 1 - Successful

831 - 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

A Star Heat & Air, Inc.

White Male	14	White Female	0
Black Male	1	Black Female	0
Hispanic Male	26	Hispanic Female	4
Other Male	1	Other Female	0

BID INFORMATION

The following bids were received from solicitation number BM1532 and were opened on July 9, 2015. This service contract is being awarded in its entirety to the lowest responsive and responsible bidder.

*Denotes successful bidder

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*A Star Heat & Air, Inc.	418 Forest Gate Dr. Garland, TX 75042	\$ 829,617.00
H2O Plumbing, LLC	4041 W. Wheatland Rd. Suite 156-341 Dallas, TX 75237	\$ 847,910.00
Concept Facility Services	646 E. Highway 67 Duncanville, TX 75137	\$1,222,640.00

OWNER

A Star Heat & Air, Inc.

Eliseo Esparza, President

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize a three-year service contract for plumbing services at City facilities - A Star Heat & Air, Inc., lowest responsible bidder of three - Not to exceed \$829,617 - Financing: Current Funds (\$246,161), Water Utilities Current Funds (\$388,291), Sanitation Current Funds (\$91,716), Aviation Current Funds (\$43,260), Convention and Event Services Current Funds (\$42,100) and Stormwater Drainage Management Current Funds (\$18,089) (subject to annual appropriations)

A Star Heat & Air, 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

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$829,617.00	100.00%
Total non-local contracts	\$0.00	0.00%
TOTAL CONTRACT	\$829,617.00	100.00%

LOCAL/NON-LOCAL M/WBE PARTICIPATION

Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
A Star Heat & Air, Inc	HMDB20150Y0816	\$829,617.00	100.00%
Total Minority - Local		\$829,617.00	100.00%

Non-Local Contractors / Sub-Contractors

None

TOTAL M/WBE CONTRACT PARTICIPATION

	<u>Local</u>	<u>Percent</u>	<u>Local & Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$829,617.00	100.00%	\$829,617.00	100.00%
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	\$829,617.00	100.00%	\$829,617.00	100.00%

October 14, 2015

WHEREAS, on June 13, 2012, City Council authorized a three-year service contract for plumbing services at City facilities by Resolution No. 12-1515;

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 A Star Heat & Air, Inc. (VS0000068679) for plumbing services at City facilities for a term of three years in an amount not to exceed \$829,617.00, 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 A Star Heat & Air, Inc., shall be based only on the amount of the services directed to be performed by the City and properly performed by A Star Heat & Air, Inc. under the contract.

Section 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$829,617.00 (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.

AGENDA ITEM # 7

KEY FOCUS AREA: Public Safety

AGENDA DATE: October 14, 2015

COUNCIL DISTRICT(S): All

DEPARTMENT: Business Development & Procurement Services
Fire
Park & Recreation
Police
Trinity Watershed Management
Water Utilities

CMO: Jeanne Chipperfield, 670-7804
Eric Campbell, 670-3255
Mark McDaniel, 670-3256
Willis Winters, 670-4071

MAPSCO: N/A

SUBJECT

Authorize a three-year service contract for boat and motor repairs – Tommy’s Mobile Boat & Motor Service, Inc. in the amount of \$208,154 and Triad Marine & Industrial Supply, Inc. in the amount of \$27,000, lowest responsible bidders of two – Total not to exceed \$235,154 – Financing: Current Funds (\$124,284), Water Utilities Current Funds (\$100,460) and Stormwater Drainage Management Current Funds (\$10,410) (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 provides boat and motor repairs utilized by various departments throughout the City.

Fire-Rescue has nine hard bottom boats and fifteen inflatable boats. The hard bottom boats are used during emergency water rescues and special lake events in Dallas or suburban areas. The inflatable boats are utilized during local flooding, streams and confined water bodies. The inflatable style boat can be disassembled so that they can be easily stored and transported to water when needed. These boats are used on an as needed basis and need to be in prime condition to ensure a timely response.

BACKGROUND (Continued)

These services are also used by Water Utilities to monitor the watershed and quality of raw water supply to water purification plants. These boats provide access to area reservoirs such as:

- Lake Ray Hubbard
- Lake Ray Roberts
- Lake Tawakoni

Water Utilities uses these boats to respond to contain spills that may occur from traffic accidents on highways and bridges when roads are inaccessible.

This agreement is also used by Police to patrol the lakes for safety and rescue operations, as well as Trinity Watershed Management to remove debris from creeks, channels and the floodway throughout the City

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 177 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 October 5, 2015.

FISCAL INFORMATION

\$124,284.00 - Current Funds (subject to annual appropriations)

\$100,460.00 - Water Utilities Current Funds (subject to annual appropriations)

\$ 10,410.00 - Stormwater Drainage Management Current Funds (subject to annual appropriations)

M/WBE INFORMATION

- 13 - Vendors contacted
- 13 - No response
- 0 - Response (Bid)
- 0 - Response (No Bid)
- 0 - Successful

177 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

Tommy’s Mobile Boat & Motor Service, Inc.

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

Triad Marine & Industrial Supply, Inc.

White Male	3	White Female	2
Black Male	1	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 BX1520 and were opened on May 14, 2015. This service contract is being awarded to the lowest responsive and responsible bidders by group.

*Denotes successful bidders

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Tommy’s Mobile Boat & Motor Service, Inc.	2315 Hwy. 276 Rockwall, TX 75032	Multiple Groups
*Triad Marine & Industrial Supply, Inc.	1155 FM 518 Rd. Kemah, TX 77565	Multiple Groups

OWNERS

Tommy's Mobile Boat & Motor Service, Inc.

Tommy Yetts, President
Sylvia Y. Yetts, Vice President

Triad Marine & Industrial Supply, Inc.

John M Goforth, President
Tina L. Miller, Vice President

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize a three-year service contract for boat and motor repairs – Tommy’s Mobile Boat & Motor Service, Inc. in the amount of \$208,154 and Triad Marine & Industrial Supply, Inc. in the amount of \$27,000, lowest responsible bidders of two – Total not to exceed \$235,154 – Financing: Current Funds (\$124,284), Water Utilities Current Funds (\$100,460) and Stormwater Drainage Management Current Funds (\$10,410) (subject to annual appropriations)

Tommy's Mobile Boat & Motor Service, Inc. and Triad Marine & Industrial Supply, Inc. are non-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	\$0.00	0.00%
Total non-local contracts	\$235,154.00	100.00%
TOTAL CONTRACT	\$235,154.00	100.00%

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 & 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%

October 14, 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 Tommy's Mobile Boat & Motor Service, Inc. (VS0000034191) in the amount of \$208,154.00 and Triad Marine & Industrial Supply, Inc. (357118) in the amount of \$27,000.00 for boat and motor repairs for a term of three years in a total amount not to exceed \$235,154.00, 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 Tommy's Mobile Boat & Motor Service, Inc. and Triad Marine & Industrial Supply, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Tommy's Mobile Boat & Motor Service, Inc. and Triad Marine & Industrial Supply, Inc. under the contract.

Section 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$235,154.00 (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: October 14, 2015

COUNCIL DISTRICT(S): 14

DEPARTMENT: Business Development & Procurement Services
Aviation

CMO: Jeanne Chipperfield, 670-7804
Ryan S. Evans, 671-9837

MAPSCO: 34E

SUBJECT

Authorize a five-year service contract for preventative maintenance, parts and repair for the central utility plant at Love Field airport – Trane U.S., Inc., most advantageous proposer of three - Not to exceed \$2,313,720 - Financing: Aviation 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 goods and services, for a specific term, which are ordered on an as needed basis.

The purpose of this service contract is to provide preventative maintenance, parts and repair for the central utility plant at Love Field airport. The central utility plant supplies chilled water, heating, humidification and emergency back-up utilities for Love Field. Having this system working at optimal operational level maintains equipment efficiencies and minimizes the need for costly repairs. This service contract will provide all materials, labor and equipment necessary to perform scheduled inspections, preventive maintenance, parts and repairs as required by the equipment manufacturer to ensure efficient continuous operation.

The following are examples of equipment to be maintained through this service contract:

- Air compressors
- Air drier system
- Centrifugal chillers
- Expansion tanks
- Solid material separator
- Cooling towers
- Boilers

BACKGROUND (Continued)

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

- Equipment & Building Services (1)
- Aviation (2)
- Convention and Event Services (1)
- Business Development and Procurement Services (2)*

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

The successful proposer was selected by the committee on the basis of the following criteria:

- Cost 45%
- Qualifications and Experience 30%
- Business Inclusion and Development Plan 15%
- Training 10%

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 1,529 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.

On May 23, 2012, City Council authorized a four-year service contract for inspections and preventative maintenance for all central utility plant equipment at Love Field Airport by Resolution No. 12-1369.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 5, 2015.

FISCAL INFORMATION

\$2,313,720.00 - Aviation Current Funds (subject to annual appropriations)

M/WBE INFORMATION

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

1,529 - 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

Trane U.S., Inc.

White Male	215	White Female	38
Black Male	5	Black Female	5
Hispanic Male	8	Hispanic Female	4
Other Male	0	Other Female	0

PROPOSAL INFORMATION

The following proposals were received from solicitation number BFZ1504 and were opened on March 5, 2015. This service contract is being awarded in its entirety to the most advantageous proposer.

*Denotes successful proposer

*Trane U.S., Inc.	1400 Valwood Pkwy. Suite #100 Carrollton, TX 75006	85%	\$2,313,720.00
The Brandt Companies, LLC	1728 Briercroft Court Carrollton, TX 75006	82%	\$2,393,556.00
TDIndustries, Inc.	13850 Diplomat Drive Dallas, TX 75234	36%	\$3,188,178.00

OWNER

Trane U.S., Inc.

David Regnery, President
Dane Taival, Vice President
Angel Shelton, Secretary
Janet Pfeffier, Treasurer

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize a five-year service contract for preventative maintenance, parts and repair for the central utility plant at Love Field airport – Trane U.S., Inc., most advantageous proposer of three - Not to exceed \$2,313,720 - Financing: Aviation Current Funds (subject to annual appropriations)

Trane U.S., Inc. is a 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	\$2,313,720.00	100.00%
Total non-local contracts	\$0.00	0.00%
TOTAL CONTRACT	\$2,313,720.00	100.00%

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 & 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>

October 14, 2015

WHEREAS, on May 23, 2012, City Council authorized a four-year service contract for inspections and preventative maintenance for all central utility plant equipment at Love Field Airport by Resolution No. 12-1369; and,

WHEREAS, on June 3, 2014, Administrative Action No. 14-5969 authorized supplemental agreement no. 1 to the service contract to increase funds in an amount not to exceed \$49,866.50, increasing the service contract amount from \$199,466.00 to \$249,332.50;

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 Trane U.S., Inc. (192154) for preventative maintenance, parts and repair for the central utility plant at Love Field airport for a term of five years in an amount not to exceed \$2,313,720.00, 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 Trane U.S., Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Trane U.S., Inc. under the contract.

Section 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$2,313,720.00 (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.

AGENDA ITEM # 9

KEY FOCUS AREA:	E-Gov
AGENDA DATE:	October 14, 2015
COUNCIL DISTRICT(S):	All
DEPARTMENT:	Business Development & Procurement Services Office of Cultural Affairs
CMO:	Jeanne Chipperfield, 670-7804 Joey Zapata, 670-1204
MAPSCO:	N/A

SUBJECT

Authorize the purchase of a broadcast transmitter and related equipment for WRR radio station - Nautel Maine, Inc., lowest responsible bidder of two - Not to exceed \$178,936 - Financing: WRR Capital Construction Funds

BACKGROUND

This action will allow for the purchase of a new broadcast transmitter and related equipment. This new broadcast transmitter is needed to replace an existing unit at the main antenna site in Cedar Hill. The transmitter being replaced is over ten years old and has reached its end of service life.

Replacing this unit now will allow WRR to continue to provide reliable, high quality FM and high definition (HD) signals over WRR's large coverage area and expand the number of HD channels WRR operates. WRR intends to lease two of the four available HD channels to other, non-competing radio stations for a potential \$100,000 to \$120,000 annual revenue.

This new broadcast transmitter also has built in redundancy in the event of a malfunction or preventative maintenance. This redundancy helps ensure WRR and their HD leases stays on air 100% of the time.

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 222 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 & Audit Committee on October 5, 2015.

FISCAL INFORMATION

\$178,935.79 - WRR Capital Construction Funds

M/WBE INFORMATION

- 24 - Vendors contacted
- 24 - No response
- 0 - Response (Bid)
- 0 - Response (No Bid)
- 0 - Successful

222 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

Nautel Maine, Inc.

White Male	27	White Female	11
Black Male	1	Black Female	0
Hispanic Male	2	Hispanic Female	0
Other Male	0	Other Female	0

BID INFORMATION

The following bids were received from solicitation number BH1519 and were opened on August 20, 2015. This purchase is being awarded in its entirety to the lowest responsive and responsible bidder.

*Denotes successful bidder

<u>Bidders</u>	<u>Address</u>	<u>Amount of Bid</u>
*Nautel Maine, Inc.	201 Target Industrial Circle Bangor, MN 04401	\$178,935.79

BID INFORMATION (Continued)

<u>Bidders</u>	<u>Address</u>	<u>Amount of Bid</u>
GBS-Giesler Broadcasting Supply, Inc.	P.O. Box 416 Alvin, TX 77512	\$211,599.00

OWNER

Nautel Maine, Inc.

Kevin Rodgers, President
Darlene Fowlor, Secretary

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize the purchase of a broadcast transmitter and related equipment for WRR radio station - Nautel Maine, Inc., lowest responsible bidder of two - Not to exceed \$178,936 - Financing: WRR Capital Construction Funds

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

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	\$178,935.79	100.00%
TOTAL CONTRACT	\$178,935.79	100.00%

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 & 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>

October 14, 2015**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

Section 1. That the purchase of a broadcast transmitter and related equipment for WRR radio station is authorized with Nautel Maine, Inc. (VS88915) in an amount not to exceed \$178,935.79.

Section 2. That the Purchasing Agent is authorized, upon appropriate requisition, to issue a purchase order for a broadcast transmitter and related equipment for WRR radio station. 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 \$178,935.79:

<u>Fund</u>	<u>Dept</u>	<u>Unit</u>	<u>Object</u>	<u>Amount</u>	<u>Encumbrance</u>
0152	OCA	6125	4760	\$178,935.79	POOCA00000120983

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: October 14, 2015

COUNCIL DISTRICT(S): All

DEPARTMENT: Business Development & Procurement Services
Aviation
Public Works Department
Park & Recreation
Trinity Watershed Management
Water Utilities

CMO: Jeanne Chipperfield, 670-7804
Ryan S. Evans, 671-9837
Jill A. Jordan, P.E., 670-5299
Willis Winters, 670-4071
Mark McDaniel, 670-3256

MAPSCO: N/A

SUBJECT

Authorize a three-year master agreement for reprographic printing - Thomas Reprographics dba Thomas Printworks, lowest responsible bidder of four - Not to exceed \$1,354,746 - Financing: Current Funds (\$1,305,670), Water Utilities Current Funds (\$25,907), Stormwater Drainage Management Current Funds (\$12,288) and Aviation Current Funds (\$10,882)

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 reprographic printing on an “on-call” basis, which is commonly used for large format printing such as blueprints and engineering drawings for the architectural, engineering and construction industries. Reproductions can be made from the same size or smaller/larger hard copy originals. Prints can be computer generated from CADD (computer aided design and drafting) files or from a variety of desktop publishing and design software packages.

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 872 email bid notifications to vendors registered under respective commodities.

BACKGROUND (Continued)

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 October 5, 2015.

FISCAL INFORMATION

- \$1,305,699.10 - Current Funds
- \$ 25,907.00 - Water Utilities Current Funds
- \$ 12,287.85 - Storm Water Drainage Management Current Funds
- \$ 10,882.00 - Aviation Current Funds

M/WBE INFORMATION

- 161 - Vendors contacted
- 161 - No response
 - 0 - Response (Bid)
 - 0 - Response (No Bid)
 - 0 - Successful

872 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

Thomas Reprographics dba Thomas Printworks

White Male	33	White Female	9
Black Male	10	Black Female	0
Hispanic Male	17	Hispanic Female	2
Other Male	1	Other Female	0

BID INFORMATION

The following bids were received from solicitation number BX1511 and were opened on June 18, 2015. This master agreement is being awarded in its entirety to the lowest responsive and responsible bidder.

*Denotes successful bidder

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
Thomas Reprographics dba Thomas Printworks	600 N. Central Expressway Richardson, TX 75080	\$1,354,745.95
ARC Document Solutions	4200 Spring Valley Road Farmers Branch, TX 75244	\$1,362,962.00
PrintChaps, Inc.	305 E. FM 544 Suite 908 Murphy, TX 75094	\$2,110,074.83
Lawton Reprographics	14305 Inwood Road Dallas, TX 75244	Non-Responsive**

**Lawton Reprographics was deemed non-responsive due to not meeting specifications.

OWNER

Thomas Reprographics dba Thomas Printworks

Bryan Thomas, President
Brianna Thomas Long, Vice President

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize a three-year master agreement for reprographic printing - Thomas Reprographics dba Thomas Printworks, lowest responsible bidder of four - Not to exceed \$1,354,746 - Financing: Current Funds (\$1,305,670), Water Utilities Current Funds (\$25,907), Stormwater Drainage Management Current Funds (\$12,288) and Aviation Current Funds (\$10,882)

Thomas Reprographics dba Thomas Printworks is a local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

PROJECT CATEGORY: Goods

LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$1,354,745.95	100.00%
Total non-local contracts	\$0.00	0.00%
TOTAL CONTRACT	\$1,354,745.95	100.00%

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 & 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>

October 14, 2015

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

Section 1. That a master agreement for the purchase of reprographic printing is authorized with Thomas Reprographics dba Thomas Printworks (007564) for a term of three years in an amount not to exceed \$1,354,745.95.

Section 2. That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for reprographic printing. If a written contract is required or requested for any or all purchases of reprographic printing 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 \$1,354,745.95.

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: October 14, 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

SUBJECT

Authorize a three-year master agreement for lumber and building materials - Craddock Lumber Company in the amount of \$1,833,247, Big D Lumber Company in the amount of \$276,950 and Simba Industries in the amount of \$8,760, lowest responsible bidders of four - Total not to exceed \$2,118,957 - Financing: Current Funds (\$1,185,533), 2015-16 Community Development Block Grant Funds (\$392,752), Aviation Current Funds (\$181,423), Water Utilities Current Funds (\$169,738), Stormwater Drainage Management Current Funds (\$100,758), Convention and Event Services Current Funds (\$79,124) and Sanitation Current Funds (\$9,629)

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 for the purchase of lumber and building materials to be used throughout the City. These materials will be used to repair City facilities, secure vacant structures for Code Compliance, provide shoring for Water Utilities repairs and to lay forms for sidewalks and street repairs.

These materials will also be used in minor home repair for low-income, elderly and disabled City homeowners through People Helping People, a Housing/Community Services Department program.

BACKGROUND (Continued)

This solicitation was structured in a manner which required bidders to submit a response using both unit pricing and a percent markup from an industry index.

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 1,142 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 May 23, 2012, City Council authorized a two-year master agreement for lumber, plywood, sheetrock and building materials by Resolution No. 12-1373.

On October 10, 2012, City Council authorized a two-year master agreement for building materials and supplies by Resolution No. 12-2516.

Information about this item will be provided to the Budget, Finance and Audit Committee on October 5, 2015.

FISCAL INFORMATION

\$1,185,533.03 - Current Funds
\$ 392,751.60 - 2015-16 Community Development Block Grant Funds
\$ 181,422.39 - Aviation Current Funds
\$ 169,738.19 - Water Utilities Current Funds
\$ 100,757.95 - Stormwater Drainage Management Current Funds
\$ 79,124.14 - Convention and Event Services Current Funds
\$ 9,629.00 - Sanitation Current Funds

M/WBE INFORMATION

220 - Vendors contacted
219 - No response
 1 - Response (Bid)
 0 - Response (No Bid)
 1 - Successful

1,142 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

Craddock Lumber Company

White Male	4	White Female	2
Black Male	7	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	0	Other Female	0

Big D Lumber Company

White Male	10	White Female	1
Black Male	0	Black Female	0
Hispanic Male	5	Hispanic Female	1
Other Male	0	Other Female	0

Simba Industries

White Male	5	White Female	4
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 BX1502 and were opened on March 5, 2015. This master agreement is being awarded to the lowest responsive and responsible bidders by groups. Information related to this solicitation is available upon request.

*Denotes successful bidders

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Craddock Lumber Company	5422 Harry Hines Boulevard Dallas, TX 75235	Multiple Groups
*Big D Lumber Company	301 S. Interurban Street Richardson, TX 75081	Multiple Groups

BID INFORMATION (Continued)

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Simba Industries	753 Port America Place Garland, TX 76051	Multiple Groups
All American Poly	40 Turner Place Piscataway, NJ 08854	Non-Responsive**

**All American Poly was deemed non-responsive due to not meeting specifications.

OWNERS

Craddock Lumber Company

Marcello Guercini, President

Big D Lumber Company

Ralph Block, President

Simba Industries

Vickie L. Kasten, President

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize a three-year master agreement for lumber and building materials - Craddock Lumber Company in the amount of \$1,833,247, Big D Lumber Company in the amount of \$276,950 and Simba Industries in the amount of \$8,760, lowest responsible bidders of four - Total not to exceed \$2,118,957 - Financing: Current Funds (\$1,185,533), 2015-16 Community Development Block Grant Funds (\$392,752), Aviation Current Funds (\$181,423), Water Utilities Current Funds (\$169,738), Stormwater Drainage Management Current Funds (\$100,758), Convention and Event Services Current Funds (\$79,124) and Sanitation Current Funds (\$9,629)

Craddock Lumber Company and Big D Lumber Company are local, non-minority firms, have signed the "Business Inclusion & Development" documentation, and propose to use their own workforces. Simba Industries is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

PROJECT CATEGORY: Goods

LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$2,118,956.30	100.00%
Total non-local contracts	\$0.00	0.00%
TOTAL CONTRACT	\$2,118,956.30	100.00%

LOCAL/NON-LOCAL M/WBE PARTICIPATION

Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
Simba Industries	WFWB62220N0616	\$8,760.00	0.41%
Total Minority - Local		\$8,760.00	0.41%

Non-Local Contractors / Sub-Contractors

None

TOTAL M/WBE CONTRACT PARTICIPATION

	<u>Local</u>	<u>Percent</u>	<u>Local & 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	\$8,760.00	0.41%	\$8,760.00	0.41%
Total	\$8,760.00	0.41%	\$8,760.00	0.41%

October 14, 2015

WHEREAS, on May 23, 2012, City Council authorized a two-year master agreement for lumber, plywood, sheetrock and building materials by Resolution No. 12-1373; and,

WHEREAS, on October 10, 2012, City Council authorized a two-year master agreement for building materials and supplies by Resolution No. 12-2516;

NOW, THEREFORE,

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

Section 1. That a master agreement for the purchase of lumber and building materials is authorized with Craddock Lumber Company (032038) in the amount of \$1,833,247.03, Big D Lumber Company (VS0000018918) in the amount of \$276,949.27 and Simba Industries (519720) in the amount of \$8,760.00 for a term of three years in a total amount not to exceed \$2,118,956.30.

Section 2. That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for lumber and building materials. If a written contract is required or requested for any or all purchases of lumber and building materials 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 \$2,118,956.30.

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 resolved.

KEY FOCUS AREA: E-Gov

AGENDA DATE: October 14, 2015

COUNCIL DISTRICT(S): N/A

DEPARTMENT: Office of Financial Services
Communication and Information Services
Office of Economic Development
Water Utilities

CMO: Jeanne Chipperfield, 670-7804
Mark McDaniel, 670-3256
Ryan S. Evans, 671-9837

MAPSCO: N/A

SUBJECT

Authorize payment of annual membership fees and continuation of arrangements for providing specialized municipal-related services to Gartner, Inc. (IT Executives and Leaders) in the amount of \$121,089, North Central Texas Council of Governments in the amount of \$124,427, North Texas Commission in the amount of \$93,320, Oncor Cities Steering Committee in the amount of \$160,169, Texas Coalition of Cities For Utility Issues in the amount of \$51,243, Texas Municipal League in the amount of \$51,947, Water Environment Research Foundation in the amount of \$80,820, and Water Research Foundation in the amount of \$243,998 - Total not to exceed \$927,013 - Financing: Current Funds (\$602,195) and Water Utilities Current Funds (\$324,818)

BACKGROUND

Arrangements with these professional organizations provide the City of Dallas an avenue for greater communication and cooperation with other municipalities and government entities, access to research and information of benefit to the City, as well as providing consultation with other agencies on the needs of the region, state and nation.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

Information about this item will be provided to the Budget, Finance and Audit Committee on October 5, 2015.

FISCAL INFORMATION

Current Funds - \$602,195.00
Water Utilities Current Funds - \$324,818.00

ETHNIC COMPOSITION

Gartner, Inc. (IT Executives and Leaders)

Hispanic Female	125	Hispanic Male	105
Black Female	85	Black Male	61
White Female	1463	White Male	2091
Other Female	152	Other Male	208

North Central Texas Council of Governments

Hispanic Female	22	Hispanic Male	7
Black Female	34	Black Male	6
White Female	123	White Male	91
Other Female	15	Other Male	16

North Texas Commission

Hispanic Female	5	Hispanic Male	10
Black Female	3	Black Male	3
White Female	26	White Male	64
Other Female	2	Other Male	1

Oncor Cities Steering Committee

Ethnic Composition not available - staffed by volunteers

Texas Coalition of Cities For Utility Issues

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

Texas Municipal League

Hispanic Female	1	Hispanic Male	1
Black Female	2	Black Male	0
White Female	20	White Male	7
Other Female	0	Other Male	0

ETHNIC COMPOSITION (Continued)

Water Environment Research Foundation

Hispanic Female	0	Hispanic Male	0
Black Female	2	Black Male	0
White Female	15	White Male	9
Other Female	1	Other Male	1

Water Research Foundation

Hispanic Female	3	Hispanic Male	1
Black Female	1	Black Male	0
White Female	23	White Male	10
Other Female	0	Other Male	1

October 14, 2015

WHEREAS, arrangements with professional organizations provide the City of Dallas access to research and information of benefit to the City, enhanced communication with other municipalities, opportunities for information exchange and professional development, as well as effective lobbying on matters of municipal interest; and

WHEREAS, the City of Dallas continues to benefit through its relationships with these professional organizations;

Now, Therefore,

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

Section 1. That the City of Dallas continue arrangements with the organizations listed below for fiscal year 2015-16 for the annual fees specified.

Section 2. That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$121,089.00 from Fund 0198, Dept. DSV, Unit 1664, Object 3340, Encumbrance CT DSV16GARTNER, Vendor No. VS0000018090, for payment of annual fees to Gartner, Inc. (IT Executives and Leaders).

Section 3. That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$124,427.00 from Fund 0001, Dept. BMS, Unit 1991, Object 3340, Encumbrance CT BMS1991A1601 Vendor No. 265554, for payment of annual fees to and for the North Central Texas Council of Governments.

Section 4. That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$51,947.00 from Fund 0001, Dept. BMS, Unit 1991, Object 3340, Encumbrance CT BMS1991A1602, Vendor 079714, for payment of annual fees to and for the Texas Municipal League.

Section 5. That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$160,169.00 from Fund 0001, Dept. BMS, Unit 1991, Object 3340, Encumbrance CT BMS1991A1603 Vendor No. 264729, for payment of annual fees to and for the Oncor Cities Steering Committee.

Section 6. That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$51,243.00 from Fund 0001, Dept. BMS, Unit 1991, Object 3340, Encumbrance CT BMS1991A1604 Vendor 354776, for payment of annual fees to and for the Texas Coalition of Cities for Utility Issues.

Section 7. That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$243,998.00 from Fund 0100, Dept. DWU, Unit 7015, Object 3340, Encumbrance CT DWU7015A1600, Vendor No. VC0000008752, for payment of annual fees to and for the Water Research Foundation.

October 14, 2015

Section 8. That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$80,820.00 from Fund 0100, Dept. DWU, Unit 7015, Object 3340, Encumbrance CT DWU7015A1601, Vendor No. 333952, for payment of annual fees to and for the Water Environment Research Foundation.

Section 9. That the Chief Financial Officer is hereby authorized to encumber and disburse an amount not to exceed \$93,320.00 from Fund 0001, Dept. ECO, Unit 1164, Object 3340 Encumbrance CT ECO161164K053, Vendor No. 193362, for payment of annual fees to and for the North Texas Commission.

Section 10. 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 October 2, 2015

TO The Honorable Mayor and Members of the City Council

SUBJECT October 14, 2015 Agenda Item – City Memberships

The October 14, 2015 City Council agenda includes an item that authorizes payment of annual membership fees (in amounts of \$50,000 or more) and continuation of arrangements for receiving specialized municipal-related services.

Attached for your information is a brief synopsis describing the purpose of each of the memberships included in the agenda item.

Please let me know if you need additional information.


Jeanne Chipperfield
Chief Financial Officer

Attachment

c: 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

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

Description of City Memberships

Gartner, Incorporated (\$121,089 – Current Funds)

Gartner for IT Leaders and Executives is an executive assistance and mentoring program that provides access to leading technology analysts and research that provides insight and interpretation into continuous improvement strategies for IT organizations. This membership includes an experienced ex-CIO to serve as an advisor and coach that will work closely with City management about IT initiatives, best practices, latest industry trends, emerging technologies, IT metrics for measuring alignment with peers, staffing and investment levels, IT governance, and support with strategic planning. Gartner, Inc. provides unlimited access to over 1,200 IT analysts, research data, peer connections, workshops for strategic IT planning, briefings, events, and access to Gartner's Compensation Study, which reviews IT positions reported by approximately 2,000 organizations.

North Central Texas Council of Governments (\$124,427 – Current Funds)

North Central Texas Council of Governments (COG) services its member governments and the region in a variety of ways, including comprehensive regional planning in transportation, environmental resources and human services. The COG aggressively works to strengthen ties with state and federal agencies and has become an information resource for regional and local economic development efforts. Members of the Dallas City Council serve in leadership roles on the NCTGOC executive board and committees.

North Texas Commission (\$93,320 – Current Funds)

The North Texas Commission (NTC) is a regional non-profit team of businesses, cities, counties, chambers of commerce, economic development entities and higher education institutions in the North Texas Region. NTC leads and coordinates the building of regional alliances to support key initiatives. NTC has active programs in areas such as aviation, transportation, environment, and long-range strategies and participates in many regional alliances and coalitions. NTC works to improve and promote the economic prosperity and quality of life of the Dallas/Fort Worth Metroplex by seeking solutions to regional issues and identifying key opportunities that will enhance the North Texas Region.

Oncor Cities Steering Committee (\$160,169 – Current Funds)

The Oncor Cities Steering Committee was created to provide a means for cities in the Oncor service area to pool their resources and prevent duplication of effort while participating in electric utility rate proceedings before the Public Utility Commission. The City of Dallas participated with this committee in the 1990, 1993, 2008 and 2011 rate cases. The City also participated with this Committee in the various regulatory proceedings relating to SB 7 and electric deregulation. As a result of the Oncor Cities Steering Committee's activities, Oncor agreed to make settlement payments to the cities beginning in 2005 and to fund "beneficial public use" payments through the cities for the benefit of the city's ratepayers. The City of Dallas received in excess of \$17.1 million as a result of that settlement agreement. The Oncor Cities Steering Committee is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Oncor Electric Delivery (formerly known as TXU Electric Delivery) within the City. The Oncor Cities Steering Committee is actively pursuing the appeal of Oncor's previous rate case, Docket

#35717, in which the Commission reduced franchise fees paid to cities. The current annual assessment for the City of Dallas is based on \$0.125 per capita.

Texas Coalition of Cities For Utility Issues (\$51,243 – Current Funds)

The Texas Coalition of Cities For Utility Issues was organized in 1996 to (a) collect, analyze, discuss and distribute information on utility related matters; (b) participate and develop positions in utility regulatory body rulemaking dockets and on bills proposed in the legislature relating to utility matters; and (c) work cooperatively on matters relating to utility franchises and fee issues.

Texas Municipal League (\$51,947 – Current Funds)

The purpose of the Texas Municipal League is “to render services which individual cities have neither time, money or strength to do alone.” In practice, this objective translates into several functions that specifically benefit Texas cities. These functions include: representing cities’ interests at the state and federal levels; conducting a wide variety of training sessions and conferences; maintaining the most comprehensive file of city government information in the state; publishing a wide variety of documents; providing legal and technical information on all aspects of city government; serving as the forum for molding the diverse views of the city officials into coherent statewide policies; and operating two group risk pool programs that produce dollar savings for TML members cities.

Water Environment Research Foundation (WERF) (\$80,820 – Water Utilities Current Funds)

WERF is dedicated to advancing science and technology, addressing water quality issues as they impact water resources, the atmosphere, the land, and the quality of life. WERF provides information to DWU improving the water environment and protecting human health by making available reliable scientific and innovative technologies for improved management of DWU’s water resources.

Water Research Foundation (formerly American Water Works Association Research Foundation) (\$243,998 – Current Funds)

Water Research Foundation (WRF) is an international nonprofit scientific and educational society dedicated to the improvement of drinking water quality and supply. The Research Foundation conducts numerous research studies to enhance the improvement of drinking water and then provides the results to its members. Dallas Water Utilities (DWU) is required annually to submit a water quality report to its customers. WRF is recognized as the authoritative resource for knowledge, information, and advocacy to improve the quality and supply of drinking water in North America and beyond. WRF provides research information to help DWU maintain the high quality of water provided to the citizens of Dallas and surrounding communities.

KEY FOCUS AREA: Economic Vibrancy

AGENDA DATE: October 14, 2015

COUNCIL DISTRICT(S): 2

DEPARTMENT: Public Works Department
Convention and Event Services

CMO: Jill A. Jordan, P.E., 670-5299
Ryan S. Evans, 671-9837

MAPSCO: 45P

SUBJECT

Authorize Supplemental Agreement No. 1 to the contract with Campos Engineering, Inc. for additional engineering services for renovation of the east kitchen at the Kay Bailey Hutchison Convention Center Dallas located at 650 South Griffin Street - Not to exceed \$88,500, from \$49,950 to \$138,450 - Financing: 2009 Convention Center Revenue Bonds

BACKGROUND

On October 6, 2014 Administrative Action No. 14-6841 authorized a professional services contract with Campos Engineering, Inc. to provide engineering services for the replacement of the east kitchen exhaust system at the Kay Bailey Hutchison Convention Center Dallas. This action will allow Campos Engineering, Inc. to provide engineering services for the renovation of the east kitchen at the Kay Bailey Hutchison Convention Center Dallas. The east kitchen requires updating to meet the increasing demand on food services, and updated code, health, and safety requirements.

The Convention Center food and beverage revenues have increased from \$8.7M in 2010 to an estimated \$10.3M for 2015. Estimated sales for 2016, based on the current event booking schedule, will exceed \$11M, with 2017 estimated to continue that growth to exceed \$13M. Catering and concession sales account for 90% of Convention Center food and beverage revenues. A new design is needed to service the planned major building-wide catering/concession events through 2019, which the current kitchen cannot do.

BACKGROUND (Continued)

The east kitchen, completed in the 1950’s, serves as the primary source for the preparation, cooking, and serving of food throughout the facility. The kitchen has not had a significant upgrade and operates with many pieces of original kitchen equipment, infrastructure, and a design that lacks modern features. Over the intervening years, codes have changed and kitchen equipment has improved leading to better efficiency and safety. With a new design, the kitchen will meet today's code, health, and safety requirements.

The improvement efforts began with the completion of a design by Campos Engineering for improvements to the kitchen ventilation system. It is now desirable to continue and complete the design of the kitchen improvements so that the food service demands, code, health, and safety requirements can be met.

ESTIMATED SCHEDULE OF PROJECT

Begin Design	September 2015
Complete Design	January 2016

PRIOR ACTION / REVIEW (COUNCIL, BOARDS, COMMISSIONS)

Information about this item will be briefed to the Budget, Finance and Audit Committee on October 5, 2015 .

FISCAL INFORMATION

2009 Convention Center Revenue Bonds - \$88,500

M/WBE INFORMATION

See attached.

ETHNIC COMPOSITION

Campos Engineering, Inc.

Hispanic Female	0	Hispanic Male	10
African-American Female	1	African-American Male	2
Other Female	2	Other Male	4
White Female	5	White Male	34

OWNER

Campos Engineering, Inc.

William Kumpf, Vice President

MAP

Attached.

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize Supplemental Agreement No. 1 to the contract with Campos Engineering, Inc. for additional engineering services for renovation of the east kitchen at the Kay Bailey Hutchison Convention Center Dallas located at 650 South Griffin Street - Not to exceed \$88,500, from \$49,950 to \$138,450 - Financing: 2009 Convention Center Revenue Bonds

Campos Engineering, Inc. is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use the following sub-contractors.

PROJECT CATEGORY: Architecture & Engineering

LOCAL/NON-LOCAL CONTRACT SUMMARY - THIS ACTION ONLY

	<u>Amount</u>	<u>Percent</u>
Local contracts	\$88,500.00	100.00%
Non-local contracts	\$0.00	0.00%
TOTAL THIS ACTION	\$88,500.00	100.00%

LOCAL/NON-LOCAL M/WBE PARTICIPATION THIS ACTION

Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
Campos Engineering	HMDB64625Y0316	\$62,500.00	70.62%
JQI	IMDB80158Y0716	\$26,000.00	29.38%
Total Minority - Local		\$88,500.00	100.00%

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	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$62,500.00	70.62%	\$92,450.00	66.78%
Asian American	\$26,000.00	29.38%	\$46,000.00	33.22%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	\$88,500.00	100.00%	\$138,450.00	100.00%

October 14, 2015

WHEREAS, the Kay Bailey Hutchison Convention Center Dallas has completed projects to modernize and improve the Center and successfully secure an increasing quantity of future event bookings; and,

WHEREAS, the Kay Bailey Hutchison Convention Center Dallas event bookings include hospitality and food services that require the east kitchen to be upgraded to meet the growing demands for those services; and,

WHEREAS, on October 6, 2014, Administrative Action No. 14-6841 in the amount of \$49,950 authorized a professional services contract with Campos Engineering, Inc. to provide engineering services for ventilation improvements to the east kitchen; and,

WHEREAS, it is now desirable to authorize Supplemental Agreement No. 1 to the contract with Campos Engineering, Inc., to provide additional engineering services to complete the renovation of the east kitchen, in an amount not to exceed \$88,500, increasing the contract from \$49,950 to \$138,450.

Now, Therefore

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

Section 1. That the City Manager is hereby authorized to execute Supplemental Agreement No. 1 to the contract with Campos Engineering, Inc. to provide additional engineering services to complete the renovation of the east kitchen at the Kay Bailey Hutchison Convention Center Dallas, an amount not to exceed \$88,500, from \$49,950 to \$138,450, after it has been approved as to form by the City Attorney.

Section 2. That the Chief Financial Officer is hereby authorized to disburse funds in accordance with the terms and conditions of the contracts from:

Fund 0568, Dept. CCT, Unit P505, Activity CCIM
Object 4111, Program No. PBC00038, CT No. PBWC00038L0014
Vendor No. 129578, in an amount not to exceed \$88,500.00

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.