ADMINISTRATIVE ACTION

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

1. Place an "X" in the appropriate box, complete and submit this form for the approval of:
   - Low bid contracts of not more than $70,000
   - Change orders for low bid contracts: $50,000 or less (may not increase original contract price by more than 25%)
   - Professional / Personal / Planning / Other Service contracts: $50,000 or less.
   - Amendments to non-bid contracts: $50,000 or less, per City Code Sec. 2-34
   - WRR-FM expenditures: $50,000 or less per City Code Sec. 2-79(C) of the City Code.
   - Other (explain on attachment)

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

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

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

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

Vendor Name: Perot Museum of Nature and Science  Vendor No. 263880
Subject: Contract Extension  Department: OCA

Action Requested: Authorization is requested to extend the Management Contract with the Perot Museum of Nature and Science for the Natural History Museum in Fair Park for one year, from August 11, 2018 through August 11, 2019.


Background: The Perot Museum of Nature and Science (formerly the Dallas Museum of Natural History) executed its current Management Agreement August 11, 1993. The initial term was 20 years, with 2 5-year renewals. The Museum took the first 5-year renewal, but has decided not to take the second. However they need this one-year extension in order to transition their operations to a new location.

Funding:

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TOTAL: $0.00

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

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

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

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

Jennifer Saiz 8/18/18  Approvals 6-10-18
By Department Director  Approvals to former City Attorney

By Assistant City Manager  8-10-18

ORIGINAL - City Secretary  REV 05/2017
Perot
Museum of Nature and Science

May 11, 2018

VIA HAND DELIVERY

City of Dallas
Director
Office of Cultural Affairs
1925 Elm Street, Suite 500
Dallas, Texas 75201

RE: Notification of No Renewal and Request for Extension of Current Term of Management Contract with the Dallas Museum of Natural History Association dated August 11, 1993, by and between City of Dallas, a Texas municipal corporation (the “City”), and Perot Museum of Nature and Science (formerly known as Dallas Museum of Natural History Association), a Texas nonprofit corporation (the “Museum”), as supplemented (collectively, the “Contract”)

To Whom It May Concern:

Reference is hereby made to Section 2.0 of the Contract pursuant to which the Contract is subject to up to two (2) five-year renewal options (each a “Renewal”) and whereby Museum shall notify the City no less than ninety (90) days or more than three hundred sixty (360) days before the date on which the Contract would expire as to whether it desires a Renewal. The parties exercised the first of the Renewals from August 12, 2013 through August 11, 2018. This letter, timely delivered pursuant to the time period for notification set forth in the Contract, shall serve as the Museum’s notice to the City of its decision not to exercise the second Renewal option such that the Contract by its terms would expire on August 11, 2018 (the “Expiration Date”).

The Museum respectfully requests that the current term of the Contract and, therefore, the Expiration Date, be extended until August 11, 2019 (the “New Expiration Date”) without default such that the Contract remains in full force and effect with respect to all terms, provisions, conditions and obligations through the New Expiration Date, and subject to the terms in the City of Dallas letter dated May 16, 2018 attached hereto.

Please indicate your acceptance of this letter and your approval of the New Expiration Date by signing this letter in the space provided below and returning the original, fully-executed letter to the undersigned at the address shown on the letterhead of this letter by no later than June 15, 2018.

Perot Museum of Nature and Science

[2201 N. FIELD STREET, DALLAS, TEXAS 75201 P 214.428.5555 W PEROTMUSEUM.ORG]
By executing this letter, both parties acknowledge and agree that no further documentation or approvals are necessary to extend the current term of the Contract through the New Expiration Date.

Your immediate attention to this matter is requested and appreciated.

Sincerely,

PEROT MUSEUM OF NATURE & SCIENCE,
a Texas nonprofit corporation

By: __________________________
Name: Dr. Linda Silver
Title: Chief Executive Officer

AGREED AND ACKNOWLEDGED this 20th day of August, 2018.

CITY OF DALLAS,
a Texas municipal corporation

By: __________________________
Name: __________________________
Title: Assistant City Manager

APPROVED AS TO FORM:

By: __________________________
Name: __________________________
Title: Assistant City Attorney

RECOMMENDED BY DIRECTOR:

By: Jennifer Scripps
Name: Jennifer Scripps
Title: Director, Office of Cultural Affairs
May 16, 2018

Dr. Linda Silver
CEO
Perot Museum of Nature and Science
2201 N. Field Street
Dallas, TX 75201

Dear Dr. Silver:

We received your letter of May 11, 2018 notifying the City of Dallas, Office of Cultural Affairs that the Perot Museum of Nature and Science will not be exercising the second five-year renewal option for usage and operation of the Natural History Museum in Fair Park, and the request for the current term of the contract to be extended until August 11, 2019.

The City accepts the Museum’s decision not to exercise second renewal option, and is able to provide a transitional holdover period on a month-to-month basis, honoring the same terms as the previous contract, with a time frame beginning August 11, 2018, and not exceeding one year.

Please let me know if you have any questions.

Sincerely,

Jennifer Scripps
Director of Cultural Affairs
NOTICE

FILE NUMBER

186376

THE ATTACHED ADMINISTRATIVE ACTION OR CHANGE ORDER WAS SUBMITTED AND ASSIGNED A FILE NUMBER AS IT APPEARS TO BE COMPLETE.

VALIDATED BY
PRINTED NAME
Miroslava Martinez

DATE RETURNED
AUG. 22, 2018

PREPARED BY
TW
Taylor Woods

[THE CITY SECRETARY'S OFFICE HAS NO KNOWLEDGE OF THE PREPARATION OF THIS DOCUMENTATION; PLEASE DIRECT ANY INQUIRIES TO THE INITIATING DEPARTMENT. THANKS!]

CITY SECRETARY