



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

186376

EFFECTIVE DATE

8-10-18

CITY SECRETARY  
DALLAS TEXAS  
RECEIVED  
AUG 29 9:29 AM

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

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

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

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

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

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

Vendor Name: 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.

Contract Number: OCA-2018-00007345 Contract Term: 8/11/2018 To 8/11/2019

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.

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

Project No: Commodity Code: Financing: No cost consideration

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 Scipps 8/8/18  
By Department Director DATE

[Signature] 08-20-18  
Approved as to form by City Attorney DATE

[Signature] 8-10-18  
By Assistant City Manager DATE



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.*

PEROT MUSEUM OF NATURE AND SCIENCE LAG (Please initial) *ONN*

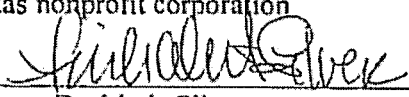
Please indicate your acceptance of this letter and your approval of the New Expiration Date by signing this letter in the space provided below and returning the original, fully-executed letter to the undersigned at the address shown on the letterhead of this letter by no later than June 15, 2018.

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

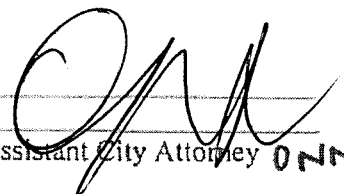
By:   
Name: Dr. Linda Silver  
Title: Chief Executive Officer

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 **ONN**

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,

A handwritten signature in cursive script that reads 'Jennifer Scripps'.

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**   
**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**