



CITY OF DALLAS

# ADMINISTRATIVE ACTION

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

ADMINISTRATIVE ACTION

186989

EFFECTIVE DATE

12/21/18 *[Signature]*

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 5%)
- 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)

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 2018 DEC 27 PM 4:22  
 CITY SECRETARY  
 DALLAS, TEXAS

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 *[Signature]*

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: Office of Cultural Affairs

Action Requested: Authorization is requested to extend the Management Contract with the Perot Museum of Nature and Science for the Natural History Museum at Fair Park for six months, from August 11, 2019 through February 29, 2020.

Contract Number: OCA-2018-00007345 Contract Term: 8/11/2019 To 2/29/2020

Background: The Perot Museum of Nature and Science executed the current Management Agreement on August 11, 1993. The initial term was 20 years, with two 5-year renewals. The Museum took the first 5-year renewal, and opted for a further 1-year renewal on August 10, 2018 (authorized by AA 18-6376).

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

Project No: Commodity Code: Financing:

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
	\$	\$	\$	\$	

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

*[Signature]* Jennifer Scripps  
By Department Director DATE 12/21/18

*[Signature]* OMA  
Approved as to form by City Attorney ONN DATE 12-24-2018

*[Signature]*  
By Assistant City Manager DATE 12/21/18



Museum of Nature and Science

November 2, 2018

VIA HAND DELIVERY

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

RE: Request for Further 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 that certain Notification of No Renewal and Request for Extension of Current Term of the Contract dated May 11, 2018 from the Museum to the City and agreed to and acknowledged by the City on August 20, 2018, whereby the City approved extending the term of the Contract until August 11, 2019 (the "Expiration Date")

The Museum respectfully requests that the current term of the Contract and, therefore, the Expiration Date, be further extended until February 29, 2020 (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.

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 DECEMBER 7, 2018.

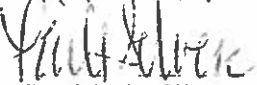
By executing this letter, both parties acknowledge and agree that no further documentation or approvals are necessary to extend the current term of the Contract through the New Expiration Date.

Your immediate attention to this matter is requested and appreciated.

Sincerely

**PEROT MUSEUM OF NATURE & SCIENCE,**

a Texas nonprofit corporation

By: 

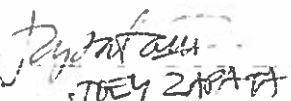
Name: Dr. Linda Silver

Title: Chief Executive Officer

AGREED AND ACKNOWLEDGED this 24th day of December, 2018.

**CITY OF DALLAS,**

a Texas municipal corporation

By: 

Name: JOEY ZAPATA

Title: Assistant City Manager

APPROVED AS TO FORM

By: 

Name: ONN

Title: Assistant City Attorney ONN

RECOMMENDED BY DIRECTOR:

By: 

Name: Jennifer Scripps

Title: Director, Office of Cultural Affairs

CC by Electronic Mail: Brian Rothenberg, Senior Vice President and General Counsel, Spectra


# NOTICE

FILE NUMBER 186389

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 DEC 28

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**