



**CITY OF GRAND PRAIRIE  
FINANCE AND GOVERNMENT COMMITTEE  
COUNCIL BRIEFING ROOM  
MONDAY, OCTOBER 03, 2022 AT 1:00 PM**

## **AGENDA**

*The meeting will be held at City Hall Council Briefing Room, 300 W. Main St, Grand Prairie, Texas, and a quorum of the committee or the presiding member will be physically present. Some members may participate remotely via video conference.*

### **CALL TO ORDER**

### **STAFF PRESENTATIONS**

1. Bond Program Presentation
2. Update to the City's Financial Management Policy

### **CONSENT AGENDA**

*The full agenda has been posted on the city's website, [www.gptx.org](http://www.gptx.org), for those who may want to view this agenda in more detail. Citizens may speak for five minutes on any item on the agenda by completing and submitting a speaker card.*

3. Minutes of the September 06, 2022, Finance and Government Committee Meeting
4. Annual Contract for Armored Car Services from Loomis Armored US, LLC (up to \$95,000 annually). This contract will be for five years with the option to renew annually, initial five-year commitment will be \$475,000.00. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$23,750.00 so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms
5. Contract with Crowdriff, a visual influence platform, in the amount of \$12,000/year to allow city access to photos people upload to social media featuring Grand Prairie. This contract is renewable annually. Authorize the City Manager to execute annual renewals with aggregate price fluctuations of up to \$50,000 of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms.
6. Annual Contract for Pre-Employment Emotional Intelligence Assessments Services from Zerorisk HR, LLC (\$18,130 annually). The contract will be for one-year with the option to renew for up to nine additional one-year periods totaling an estimated \$181,300 if all extensions are exercised. The City Manager may authorize renewal options with aggregate price fluctuations up to \$4,532.50 so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

7. Annual contract for temporary employment services from Results Staffing, Inc. at an estimated annual amount of (\$55,000). The agreement is for an initial one year with the option to renew for three additional one-year periods totaling \$220,000 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$50,000 of the original maximum price so long as sufficient funding is appropriated by the city council to satisfy the cities obligation during the renewal term
8. Annual Agreement for rebar and concrete supplies from FABco, LLC. (up to \$61,788.80 annually). This agreement will be for one year with the option to renew for 4 additional one-year periods totaling \$308,944.00 if all extensions were exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to (\$15,447) so long as sufficient funding is appropriated by the City Council to satisfy the City’s obligation during the renewal terms
9. Annual Contract for masonry mailbox repairs from Tillema & Sons (up to \$50,000.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$250,000.00 if all extensions are exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$12,500 so long as sufficient funding is appropriated by the City Council to satisfy the City’s obligation during the renewal terms
10. Change Order in the amount of \$40,000 to add additional appraisal and court testimony services with Pyles & Whatley Corporation for City projects. Current contract limit is \$40,000 per year with option to renew for up to four additional one-year periods, not to exceed \$200,000. Requesting increase to \$80,000 per year with option to renew for four additional one-years periods with a maximum of \$400,000 cumulatively
11. Ordinance amending the FY2023 Community Policing Fund for the Grand Prairie Equine Center and Mounted Patrol Facility and awarding a Professional Design Services Contract to Populous Architects in the amount of \$79,800 for programming, planning, concept design and schematic design services for the Grand Prairie Equine Center and Mounted Patrol Facility. In addition, staff is recommending a design contingency in the amount of \$4,200 and a reimbursable expenses allowance of \$2,500 resulting in a total funding request of \$86,500

## **ITEMS FOR INDIVIDUAL CONSIDERATION**

12. Five-year contract with the Standard Insurance Company for Basic Life Insurance and Long-Term Disability Insurance with a three year guarantee and rate cap for years four and five and Supplemental Employee, Dependent Life Insurance, and Accidental Death & Dismemberment Insurance with a five year rate guarantee.
13. Annual Contract for installation, disassemble, and monthly maintenance of Christmas decorations including a City-provided 34’ Everest Tower LED Tree and associated lights and decorations from DFW Holiday Kings (up to \$142,698.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$713,490.00 if all extensions are exercised. Authorize the City Manager to execute the renewal options with

aggregate price fluctuations of up to \$35,764.50 so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

- [14.](#) Ordinance appropriating \$215,000 in funding in the Capital Improvement Projects Budget; authorizing the City Manager to enter into an interlocal agreement with Dallas County for aerial spraying for mosquitoes for a one-year term; and providing for the ability to reimburse the expenditure with future debt
- [15.](#) Ordinance amending the FY2022/2023 Capital Improvement Budget; Contract with Fast General Contracting LLC of North Richland Hills, Texas, for construction of the EPIC Central Maintenance Building located at 2950 Fall Drive, in the amount of \$1,066,000, plus a contingency amount of \$53,300 for a total of \$1,119,300
- [16.](#) Construction contract with Florida Traffic Control Devices to furnish all labor, materials, and equipment required to construct three overhead Changeable Message Signs (CMS) on Belt Line Road, Lone Star Parkway, and Lake Ridge Parkway in the amount of \$568,067.72
- [17.](#) Ordinance amending the FY2023 unobligated Street Capital Projects Fund to allocate \$160,000 to the FY2023 Traffic Signal Improvement Project for unexpected failure of traffic light detection equipment and approving the purchase of equipment from Consolidated Traffic Controls for \$159,570.00 plus applicable shipping costs
- [18.](#) Purchase of Caterpillar Model-C15 PGAM Generator from Holt Cat Ltd., through a national inter-local agreement with Sourcewell, for use at Dorchester Levee Pump Station as auxiliary power in the total amount of \$793,674.83
- [19.](#) Purchase of four (4) Caterpillar Generators from Holt Cat Ltd., through cooperative agreement with Sourcewell, for use at various Water sites as auxiliary power in the total amount of \$198,080.16
- [20.](#) Ordinance amending the FY2023 unobligated Water and Wastewater Funds to allocate to the Parker Road Project Awarding Construction Contract to SYB Construction Co Inc for Parker Road Water & Wastewater Replacement Improvements. Budget allowance of \$447,350.50 for the Parker Road Project includes a \$396,410.50 construction contract, a contract contingency of 5% equaling \$19,820, materials testing with Kleinfelder in the amount of \$11,299 and in-house labor distribution in the amount of \$19,821
- [21.](#) Purchase of 401 Wilmington Court from Pamela Carroll for the appraised value (\$340,000) plus closing costs per the Creek Erosion Policy
- [22.](#) Annual Contract for chlorine & cylinders from DPC Industries, Inc. (up to \$200,000.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$1,000,000.00 if all extensions are exercised

## **CITIZEN COMMENTS**

*Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.*

## **EXECUTIVE SESSION**

*The Finance and Government Committee may conduct a closed session pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A., to discuss any of the following:*

- (1) Section 551.071 “Consultation with Attorney”*
- (2) Section 551.072 “Deliberation Regarding Real Property”*
- (3) Section 551.074 “Personnel Matters”*
- (4) Section 551.087 “Deliberations Regarding Economic Development Negotiations.”*

## **ADJOURNMENT**

*The Grand Prairie City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8035 or email [GPCitySecretary@gptx.org](mailto:GPCitySecretary@gptx.org) at least three (3) business days prior to the scheduled meeting to request an accommodation.*

### *Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Finance and Government Committee agenda was prepared and posted September 30, 2022.*



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*Gloria Colvin, Deputy City Secretary*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 10/03/2022

**PRESENTER:** Brady Olsen, Assistant Finance Director

**TITLE:** Bond Program Presentation

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**PURPOSE OF REQUEST:**

In order to fund the 2022-2023 CIP program, staff is recommending the issuance of bonds. Over the next several months, 3 separate bond issuances will be considered. We are pushing forward as fast as the process allows to limit interest rate risk.

**2022-2023 COs**

The 2022-2023 CIP included approximately \$50 million in necessary bond funding. This would cover fire, IT, library renovation, municipal facility renovation and repair, public safety storage building, police, and streets. Council would pass a notice of intent in October prior to authorizing the issuance in December.

**2022 GO**

In 2021, the Citizens of Grand Prairie authorized the issuance of \$75 million in General Obligation Debt for Economic Development Purposes. To date, \$67 million has been issued, with another \$8 million in remaining authorization. In August, Council authorized a \$6 million land purchase through the LGC. These bonds would partly go to reimbursing the City for this purchase.

**2022-2023 Water/Wastewater Bonds**

The 2022-2023 CIP included approximately \$11 million in necessary bond funding. The bond funds would largely go towards the construction of a water tower.

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Issuance Schedule



CITY OF GRAND PRAIRIE, TEXAS

\$ \_\_\_\_\_ \* General Obligation Bonds, Taxable Series 2022

\$ \_\_\_\_\_ \* Combination Tax and Revenue Certificates of Obligation, Series 2022A

\$ \_\_\_\_\_ \* Water & Wastewater System Revenue Bonds, New Series 2022

Schedule of Events\* as of 9/22/2022

Aug-22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sep-22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

HOLIDAY

Oct-22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

HOLIDAY

Nov-22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

HOLIDAY

Dec-22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HOLIDAY

Date	Event	Responsible Party
Monday, 10/3/22	Presentation of Plan of Finance to Finance & Government (F&G) Committee	City Staff / FA
Tuesday, 10/11/22	City Council considers and approves parameters ordinance for the issuance of the General Obligation Bonds, Taxable Series 2022 and Water & Wastewater System Revenue Bonds, New Series 2022	City Council
	City Council considers and approves a resolution authorizing publication of a notice of intent to issue Certificates of Obligation, Series 2022A	City Council
10/19 - 10/21/22	Credit rating conference calls and due diligence conference call.	City Staff / FA
Friday, 10/28/22	Deadline for first publication of notice of intent to issue Certificates of Obligation, Series 2022A in newspaper and deadline for publication of notice of intent to issue Certificates of Obligation on City's website	City Staff
Friday, 11/4/22	Second Publication of Notice of Intent to issue the Certificates of Obligation, Series 2022A (must be 7 days after 1st publication)	City Staff
TBD (11/7 - 11/9/22)	Pricing of General Obligation Bonds, Taxable Series 2022 and Water & Wastewater Revenue Bonds New Series 2022	FA
	<u>Pricing Officer(s) execute(s) pricing certificates (GO &amp; W&amp;WW)</u>	Pricing Officers
Prior to Closings	Attorney General Approves Bond Sales (GO & W&WW)	AG, BC
Tuesday, 12/6/22	Closing and delivery of funds to the City (GO & W&WW)	UW, BC, PA
Tuesday, 12/13/22	City Council considers and approves parameters ordinance for the issuance of the Certificates of Obligation, Series 2022A	City Council
TBD (12/14 - 12/15/22)	Pricing of Certificates of Obligation, Series 2022A	FA
	<u>Pricing Officer(s) execute(s) pricing certificate (CO's)</u>	Pricing Officers
Prior to Closing	Attorney General Approves Bond Sale (CO's)	AG, BC
TBD	Closing and delivery of funds to the City (CO's)	UW, BC, PA

Key Actions to be Taken by City Council

Key Actions to be Taken by City Staff

\*\*Preliminary, subject to change.



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## Funding of Economic Development Projects & Capital Improvement Program

October 3, 2022

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# General Obligation Bonds, Taxable Series 2022 (Funding of Economic Development Projects)

- **Funding of infrastructure related to the EPIC Project**
  - The City would issue the remaining \$8,000,000 bond authorization from the May 2021 bond referendum
  
- **General Obligation Bonds Funding Plan**
  - Debt Issue = General Obligation Bonds, Taxable Series 2022
  - Par Amount = \$8,000,000
  - Repayment Source = I&S (Debt Service) Property Taxes
  - Amortization = 20 Years
  - Bond Rating = “AAA” by Standard & Poor’s and “AA+” by Fitch <sup>(1)</sup>
  - Tax Status = Taxable

(1) Currently, the City is rated “AAA” by Standard & Poor’s Ratings and “AA+” by Fitch Ratings which are expected to be confirmed during the debt issuance process.

# Combination Tax & Revenue Certificates of Obligation, Series 2022A (Funding of CIP – Governmental Projects)

- **Funding of the City’s Fiscal Year 2023 Capital Improvement Program.**
  
- **Proposed projects include:**
  - Public Safety Building
  - Fire Department Equipment & Improvements
  - Police Department Equipment & Improvements
  - Information Technology Department Equipment & Improvements
  - Library Renovations
  - Existing Municipal Facilities Renovations
  - Street Improvements
  
- **Certificates of Obligation Funding Plan**
  - Debt Issue = Certificates of Obligation, Series 2022A
  - Par Amount = \$50,130,000 <sup>(1)</sup>
  - Repayment Source = I&S (Debt Service) Property Taxes
  - Amortization = 20 Years
  - Bond Rating = “AAA” by Standard & Poor’s and “AA+” by Fitch <sup>(2)</sup>
  - Tax Status = Tax-Exempt

(1) Preliminary; subject to change. As of today, the project fund number consists of \$50,000,000. The City would only fund the required projects.

(2) Currently, the City is rated “AAA” by Standard & Poor’s Ratings and “AA+” by Fitch Ratings which are expected to be confirmed during the debt issuance process.

# Sources & Uses of Funds

## General Obligation Bonds & Certificates of Obligation

<b>Preliminary Sources of Funds</b>	<b>General Obligation Bonds, Taxable Series 2022</b>	<b>Certificates of Obligation, Series 2022A</b>
Par Amount	\$8,000,000	\$50,130,000
Premium	\$0	\$424,110
<b>Total Sources of Funds</b>	<b>\$8,000,000</b>	<b>\$50,554,110</b>

<b>Preliminary Uses of Funds</b>	<b>General Obligation Bonds, Taxable Series 2022</b>	<b>Certificates of Obligation, Series 2022A</b>
Project Fund Deposit	\$7,795,000	\$50,000,000
Budgeted Financing Costs <sup>(1)</sup>	\$205,000	\$554,110
<b>Total Uses of Funds</b>	<b>\$8,000,000</b>	<b>\$50,554,110</b>

(1) Budgeted and subject to change. Includes underwriter's discount

# Preliminary Cash Flows

## General Obligation Bonds and Certificates of Obligation

<u>A</u>	<u>B</u>	<u>C</u>			<u>D</u>	<u>E</u>	<u>F</u>			<u>G</u>	<u>H</u>	<u>I</u>
Fiscal Year Ending 30-Sep	Existing I&S Tax Supported D/S	<i>Economic Development (EPIC Project)</i>			<i>Capital Improvement Program</i>			PROJECTED I&S Tax Supported D/S				
		GO Bonds, Taxable Series 2022			Certificates of Obligation Series 2022A							
		<i>All-in True Interest Cost = 5.93%<sup>(1)</sup></i>			<i>All-in True Interest Cost = 4.61%<sup>(2)</sup></i>							
		Principal	Interest	Total D/S	Principal	Interest	Total D/S					
2022	\$ 38,224,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,224,619				
2023	42,414,584	-	306,316	306,316	-	1,479,076	1,479,076	44,199,975				
2024	46,083,083	230,000	437,243	667,243	1,510,000	2,318,300	3,828,300	50,578,625				
2025	39,382,116	245,000	425,580	670,580	1,590,000	2,240,800	3,830,800	43,883,495				
2026	43,284,854	255,000	413,229	668,229	1,670,000	2,159,300	3,829,300	47,782,383				
2027	38,086,088	270,000	400,209	670,209	1,755,000	2,073,675	3,828,675	42,584,972				
2028	35,106,096	280,000	386,513	666,513	1,845,000	1,983,675	3,828,675	39,601,284				
2029	35,094,419	295,000	372,019	667,019	1,940,000	1,889,050	3,829,050	39,590,488				
2030	33,766,804	310,000	356,576	666,576	2,040,000	1,789,550	3,829,550	38,262,930				
2031	33,570,947	330,000	340,076	670,076	2,145,000	1,684,925	3,829,925	38,070,948				
2032	32,857,997	345,000	322,387	667,387	2,255,000	1,574,925	3,829,925	37,355,309				
2033	33,052,706	365,000	303,334	668,334	2,370,000	1,459,300	3,829,300	37,550,340				
2034	32,434,924	385,000	282,742	667,742	2,490,000	1,337,800	3,827,800	36,930,466				
2035	27,620,269	410,000	260,515	670,515	2,620,000	1,210,050	3,830,050	32,120,834				
2036	25,941,959	430,000	236,612	666,612	2,755,000	1,075,675	3,830,675	30,439,246				
2037	22,343,827	460,000	210,954	670,954	2,895,000	934,425	3,829,425	26,844,206				
2038	12,668,285	485,000	183,499	668,499	3,030,000	799,556	3,829,556	17,166,341				
2039	12,669,986	515,000	154,349	669,349	3,160,000	671,888	3,831,888	17,171,223				
2040	7,690,687	545,000	123,450	668,450	3,295,000	536,694	3,831,694	12,190,831				
2041	7,689,123	580,000	90,657	670,657	3,435,000	393,681	3,828,681	12,188,461				
2042	1,593,550	615,000	55,822	670,822	3,585,000	242,266	3,827,266	6,091,638				
2043	-	650,000	18,948	668,948	3,745,000	81,922	3,826,922	4,495,869				
	\$ 601,576,924	\$ 8,000,000	\$ 5,681,028	\$ 13,681,028	\$ 50,130,000	\$ 27,936,532	\$ 78,066,532	\$ 693,324,484				

**Notes:**

(1) Assumes "AA+/AAA" Rated Taxable Interest Rates plus 0.50% as of September 22, 2022. **Subject to Change at Any Time.**

(2) Assumes "AA+/AAA" Rated Tax-Exempt Interest Rates plus 0.50% as of September 22, 2022. **Subject to Change at Any Time.**

# Water & Wastewater System Revenue Bonds, New Series 2022 (Funding of CIP - Water & Wastewater System Improvements)

- Funding of improvements and construction of the City's Water and Wastewater System
  
- Water & Wastewater System Revenue Bonds Funding Plan
  - Debt Issue = Water & Wastewater System Revenue Bonds, New Series 2022
  - Par Amount = \$11,350,000<sup>(1)</sup>
  - Repayment Source = Net Revenues of the Water & Wastewater System
  - Amortization = 20 Years
  - Bond Rating = "AAA" by Standard & Poor's<sup>(2)</sup>
  - Tax Status = Tax-Exempt

(1) Preliminary; subject to change. As of today, the project fund number consists of \$11,000,000. The City would only fund the required projects.

(2) Currently, the System is rated "AAA" by Standard & Poor's Ratings which is expected to be confirmed during the debt issuance process.

# Sources & Uses of Funds

## Water & Wastewater System Revenue Bonds

<u>Preliminary Sources of Funds</u>	<u>Water &amp; Wastewater System Revenue Bonds New Series 2022</u>
Par Amount	\$11,350,000
Premium / (Discount)	(\$125,858)
<b>Total Sources of Funds</b>	<b>\$11,224,142</b>
<u>Preliminary Uses of Funds</u>	<u>Water &amp; Wastewater System Revenue Bonds New Series 2022</u>
Project Fund Deposit	\$11,000,000
Budgeted Financing Costs <sup>(1)</sup>	\$224,142
<b>Total Uses of Funds</b>	<b>\$11,224,142</b>

(1) Budgeted and subject to change. Includes underwriter's discount

# Preliminary Cash Flows

## Water & Wastewater System Revenue Bonds

Fiscal Year Ending 30-Sep	Existing W&WW Supported D/S <sup>(1)</sup>	<i>Water &amp; Wastewater Improvements</i>			PROJECTED W&WW Supported D/S	Plus: PROJECTED DSRF Contributions	NET PROJECTED W&WW Supported D/S
		W & WW Syst. Revenue Bonds, Series 2022					
		<i>All-in True Interest Cost = 4.73%<sup>(2)</sup></i>					
		Principal	Interest	Total D/S			
2022	\$ 6,509,044	\$ -	\$ -	\$ -	\$ 6,509,044	\$ -	\$ 6,509,044
2023	6,506,202	-	300,684	300,684	6,806,886	8,481	6,815,367
2024	6,502,619	-	494,275	494,275	6,996,894	11,309	7,008,202
2025	5,843,150	395,000	485,881	880,881	6,724,032	11,309	6,735,340
2026	4,690,598	415,000	468,669	883,669	5,574,267	11,309	5,585,576
2027	4,309,031	430,000	450,713	880,713	5,189,743	11,309	5,201,052
2028	2,628,748	450,000	432,013	882,013	3,510,760	2,827	3,513,587
2029	2,627,088	470,000	412,463	882,463	3,509,551	-	3,509,551
2030	2,240,141	490,000	392,063	882,063	3,122,203	-	3,122,203
2031	1,227,278	510,000	370,813	880,813	2,108,091	-	2,108,091
2032	953,280	535,000	348,606	883,606	1,836,886	-	1,836,886
2033	954,736	555,000	325,444	880,444	1,835,180	-	1,835,180
2034	660,912	580,000	301,325	881,325	1,542,237	-	1,542,237
2035	662,016	605,000	276,144	881,144	1,543,160	-	1,543,160
2036	662,256	630,000	249,900	879,900	1,542,156	-	1,542,156
2037	161,832	660,000	222,488	882,488	1,044,320	-	1,044,320
2038	161,144	690,000	193,369	883,369	1,044,513	-	1,044,513
2039	160,392	720,000	162,525	882,525	1,042,917	-	1,042,917
2040	-	750,000	129,900	879,900	879,900	-	879,900
2041	-	785,000	95,363	880,363	880,363	-	880,363
2042	-	820,000	58,738	878,738	878,738	-	878,738
2043	-	860,000	19,888	879,888	879,888	-	879,888
	\$ 47,460,466	\$ 11,350,000	\$ 6,191,259	\$ 17,541,259	\$ 65,001,725	\$ 56,543	\$ 65,058,268

**Notes:**

(1) Assumes "AAA/AAA" Rated Tax-Exempt Interest Rates plus 0.50% as of September 22, 2022. **Subject to Change at Any Time.**

(2) Assumes City funds additional reserve fund requirement in 60 equal monthly installments. Subject to change.

## Proposed Schedule of Events (1 of 2)

- **October 3, 2022 (Finance & Government Committee Meeting)**
  - Presentation of Plan of Finance
  - F&G Committee considers and approves plan of finance
  
- **October 11, 2022 (City Council Meeting)**
  - **City Council considers and approves parameters ordinance for the issuance of the General Obligation Bonds, Taxable Series 2022 and Water & Wastewater System Revenue Bonds, New Series 2022**
  - **City Council considers and approves a resolution authorizing publication of a notice of intent to issue Certificates of Obligation, Series 2022A**
  
- **TBD (November 7 – 9, 2022)**
  - Pricing of General Obligation Bonds, Taxable Series 2022 and Water & Wastewater Revenue Bonds, New Series 2022
  - Pricing Officer(s) execute(s) pricing certificates (General Obligation Bonds, Taxable Series 2022 and Water & Wastewater System Revenue Bonds, New Series 2022)
  
- **December 6, 2022**
  - Closing of General Obligation Bonds, Taxable Series 2022 and Water & Wastewater System Revenue Bonds, New Series 2022 & Delivery of Funds to the City



## Proposed Schedule of Events (2 of 2)

- **December 13, 2022 (City Council Meeting)**
  - **City Council considers and approves parameters ordinance for the issuance of the Certificates of Obligation, Series 2022A**
  
- **TBD (December 14 – 15, 2022)**
  - Pricing of Certificates of Obligation, Series 2022A
  - Pricing Officer(s) execute(s) pricing certificate (Certificates of Obligation, Series 2022A)
  
- **TBD**
  - Closing of Certificates of Obligation, Series 2022A & Delivery of Funds to the City

# Appendix A

## Municipal Market Update

# Market Commentary

## Market Observations

### Primary Market:

- 30-Day Visible Supply is approximately \$7.09 billion
- The calendar consists of \$890 million of negotiated deals and \$540 million of competitive deals
- The largest negotiated deal of the week is the \$522 million Sweetwater Union High School District (San Diego County California) General Obligation Bonds, Series 2022 (6 deals)

### Secondary Market:

- Municipal Bond Funds reported \$1.40 billion of net outflows, compared with \$1.09 billion of net outflows the prior week
- Weekly trade volume of \$76.989 billion represents an increase of \$22.488 billion from the previous week's \$54.501 billion

### General Market Overview:

- Consumer Price Index released 0.3% higher than expectations at 8.3% for August, compared to 8.5% for July, creating anticipation for a 75 basis point Fed Funds rate hike on this Wednesday's FOMC announcement
- Municipal fund outflows continue for the 6<sup>th</sup> week in a row, with MMD increasing in yield 11-18 basis points across the curve
- Calendar remains especially light this week ahead of the FOMC meeting

Economic Calendar: Housing Market Index, Housing Starts and Permits, Existing Home Sales, EIA Petroleum Status Report, FOMC Announcement, Fed Chair Press Conference, Jobless Claims, EIA Natural Gas Report, Fed Balance Sheet, PMI Composite Flash

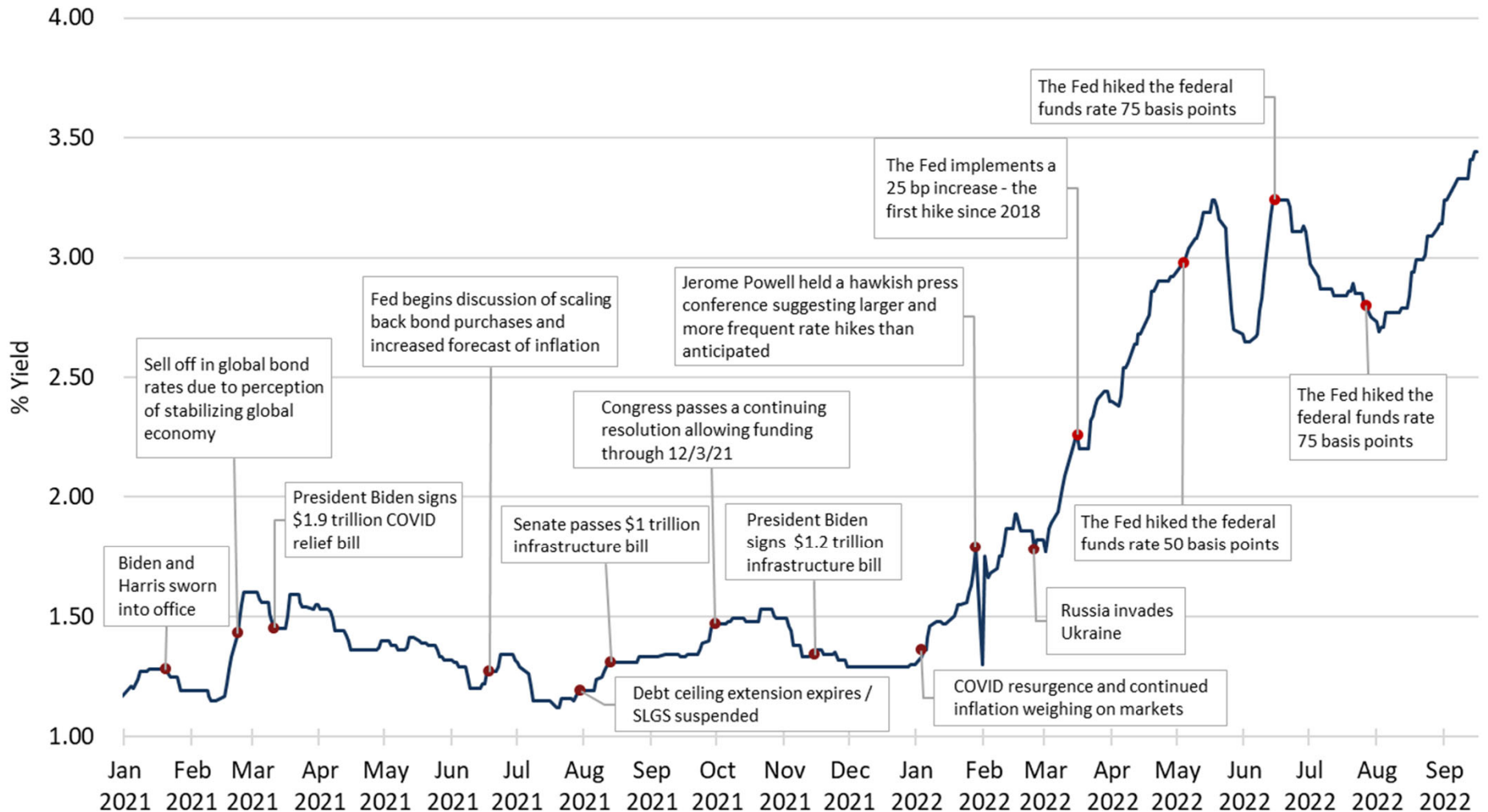
## Statistics

	9/16/2022	9/9/2022	Change
5Y MMD	2.58	2.40	0.18 ▲
10Y MMD	2.85	2.74	0.11 ▲
15Y MMD	3.23	3.12	0.11 ▲
20Y MMD	3.44	3.33	0.11 ▲
30Y MMD	3.61	3.50	0.11 ▲
MMD 2/30 Yield Curve Steepness	112	119	(7) ▼
Bond Buyer 11 GO Bond Index	3.71	3.63	0.08 ▲
Bond Buyer 20 GO Bond Index	3.81	3.73	0.08 ▲
Bond Buyer Revenue Bond Index	4.09	3.92	0.17 ▲
1Y UST	3.96	3.67	0.29 ▲
5Y UST	3.62	3.45	0.17 ▲
7Y UST	3.56	3.42	0.14 ▲
10Y UST	3.45	3.33	0.12 ▲
30Y UST	3.52	3.47	0.05 ▲
UST 2/30 Yield Curve Steepness	(33)	(9)	(24) ▼
10Y MMD/UST Ratio	83	82	0.3 ▲
30Y MMD/UST Ratio	103	101	1.7 ▲
SIFMA	1.44	1.39	0.05 ▲
1M LIBOR	3.01	2.77	0.241 ▲
30-Day Negotiated Visible Supply	5,027.9	8,669.8	(3,641.9) ▼
30-Day Competitive Visible Supply	2,059.0	2,787.9	(728.9) ▼
Lipper Muni Bond Fund Flows	(1,401)	(1,090)	(311) ▼

Source: Ipreo, TM3, Bloomberg, BBC, Wall Street Journal, New York Times, The Bond Buyer, Econoday, CNBC

# Change in 20-Year MMD

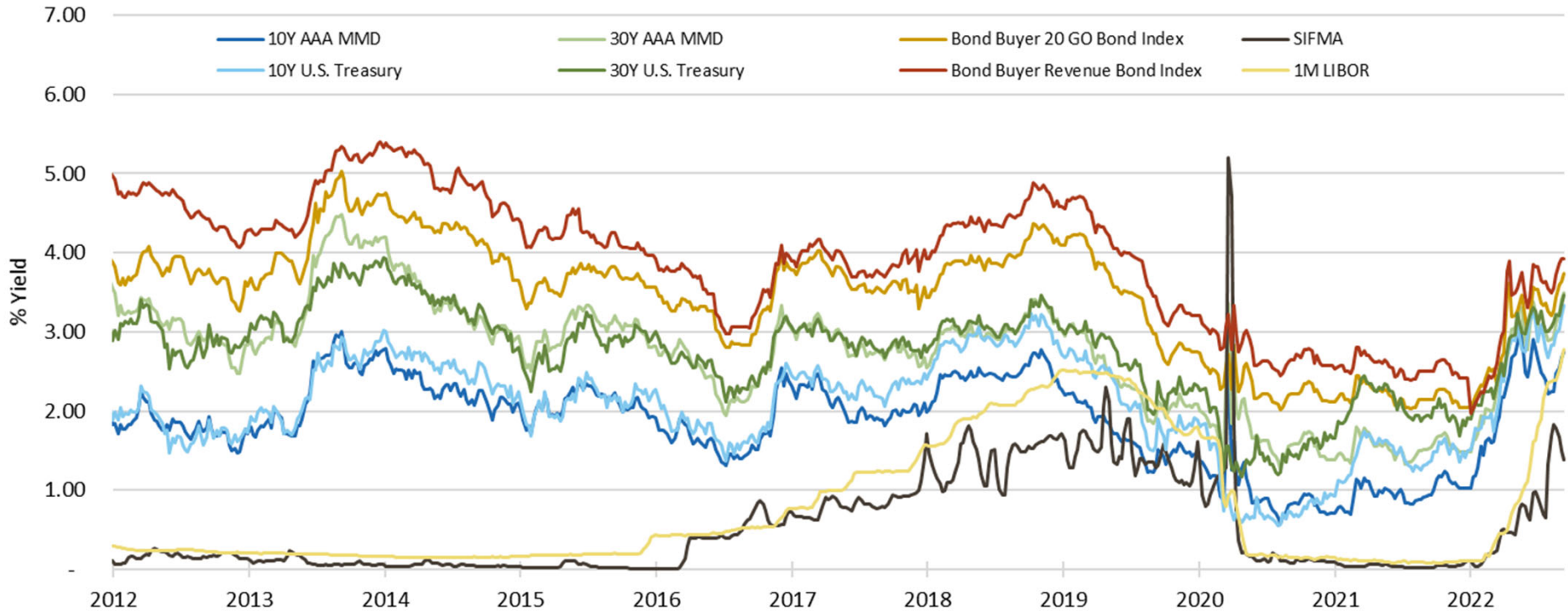
Change in 20-Year MMD with Market Commentary – 1/1/21 to 9/16/22



Source: Refinitiv Municipal Market Data and HilltopSecurities

# Weekly Benchmark Interest Rates

## Benchmark Interest Rates – 1/1/12 to 9/16/22



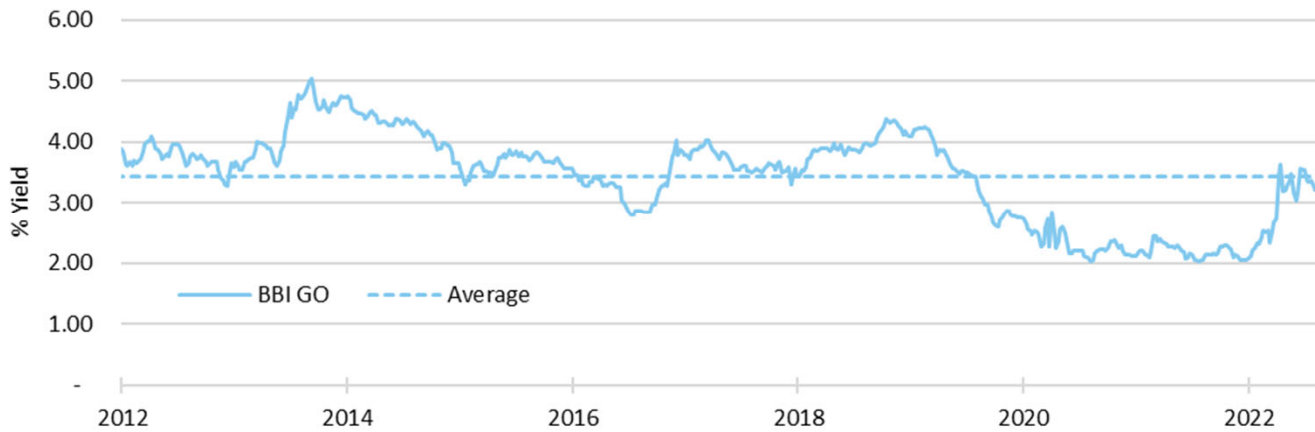
## Rates Analysis – 1/1/12 to 9/16/22

	10-Year AAA MMD	30-Year AAA MMD	Bond Buyer 20 GO Bond Index	Bond Buyer Revenue Bond Index	10-Year U.S. Treasury	30-Year U.S. Treasury	SIFMA	1-Month LIBOR
Current	2.85	3.61	3.81	4.09	3.45	3.52	1.44	3.01
Maximum	3.01	4.49	5.03	5.40	3.45	3.94	5.20	3.01
Minimum	0.58	1.27	2.02	1.97	0.55	1.17	0.01	0.07
Average	1.86	2.71	3.44	3.90	2.08	2.74	0.52	0.76
% Time Lower	98.4%	92.3%	65.8%	53.1%	99.8%	92.1%	88.6%	99.8%

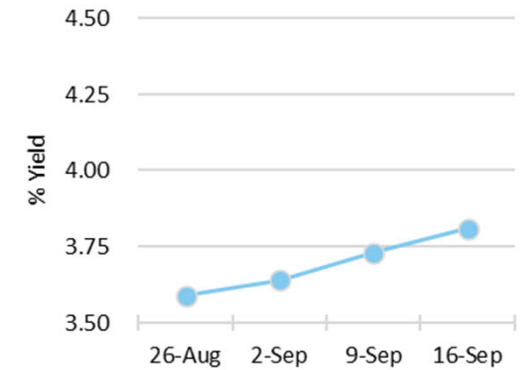
Source: Refinitiv Municipal Market Data, U.S. Treasury and Bloomberg

# Tax-Exempt Market Overview | The Bond Buyer

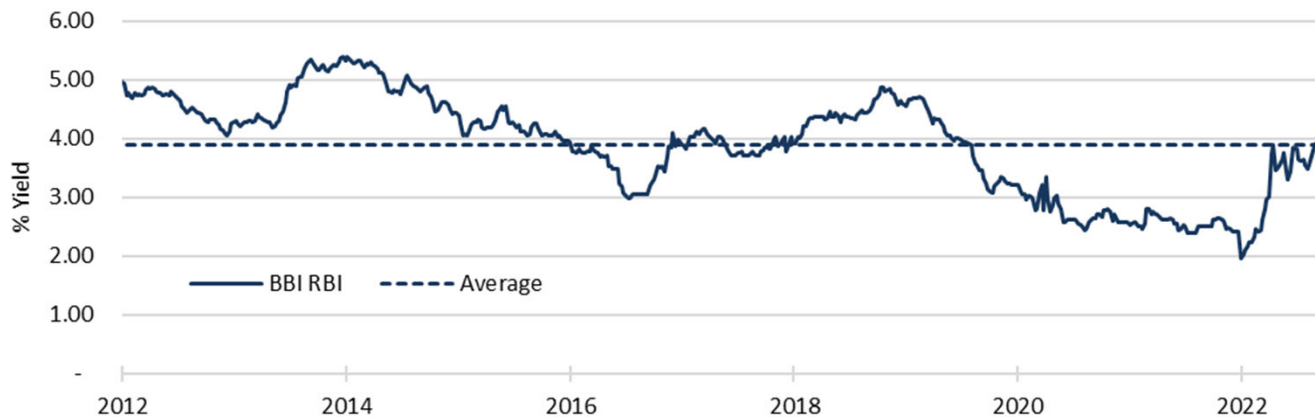
## The Bond Buyer 20-Bond General Obligation Index – 1/1/12 to 9/16/22



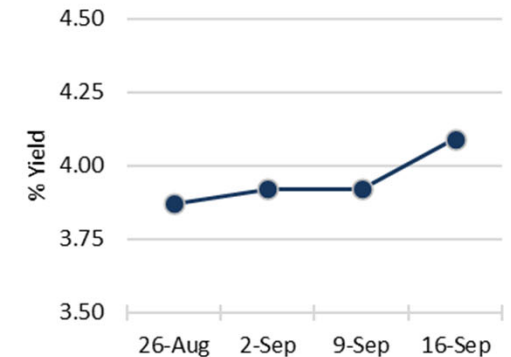
### 4-Week Snapshot



## The Bond Buyer Revenue Bond Index – 1/1/12 to 9/16/22



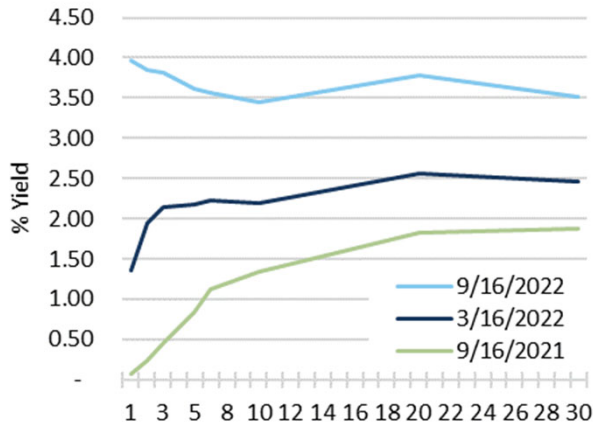
### 4-Week Snapshot



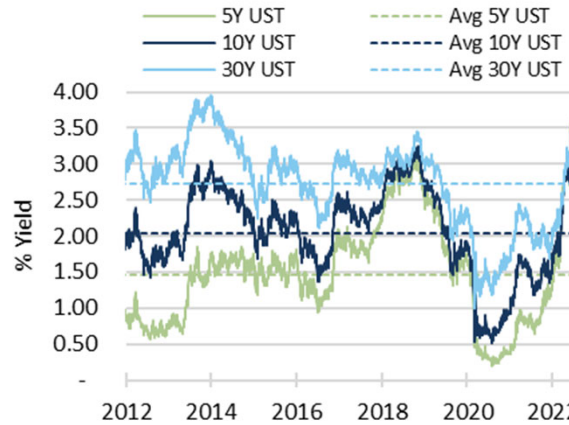
Source: The Bond Buyer

# Taxable Market Overview | U.S. Treasuries

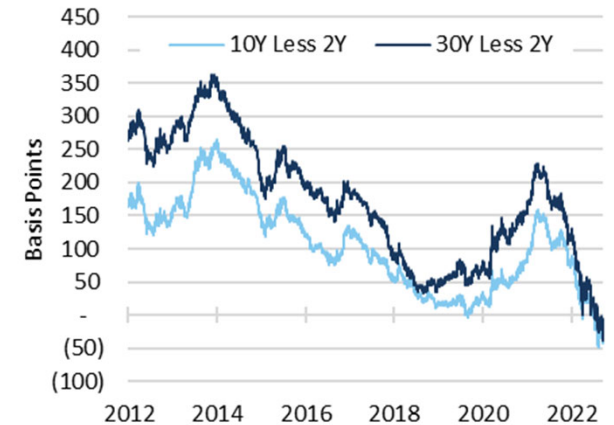
### UST Yield Curve Comparison



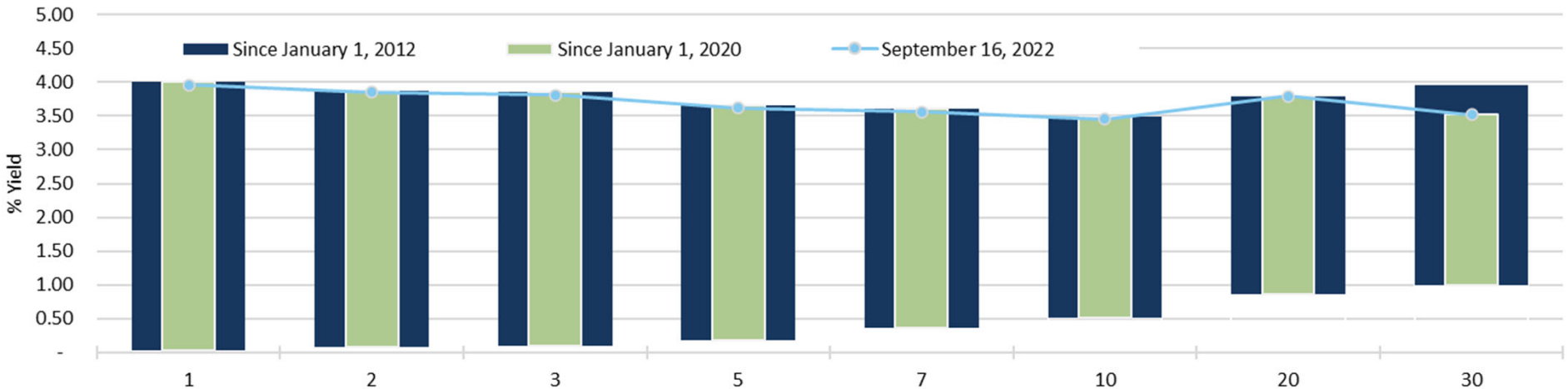
### UST Rates



### UST Yield Curve Steepness



### Current, Maximum and Minimum UST Yields



Source: U.S. Treasury Department



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 10/03/22

**PRESENTER:** Brady Olsen, Assistant Finance Director

**TITLE:** Update to the City's Financial Management Policy

**REVIEWING COMMITTEE:** Reviewed by the Finance and Government Committee on 10/03/2022

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**PURPOSE OF REQUEST:**

Each year, the Finance department facilitates a review of the City's overall Financial Management policies. Having a formal set of financial management policies is not only industry best practice, but these policies guide the decision-making process of the organization leadership on items relevant to fiscal stewardship. They are also a major aspect of our bond rating process, both from the existence of the policies, as well as, our ability to comply with our stated guidelines.

There is one major change in this year's policy regarding sales tax. Sales tax is a more volatile revenue source, so it is important for ongoing operations to not be reliant upon this uncertain source. We are proposing to cap recurring expenditures supported by sales tax revenues at 26% of the total budget. Any excess revenues will then be split between economic development, redevelopment, public art, and special projects with economic development receiving a first/double allotment. The categories can be reconsider in future years by council.

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Financial Management Policy



CITY OF GRAND PRAIRIE  
FINANCIAL MANAGEMENT POLICIES  
~~January 18~~October 11, 2022  
Prepared by the Finance Department

## FINANCIAL MANAGEMENT POLICIES

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## I. PURPOSE STATEMENT

These policies are developed by the City Manager to guide the Chief Financial Officer, Audit Services Director, and other department staff in all financial matters. The overriding goal of the Financial Management Policies is to enable the City to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council—Manager form of government established in the City Charter. The watchwords of the City’s financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the City’s day-to-day financial affairs and in developing recommendations to the City Manager. The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control, and debt management.

## II. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

- A. **ACCOUNTING** - The City Controller is responsible for establishing the chart of accounts, and for properly recording financial transactions.
- B. **FUNDS** - Self-balancing groups of accounts are used to account for City financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund which is used to account for all transactions not accounted for in other funds. Funds are created and fund names are changed by City Council approval either through a resolution during the year or in the City Council’s approval of the annual operating or capital budget ordinances.
- C. **EXTERNAL AUDITING** - The City will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation and must demonstrate that they have the breadth and depth of staff to conduct the City’s audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors’ report on the City’s financial statements including federal grants (single audit) will be completed within 180 days of the City’s fiscal year end, and the auditors’ management letter will be presented to the City staff within 180 days after the City’s fiscal year-end. Staff will attempt to complete the reports prior to this, with a reach goal of 120 days. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The City staff and auditors will jointly review the management letter with the City Council Finance and Government Committee and City Council within sixty (60) days of its receipt by the staff.
- D. **EXTERNAL AUDITORS’ RESPONSIBILITY TO CITY COUNCIL** - The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the City staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

The City Council Finance and Government Committee will conduct at least one closed session annually with the auditors present without the presence of City staff. Such meetings shall be conducted in accordance with the Open Meetings Act.

- E. EXTERNAL AUDITOR ROTATION** - The City will not require external auditor rotation but will circulate requests for proposals for audit services periodically, normally at five-year intervals. The City will also consider periodic partner in charge rotations if continuing with existing auditors past five years.
- F. INTERNAL AUDITING** - The City Manager established an internal audit function on February 1, 1989. The Audit Services Director reports to the City Manager's office. The annual work plan for internal audit includes compliance test work and performance auditing along with designated special projects. The internal audit work plan is approved annually by the City Manager's office and by the Finance and Government Committee.
- G. EXTERNAL FINANCIAL REPORTING** - The City will prepare and publish an annual comprehensive financial report. The annual report will be prepared in accordance with generally accepted accounting principles and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certification of Achievement for Excellence in Financial Reporting. The annual report will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing limitations may preclude such timely reporting. In such case, the Chief Financial Officer will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons, therefore.
- H. INTERNAL FINANCIAL REPORTING** - The Finance Department will provide internal financial information, via online access or reports, sufficient for management to plan, monitor, and control the City's financial affairs. Internal financial reporting objectives are addressed throughout these policies.

### III. INTERNAL CONTROLS

- A. WRITTEN PROCEDURES** - The Chief Financial Officer and Audit Services Director are responsible for developing City-wide written guidelines on accounting, cash handling, and other financial matters which will be approved by the City Manager and Finance and Government Committee. Annually, the City Manager and Finance and Government committee will approve the Internal Audit work plan. Projects on the work plan will be reviewed quarterly by the Finance and Government committee.

The Finance Department will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's requirements.

- B. INTERNAL AUDIT** – Audit Services will conduct reviews of the departments to determine if the departments are following the written guidelines applicable to the departments. Audit Services will also review the written guidelines on accounting, cash handling, and other financial matters. Based on these reviews, Audit Services will recommend internal control improvements as

needed.

- C. DEPARTMENT MANAGERS' RESPONSIBILITY** - Department Managers' responsibilities to the City Manager are to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal auditor internal control recommendations are addressed.

#### IV. OPERATING BUDGET

- A. PREPARATION** - The City's operating budget is the City's annual financial operating plan. The operating budget's basis of accounting will be cash or modified accrual and reconciled to the annual audit. The budget is prepared by the Budget Division with the cooperation of all City Departments and is submitted to the City Manager who makes any necessary changes and transmits the document to the City Council. The budget should be presented to the City Council no later than six (6) weeks prior to fiscal year-end and should be enacted by the City Council prior to fiscal year-end.
- B. BALANCED BUDGETS** - The operating budgets will be balanced with ~~current~~ recurring revenues, exclusive of beginning resources, greater than or equal to ~~current~~ recurring expenditures/expenses. Funds deemed at risk will be updated either monthly or quarterly to the Finance and Government Committee.
- C. PLANNING** - The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date. The Budget Division will work closely with the Finance and Government Committee to review all budgeted funds prior to submitting a proposed budget to the entire City Council.
- D. REPORTING** - Monthly financial reports will be prepared and made available to Department Managers for use in managing their budgets and to enable the Chief Financial Officer to monitor and control the budget as authorized by the City Manager.
- E. CONTROL** - Operating expenditure controls are addressed throughout these policies.

#### V. CAPITAL BUDGET AND PROGRAM

- A. PREPARATION** - The City's capital budget will include all capital project funds and all capital resources. This budget will be prepared annually on a fiscal year basis and adopted by ordinance. The capital budget will be prepared by the Budget Division with the involvement of all required City departments.
- B. CONTROL** - All capital project expenditures must be appropriated in the capital budget. The Budget Division must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

- C. PROGRAM PLANNING** - The capital budget will include plans for a capital improvements program for future years. The planning time frame should be at least five years. The replacement and maintenance for capital items should also be projected for the next 5 years. Future maintenance and operations will be fully costed, so that these costs can be considered in the operating budget.
- D. ALTERNATE RESOURCES** - Where applicable, assessments, impact fees, and/or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.
- E. DEBT FINANCING** - Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire and/or construct major capital assets with expected lives equal to or exceeding the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for the design and construction of capital projects, and small component parts which are attached to major equipment purchases. The City's debt policy will guide the use and extent of debt financing.
- F. CAPITAL AND LENDING RESERVE FUND** - The City established a Capital and Lending Reserve Fund in December, 2009 which is monitored by the Budget Division and accounted for by the Accounting Division separately from all other funds. There are no set funding sources; however, contributions may be added to this fund by recommendation of the City Manager's Office and the Finance and Government Committee and must be approved by the City Council.

Expenditures and disbursements from the Capital Lending and Reserve Fund must be authorized and approved by City Council action following recommendations by the City Manager's Office and the Finance and Government Committee. A plan to replenish the fund over a reasonable time frame will be included in this authorization. There may be one-time uses that will not be repaid.

- G. STREET MAINTENANCE** - The City recognizes that deferred street maintenance increases future capital costs by an estimated 5 to 10 times. In 2020, the city re-authorized  $\frac{1}{4}$  cent of its sales tax and dedicated those revenues to street maintenance. Additionally, the city devotes PILOT and franchise fee revenue to street maintenance. A street maintenance paving assessment is done annually. The city reserves 10% of sales tax revenues for this purpose.
- H. WATER/WASTEWATER MAIN REHABILITATION AND REPLACEMENT** - The City recognizes that deferred water/wastewater main rehabilitation and replacement increases future costs due to loss of potable water from water mains and inflow and infiltration into wastewater mains. Therefore, to ensure that the rehabilitation and replacement program is adequately funded, the City's will annually appropriate cash as available.
- I. GENERAL GOVERNMENT CAPITAL RESERVE** - A reserve will be maintained for general governmental capital projects. The reserve will be funded with General Fund operating surpluses. The reserve will be used for major capital outlay, and for unplanned projects. As soon as practicable after each fiscal year end when annual operating results are known, any General Fund

operating surplus in excess of budget which is not required to meet ending resources requirements may be transferred to the reserve with the approval of the City Council.

- J. REPORTING** - Monthly financial information will be available to enable Department Managers to manage their capital budgets and to enable the Budget Division to monitor the capital budget as authorized by the City Manager.

## **VI. REVENUE MANAGEMENT**

- A. SIMPLICITY** - The City will strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.
- B. CERTAINTY** - An understanding of the revenue source increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.
- C. EQUITY** - The City will strive to maintain equity in the revenue system structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., senior citizen property tax exemptions or partial property tax abatement.
- D. ADMINISTRATION** - The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed for cost effectiveness as a part of the indirect cost and cost of services analysis. Where appropriate, the City will use the administrative processes of State or Federal collection agencies in order to reduce administrative costs.
- E. REVENUE ADEQUACY** - The City will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
- F. COST/BENEFIT OF ABATEMENT AND REINVESTMENT ZONES** - The City will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. Ideally, a cost/benefit (fiscal impact) analysis will be performed as a part of such analysis. Annually, the City will also assess the current boundaries, revenues, and participation levels of the tax increment reinvestment zones and determine their ongoing viability. The City will include administrative costs in the use of TIRZ revenues. The City will follow an overall economic development program as authorized by the City Manager.
- G. DIVERSIFICATION AND STABILITY** - In order to protect the government from fluctuations in a revenue source due to fluctuations in the economy, and variations in weather, (in the case of water and wastewater), a diversified revenue system will be maintained across the organization.

- H. NON-RECURRING REVENUES** - One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.
- I. PROPERTY TAX REVENUES** - Property shall be assessed at 100% of the taxable value as appraised by the Dallas Central, Ellis, and Tarrant Appraisal Districts. Reappraisals and reassessments shall be completed as required by State law. A 99.5% collection rate will serve as a target budget for tax collections with a delinquency rate of 1% or less barring extraordinary circumstances. The 99.5% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year. All delinquent taxes will be aggressively pursued. Delinquencies greater than 150 days will be turned over to the City Attorney or a private attorney, and a penalty assessed to compensate the attorney as allowed by state law and in accordance with the attorney's contract. Annual performance criteria will be developed for the attorney.
- J. PARKS AND RECREATION VENUE SALES TAX REVENUE** – Parks and Recreation Venue sales tax revenue shall supplement, but not supplant, the funding for the Parks and Recreation System which was in place prior to 2000. No more than 49.99% of Parks and Recreation Venue sales tax revenue may be used for operations. At least 50.01% of the revenue will be dedicated to capital expenditures and debt service for Parks and Recreation System improvements and for associated reserves.
- K. EMPLOYEE INSURANCE FUND** – Since a portion of the revenue in the Employee Insurance Fund is deducted from employee paychecks for the specific purpose of providing health and life insurance coverage, no funds shall ever be transferred out of this fund to be used for any other purpose. Any additional contingency will be budgeted in the Risk Fund for added flexibility. The Finance and Government Committee will review the status of the fund no less than quarterly.
- L. USER-BASED FEES** - For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be a review of fees and charges to ensure that fees provide adequate coverage of costs of services. User charges may be classified as “full cost recovery”, “partial cost recovery”, and “minimal cost recovery”, based upon City Council policy.
- M. IMPACT FEES** - Impact fees will be imposed for water and wastewater, in accordance with the requirements of state law. The staff working with the Impact Fee Advisory Committee (Planning and Zoning Commission) shall prepare a semi-annual report on the capital improvement plans and fees. Additionally, the impact fees will be re-evaluated at least every five years as required by law.
- N. IN-LIEU-OF PROPERTY TAX** - The in-lieu-of-property-tax paid by the Water/Wastewater and Solid Waste funds will be dedicated solely to street maintenance and improvements.
- O. GENERAL AND ADMINISTRATIVE CHARGES** - A method will be maintained whereby the General Fund can impose a charge to the enterprise funds for general and administrative services (indirect costs) performed on the enterprise funds' behalf. The details will be documented in the annual



indirect cost study or staff analysis. This process may also apply to TIRZ/TIF funds and other support to special districts, as directed by the City Manager.

- P. UTILITY RATES** - The City will review utility rates annually, and if necessary, adopt new rates that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balance to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.
- Q. INTEREST INCOME** - Interest earned from investment of available monies will accumulate in a Pooled Investment Fund to use for special projects as approved by the City Manager and City Council. In specific instances or where required by law (such as forfeiture funds), interest may be assigned to a particular fund or account. The activity in the Pooled Investment Fund will be reported in accordance with city investment policies as reviewed and adopted annually by City Council.
- R. REVENUE MONITORING** - Revenues actually received will be regularly compared to budgeted revenues, and variances will be investigated. This process will be summarized in the appropriate budget report.
- S. SALES TAX REVENUE** –The State Comptroller Office collects, administers, and disburses sales tax revenue each month. The Budget Office monitors and reports this activity reflecting any Economic Development Agreements, state audit adjustments, and refunds made to the gross collections. These adjustments are prorated back to other sales taxing entities (Crime Control & Prevention District, Park Venue, Streets, and Epic) that currently exist and have not been dissolved. The General fund may absorb any adjustment variances resulting from dissolutions among the sales tax entities. General Fund allocations exceeding 26% of total sales tax revenues will be budgeted and transferred as follows:
- The first \$1M over 25% of expected or realized sales tax will be allocated solely to Economic Development
  - After allocating the first 25% to General Fund and the following \$1M excess to Economic Development, additional funds will be evenly distributed to Economic Development, Redevelopment, Public Art, and Special Projects.

## VII. EXPENDITURE CONTROL

- A. APPROPRIATIONS** – Appropriations are budgeted at the fund level. If budget amendments (increase in appropriations) are necessary, they must be approved by the City Council. Budget adjustments (transfers between line items within the same fund) are allowed as long as the adjustments do not exceed the total budgeted appropriations for that fund.

- B. VACANCY SAVINGS AND CONTINGENCY ACCOUNT** - The General Fund Contingency Account will be budgeted at a minimal amount (\$50,000) less than 1% of total general fund expenditures. The contingency account balance for expenditures will be increased monthly by the amount of available salary vacancy savings.
- C. CONTINGENCY ACCOUNT EXPENDITURES** - The City Council must approve all contingency account expenditures of \$50,000 or more, as discussed under Purchasing. While no approval is required, the City Council will be informed of General Fund contingency account expenditures of \$5,000 or more by memorandum in the monthly reports. The Budget Division is responsible for submitting this memorandum to the City Manager based on information submitted by the spending department.
- D. CENTRAL CONTROL** - Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled; and, may not be spent by the department without City Manager authorization.
- E. PURCHASING** – All purchases shall be in accordance with the City’s purchasing policies as defined in the Purchasing Policy. City procurements are governed by state and federal law, as well as the city Code of Ordinances. The primary Texas Statutes that pertain to Purchasing are:
- TEX. LOC. GOV’T CODE:
    - § 176 Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information
    - § 252 Purchasing and Contracting Authority of Municipalities
    - § 271 Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments
    - § 302 Energy Saving Performance Contracts for Local Governments
  - TEX. GOV’T CODE:
    - § 791 Interlocal Cooperation Contracts
    - § 2155 Purchasing: General Rules and Procedures
    - § 2156 Purchasing Methods
    - § 2158 Purchasing: Miscellaneous Provisions for Purchase of Certain Goods & Services
    - § 2161 Historically Underutilized Businesses
    - § 2252 Contracts with Governmental Entity
    - § 2253 Public Work Performance and Payment Bonds
    - § 2254 Professional and Consulting Services
    - § 2258 Prevailing Wage Rates
    - § 2267 Public and Private Facilities and Infrastructure
    - § 2269 Contracting and Delivery Procedures for Construction Projects

Strong ethical standards are required at all levels of the purchasing function. Purchasing personnel and City departmental staff face the challenging task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct.

Criminal penalties are associated with attempts to avoid compliance with the state procurement laws, as detailed below.

### **Local Government Code Section 252**

#### *Sec. 252.062. CRIMINAL PENALTIES*

- (a) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.

**CLASS B MISDEMEANOR. An individual adjudged guilty of a Class B misdemeanor shall be punished by:**

- (1) a fine not to exceed \$2,000;  
 (2) confinement in jail for a term not to exceed 180 days; or  
**(3) both such fine and confinement**

- (b) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor.

- (c) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

**CLASS C MISDEMEANOR. An individual adjudged guilty of a Class C misdemeanor shall be punished by a fine not to exceed \$500.**

#### *Sec. 252.063. REMOVAL; INELIGIBILITY.*

- (a) The final conviction of a municipal officer or employee for an offense under Section 252.062(a) or (b) results in the immediate removal from office or employment of that person.
- (b) For four years after the date of the final conviction, the removed officer or employee is ineligible:
- (1) To be a candidate for or to be appointed or elected to a public office in this state;  
 (2) To be employed by the municipality with which the person served when the offense occurred; and  
 (3) To receive any compensation through a contract with that municipality.

- (c) This section does not prohibit the payment of retirement or workers' compensation benefits to the removed officer or employee.

Several purchasing practices may appear as attempts to avoid compliance with procurement laws. **Component, separate** or **sequential purchases** and are explained below.

**Component purchases** usually is an attempt to circumvent bid or proposal laws or other requirements by buying items or services through the issuance of multiple purchase orders for the component parts or services of the item versus issuing a single purchase order for the entire item or service. Repeated purchases of additional optional equipment or parts after an initial purchase may create the perception of component purchasing. An example of component purchases for an item would be to place an order for a mower under one Purchase Order and then place an order for an attachment for the mower under a different Purchase Order. An example of component purchases for a service would be to place an order to have the grass mowed and place another order to have the weeds pulled, and another separate order to have the area edged.

**Separate purchases** are very similar to component purchases but are usually less likely to be a direct attempt to circumvent bid or proposal laws or other statutory/policy requirements. Items or services that are purchased under separate orders that should be ordered under a single Purchase Order or contract could be considered separate purchases. An example of separate purchases would be to place an order with one vendor to perform construction framing services; place a separate order with another vendor to install sheet rock; place a separate order with another vendor to paint; etc. Another example of separate purchases would be to place an order with a vendor to document management system for one department and then place a separate order for document management system for another department.

**Sequential purchases** of like items or services over the course of a consecutive 365-day period may exceed the state competitive procurement requirements. In some cases, sequential purchasing is unintentional. It may result from needs that could not be anticipated. It may also result from lack of centralization of the purchasing function as one department may not know that another department is purchasing the same goods or services. However, some sequential purchasing is intentional, and must be avoided at all costs. A good example of "sequential purchasing would be office supplies. Many departments do not individually purchase office supplies in values that exceed the limits of competitive procurement requirements. However, the value of office supplies purchased by all City departments far exceeds the limits at which competitive bidding is required. This is one reason that the Purchasing Division solicits bids and awards annual price agreement contracts for items and services. Operating departments are encouraged to bring to the attention of the Purchasing Division any items or services that are not on a price agreement contract and for which the anticipated usage will be near or exceed the \$50,000 threshold.

- F. PROFESSIONAL SERVICES** - Professional Services Contracts consist of the following services: Certified Public Accountant, Architect, Physician, Optometrist, Surgeon, Surveyor, Professional Engineer, Interior Designer, Insurance, Real Estate Appraisers, Professional services will generally

be processed through a request for qualifications or proposals process, except for smaller contracts. The City Manager may execute any professional services contract except for insurance less than \$50,000 provided there is an appropriation for such contract. While City Council approval of other contracts less than \$50,000 is not required, the Budget Division will inform the City Manager and the City Council whenever a professional services contract of \$5,000 or more is approved.

**G. PROMPT PAYMENT** - All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the City's investable cash, where such delay does not violate the agreed upon payment terms.

**H. EQUIPMENT FINANCING** - Equipment may be financed when the unit purchase price is \$10,000 or more and the useful life is at least two years. General Fund equipment financing and equipment for the Parks and Recreation programs that were funded in the General Fund prior to fiscal year 2000 will be accounted for in the Equipment Acquisition Fund, along with related professional services costs including long range plans and studies.

**I. INFORMATION TECHNOLOGY -**

Certain information technology acquisitions will be centrally funded from the Information Technology (I/T) Capital Project Fund. Acquisitions from this fund may include all related professional services costs for researching and/or implementing an information technology project. Lease cost is also an eligible expense; lease agreements must be pre-approved by Finance Department.

Items to be paid for in other funds include: the cost of repair and maintenance, supplies and replacement parts; acquisition of radios, telephones, computer equipment and mobile devices; on-going personnel costs; and, items acquired for a new position which will be budgeted with the position.

Annual funding of between \$250,000 and \$500,000 for replacements and between \$250,000 and \$500,000 for new technology will be provided through transfers from the General Fund and Water Wastewater Fund based on the relative amount of their budgeted ending resources.

Additional funding above the base amount may be provided for major projects with available one-time sources including debt proceeds.

**VIII. ASSET MANAGEMENT**

**A. INVESTMENTS** - The City's investment practices will be conducted in accordance with the City Council approved Investment Policies.

**B. CASH MANAGEMENT** - The City's cash flow will be managed to ensure all expenses can be paid with cash on hand.

**C. INVESTMENT PERFORMANCE** - A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Manager for submission to the City Council.

**D. FIXED ASSETS AND INVENTORY** - These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

## **IX. FINANCIAL CONDITION AND RESERVES**

**A. NO OPERATING DEFICITS** - Current expenditures will be paid with current revenues. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques. Reserves will be used only for emergencies or non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.

**B. INTERFUND LOANS** - Non-routine interfund loans shall be made only in emergencies when other temporary sources of working capital are not available and with the approval of the City Council. At the time an interfund loan is considered, a repayment plan prior to fiscal year end shall also be considered. A fund will only lend money that it will not need to spend for the next 365 days. A loan may be made from a fund only if the fund has ending resources in excess of the minimum requirement for the fund. Loans will not be made from the City's enterprise funds (Water/Wastewater, Solid Waste, etc.) except for projects related to the purpose of the fund. Total interfund loans outstanding from a fund shall not exceed 15% of the target fund balance for the fund. If any interfund loan is to be repaid from the proceeds of a future debt issue, a proper reimbursement resolution will be approved at the time the loan is authorized.

**C. OPERATING RESERVES** – A key element of the financial stability of the City is to establish guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. Fund balance also provides cash flow liquidity for the City.

### Definitions:

Fund Equity is generally the difference between its assets and liabilities. Fund Balance is an accounting distinction made between the portions of fund equity that are spendable and non-spendable. These are broken up into five categories:

- (1) Non-spendable includes amounts that are not in a spendable form or required to be maintained intact (i.e., Inventory, prepaid assets, permanent funds, etc.).
- (2) Restricted includes amounts that can be spent only for specific purposes either constitutionally or through enabling legislation (e.g., grants and child safety fees).
- (3) Committed includes amounts that can be used only for the specific purposes determined by

a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

The City Council is the highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

- (4) Assigned comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds (other than the General Fund), assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in these funds are, at a minimum, intended to be used for the purpose of that fund.

The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose as approved by the fund balance policy.

- (5) Unassigned is the residual classification of the General Fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Failure to meet the minimum unassigned fund balance will be disclosed to the City Council as soon as the situation is recognized, and a plan to replenish the ending resources or fund balance over a reasonable time frame shall be adopted.

- The General Fund available fund balance will be maintained at a level of at least 50 days expenditures.
- The Water/Wastewater ending resources shall be maintained at a level at least 80 days expenditures. The annual budget shall target rating agency standards.
- The ending resources of the Parks and Recreation Venue Fund will be maintained at a level at least 80 days of budgeted Parks and Recreation Venue Sales Tax revenue. EPIC Surplus Operating Reserve Fund - \$1,000,000 will be maintained during the term of the outstanding debt schedule for EPIC. This amount is funded by surplus sales tax collections.
- The Pooled Investment Fund resources balance should be maintained at a level equal to .50% times the value of the investment portfolio.
- All other enterprise funds, including the Risk Management Fund and Employee Insurance Fund, should be maintained at a level equivalent to a minimum of 45 days

expenditures.

Order of Expenditure of Funds – When multiple categories of fund balance are available for expenditure, the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

- D. RISK MANAGEMENT RESERVES** - The City will aggressively pursue every opportunity to provide for the public's and City employees' safety and to manage its risks.

Property, Liability, Workers Comp Reserves – Cash Reserves of no less than 85% of the actuarially determined incurred but not reported (IBNR) costs shall be maintained in the Risk Management Fund.

Employee Insurance Reserves – Cash Reserves of no less than 100% of actuarially determined incurred but not reported (IBNR) costs shall be maintained in the Employee Insurance Fund.

Employee Insurance Stop Loss Reserves – The City will self-fund its employee health insurance stop loss. A cash reserve will be established to fund the stop loss reserve. The City's goal will be a \$2,000,000 stop loss reserve. This goal will be reviewed on an annual basis during the budget preparation process to evaluate the funding level adequacy.

Contingency Reserves – The City will self-fund a reserve in the employee insurance fund, of at least \$2,000,000 to help offset claim years that result in higher than expected losses in order to preserve stability in the fund. This reserve is not actuarially required, but has been determined a sound process by actuaries reviewing the insurance fund due to volatility of claims that can occur. This reserve will be rebuilt, in whole or part, as funding is available, up to the minimum of \$2,000,000, during each budget year. The City may fund more in this reserve as needed or desired for financial stability.

- E. LOSS FINANCING** - All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance, and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported (IBNR) claims and actuarial determinations. Such reserves will not be used for any purpose other than for financing losses.
- F. ENTERPRISE FUND SELF-SUFFICIENCY** - The City's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in-lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in-lieu-of-property taxes and/or franchise fees until the fund is able to pay them. The City Council may pay out-of-pocket expenses that a fund is temporarily unable to pay with interfund loans, to be repaid at a future date.
- G. LANDFILL RESERVES** – A series of cash reserves will be funded to help ensure stable customer rates and long-term financial security for the City's landfill. The amounts required will be reviewed no less frequently than every second year.



Liner Reserve – An amount will be set aside from operations annually so that sufficient funds have accumulated to pay for the next liner when required. The amount set aside will be based on the average annual amount actually paid for liners over the most recent three-year period, modified for known scope changes, if any, anticipated in the next liner project.

Equipment Replacement – An amount will be set aside from operations annually approximately equal to the average annual depreciation cost of all landfill equipment, based on estimated replacement cost less salvage value.

Closure/Post Closure – The reserve required according to Generally Acceptable Accounting Principles (GASB Statement No.18) will be accumulated over time through annual contributions from operations so that sufficient funds are on hand at the end of the life of the landfill to pay closure/post closure costs.

Landfill Replacement – The City’s goal will be to fund the amount estimated to be required to provide a replacement solid waste disposal facility by the end of the life of the landfill through annual contributions from operations.

Capital Projects/Emergency Reserve – An amount approximately equal to the average annual amount required for miscellaneous capital improvements at the landfill will be provided annually from operations. Additionally, approximately one year’s average annual amount will be retained in the fund to provide for miscellaneous, moderate emergencies.

- H. CEMETERY CARE AND MAINTENANCE FUND** – In accordance with Section 713.002 of the Health and Safety Code, the City shall contribute 15% of every sale of burial rights (including graves, lawn crypts, and mausoleum crypts and columbaria niches) within the cemetery to the Cemetery and Maintenance Care Fund. The principal amount contributed to the fund will be non-expendable. Interest earned on the fund balance shall be used for the care and preservation of cemetery grounds.
- I. CEMETERY PREPAID SERVICE FEE ESCROW** – The Parks and Recreation Department is authorized to collect prepaid burial service fees from patrons of the cemetery. When collected, such fees will be deposited into the Cemetery Prepaid Service Fee Escrow account and a separate record of each patron’s deposit will be maintained by the Parks and Recreation Department. Upon delivery of the burial service to the patron, the amount on deposit will be transferred into the Cemetery Fund as revenue. Any interest earned on the Prepaid Service Fee Escrow account balance will be revenue to the Cemetery Fund. In the event the burial service is not delivered, the Parks and Recreation Department may refund the original amount paid without interest.
- J. WATER/WASTEWATER RATE STABILIZATION FUND** –  
A Water/Wastewater Rate Stabilization Fund shall be established by ordinance as a fund and maintained separately from other funds. Its purpose will be to protect rate payers from excessive utility rate volatility. It may not be used for any other purpose. It will be funded with surplus revenues of the Water/Wastewater Fund and interest earnings. The City’s goal will be to

maintain the Fund's assets at a minimum of 7.5% of budgeted operating expenditures.

## X. DEBT MANAGEMENT

- A. **GENERAL** - The City's borrowing practices will be conducted in accordance with Debt Management Policies approved by the City Manager and City Council.
- B. **SELF-SUPPORTING DEBT** – When appropriate, self-supporting revenues will pay debt service in lieu of property tax revenues.
- C. **ANALYSIS OF FINANCING ALTERNATIVES** - The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves or current monies.
- D. **VOTER AUTHORIZATION** - The City shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds, Tax Notes or Certificates of Obligations. However, the City may elect to obtain voter authorization for Revenue Bonds.

## XI. STAFFING AND TRAINING

- A. **ADEQUATE STAFFING** - Staffing levels will be adequate for the fiscal functions of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload shedding alternatives will be explored before adding staff.
- B. **TRAINING** - The City will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.
- C. **AWARDS, CREDENTIALS** - The City will support efforts and involvements which result in meeting standards and receiving exemplary recitations on behalf of any of the City's fiscal policies, practices, processes, products, or personnel. Staff certifications may include Certified Public Accountant, Certified Management Accountant, Certified Internal Auditor, Certified Payroll Professional, Certified Government Finance Officer, Professional Public Buyer, Registered Tax Assessor/Collector, and Certified Cash Manager, and others as approved by the City Manager upon recommendation of the Chief Financial Officer.

## XII. GRANTS

- A. **APPLICABLE LAWS** – The City shall adhere to federal and state laws and regulations related to grants.

- (a) Federal grants are governed by and the City shall adhere to Federal Register Title 2, Subtitle A, Chapter II, Part 200 - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Grant Guidance).
- (b) State grants are governed by and the City shall adhere to Local Government Code Title 7, Chapter 783 - *Uniform Grants Management Standards* issued by the Governor's Office of Budget and Planning for the State of Texas.

- B. AUTHORITY** – The City Council determines the goals and priorities of the City. All grant-funded activities/programs are assessed and approved by the City Council to ensure that (1) the activity/program is consistent with these goals and priorities; (2) grant financial assistance is needed; and (3) grant proposals and budgets accurately reflect these goals and needs.

While the City Council approves all grant activities/programs, the Council may delegate authority to the City Manager to accept grant awards and execute all grant-related documents.

- C. INDIRECT COSTS** – When allowable, indirect costs may be included when formulating budgets prior to application submission. The rates are determined by the Budget Division and approved by the City's cognizant agency and are effective for the period October 1 – September 30 of each grant year.
- D. SOLICITATION** – It is the responsibility of City Departments to locate grant sources, determine the appropriateness of the grant, prepare council communications regarding applications and/or grant offers, and draft grant applications for submission for grants which would be cost beneficial and meet the City's objectives.
- E. SUPPLEMENT NOT SUPPLANT – FEDERAL GRANTS** – The City has implemented guidelines to ensure compliance with federal fiscal requirement of supplement, not supplant. The purpose of the procedures is to ensure that the level of state and local support for programs remains at least constant and is not replaced by federal funds. Federal funds are used to supplement (add to, enhance, to expand, create something new, increase) the funds available from non-federal sources, and not to supplant (replace or take the place of) the existing non-federal funds.
- (a) Federal funds may be used only to provide supplemental or augment the programs generally offered with state and local funds.
  - (b) Federal funds may be used only to provide supplemental services that would not have been provided had the federal funds not been available.
  - (c) State and local funds which previously funded activities may not be diverted to another purpose simply because federal funds are now available to fund those activities. In other words, the use of federal funds may not result in a decrease in state and local funds for a particular activity, which, the absence of the federal funds, would have been available to conduct the activity.

(d) Federal funds must supplement or augment that which must be provided by state law, or any activities which have been adopted as policy by the City to fund from non-federal sources.

(e) If federal funds are used to enhance or expand a state mandate or city policy, the federal supplementary activities must be separately identified and clearly distinguishable from the activities identified as necessary for implementing a state mandate or city policy as outlined in the implementation plan.

**F. PROCUREMENT** – In addition to City procurement policies and guidelines as outlined in the City’s Purchasing Policy, all applicable procurement requirements of federal and state grant fund regulations, other applicable laws and regulations, and Office of Management and Budget (OMB) circulars apply to the use of grant funds.

**G. COMPLIANCE** – The City shall comply with *specific* terms and conditions as set forth in Federal and State Grant Award Notifications (GAN). GANs may also include *general* terms and conditions. Should there be any inconsistency between the (1) *specific* terms and conditions, and (2) *general* terms and conditions, *specific* terms and conditions will govern.

If *general* or *specific* terms and conditions conflict with City policies and procedures, the most conservative rule will govern.

**H. MANAGEMENT** – Grant management lies within each Department of the City under the direction of Department Directors. Department Directors are accountable to the City Manager, the City Council, and to the granting agencies for the financial and regulatory administration of Federal, State and local financial assistance awarded to the City.

Grant management shall be in accordance with the City’s Grant Management Guidelines and Procedures Manual. Applications will be sent to Finance prior to submission in order to establish appropriate accounting and reporting, as well as to ensure appropriate banking information is provided to the grantor.

**I. SECTION 8 OPERATING RESERVES** - Section 8 reserves shall only be used for housing related expenditures in compliance with Department of Housing and Urban Development (HUD) regulations.

b. A minimum threshold reserve of \$250,000 shall be maintained for Section 8 purposes to provide funding for future administrative and housing assistance payments in case funding from HUD is not sufficient. Such an insufficiency might become the responsibility of the City should unforeseen market or economic conditions, changes in HUD policy, or human error result in a Section 8 deficit.

c. In addition to the minimum reserve, a contingency account of up to \$50,000 may be established annually which may, with the approval of the City Manager or, if appropriate, the City Council, be used for unforeseen, unbudgeted housing-related items.

d. Amounts in excess of the \$250,000 minimum reserve and contingency account may be

used for housing-related projects implemented by the Housing and Neighborhood Services Department (HNS) and approved by the City Council.

- e. Funds may be temporarily loaned from the \$250,000 minimum threshold reserve to finance housing-related projects if, in the judgment of the HNS Director and the City Council, the funds will not be required in the near future to cover a Section 8 deficit. At the time such a loan is approved, a repayment plan must also be approved.

- J. **CDBG PROGRAMS** - City Council approval shall be required to add any new activity after adoption of the final budget. If the project cost of the new activity will be greater than 10% of the total budget, the addition shall be submitted to HUD for approval.

### **XIII. ANNUAL REVIEW & REPORTING**

- A. These financial management policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget and will be presented to the City Council for confirmation of any significant changes.
- B. The Chief Financial Officer will report annually to the Finance and Government Committee on compliance with these policies.



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 10/03/2022

**REQUESTER:** Tina Alvarez

**PRESENTER:** Jeff Copeland, Chairman

**TITLE:** Minutes of the September 06, 2022, Finance and Government Committee Meeting

**RECOMMENDED ACTION:** Approve

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**CITY OF GRAND PRAIRIE  
FINANCE AND GOVERNMENT COMMITTEE  
CITY HALL - COUNCIL BRIEFING ROOM  
TUESDAY, SEPTEMBER 06, 2022, AT 2:00 PM**

## MINUTES

### CALL TO ORDER

*Chairman Jeff Copeland called the City of Grand Prairie Finance and Government Committee meeting to order at 2:00 p.m. on Tuesday, September 06, 2022, in the Council Briefing Room, 300 West Main Street, Grand Prairie, Texas.*

### MEMBERS PRESENT

*Chairman Jeff Copeland  
Council Member Cole Humphreys  
Council Member Kurt Johnson*

### STAFF PRESENTATIONS

1. Public Hearing & Presentation on Public Improvement District (PID) Budgets

*Lee Harriss, Special District Administrator, presented Public Improvement District (PID) Budgets; a discussion took place about mowing and mailing legal notices, statistical information on the PIDs for 2023, and a comparison between FY22 and FY23 to PID residents. Deputy City Manager Cheryl De Leon clarified the new process for advertising meetings to allow the citizens to attend and ask questions; she also reviewed the timeline and approval process for PID budgets. Council Member Kurt Johnson asked about rolling over funds that were not exhausted next year. Ms. Harriss explained that they could roll over money, that there was no financial danger at this time, and that the City would not allow PIDs to spend more than they have.*

*Ms. Harriss explained that Mira Lagos is not a PID but a subdivision within a PID. The PID board members decided not to track spending in individual subdivisions. Council Member Humphreys asked if there were rules on how much the PID must spend. Ms. Harriss explained that when a large amount of money is rolled over into the following year, it's for significant future expenses, such as fence repair.*

*Citizen: Juanita Valdez, 4521 Amherst Lane, asked if someone was making sure the PIDs comply with how they are spending the money and what happened to the funds collected in 2020-2021 when nothing was virtually done due to COVID. Ms. Valdez also inquired about the Christmas lights. Ms. Harris explained that an electrical issue kept the lights from being turned on. She also said that PIDS is exempt from the competitive bid process. Council Member Johnson asked if the city could open a bidding process. Ms. De Leon and City Attorney Megan Mahan responded that the city could not require them to get more than one bid by state law and*

are looking into putting together a vendor list. Ms. Harriss also mentioned that not all vendors could meet City's high insurance requirement. Council Member Humphreys pointed out that PID Boards do not get paid; the property Managers do get paid and need to be held accountable. Council Member Johnson asked who was responsible for overseeing the Property Manager ensure he was selecting quality vendors. Ms. Harriss responded by saying the PID Board oversees the Property Manager. Ms. De Leon said the PID budget could be provided to Juanita Valdez, which can also be found on the PID website.

*Citizen: Phillip Varghese, 549 Park Crest Dr. Westchester PID suggested the city notify citizens about PID meetings by putting it in the City's electronic newsletter, he used to receive an email notification, and two months ago, the emails stopped coming. Mr. Varghese asked for an update on the Apartment Complex to be built in the Westchester PID, how it will affect the budget, and when they start paying as a PID member. The apartment complex was supposed to start paying when construction began. Ms. Harriss said the tax roll shows the property is still attached to the church. She will research further. Chairman Copeland asked if the city could add the meeting notices to the Pipeline newsletter. Ms. De Leon says she will work with Marketing to add it to the Pipeline. Council Member Humphreys said that city needs to monitor the marketing costs.*

*Citizen: David Yaqubian, 609 W. Springdale Ln. Discussed the sidewalks in his area; further discussion determined that he did not live in a PID. Council Member Humphreys said Public Works would address the sidewalks. Chairman Copeland stated that the city would also take care of it. Public Works Director Gabe Johnson and Mr. Yaqubian walked out of the meeting into the foyer to address the sidewalk.*

*With no additional speakers present, Chairman Copeland closed the public hearing.*

## 2. Epic Central Construction Update

*Director of Design and Construction Andy Henning presented the Epic Central Update. A previous decision had been made to spend approximately nine hundred fifty thousand to put the third level on the parking garage, adding one hundred spaces. It will now cost two million four hundred thousand. Mr. Henning explained that considering the price increase, he suggested not going forward with the project. The Chairman and Council Members agreed. Ms. Mahan added that a third level to the parking garage could be added later because of how the garage is being built. Alternative parking is available down the road. No vote is needed since this is just a presentation.*

## CONSENT AGENDA

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve consent agenda items three through eleven. The motion carried unanimously.*

## 3. Minutes of the July 27, 2022, Finance and Government Committee Budget Meeting

### **Approved On Consent Agenda**

## 4. Minutes of the August 2, 2022, Finance and Government Committee



**Approved On Consent Agenda**

5. Ordinance amending the FY2021/2022 Capital Improvement Projects Budget; Change Order No. 2 with Fast General Contracting at the Grand Prairie Memorial Gardens for wrought iron fence replacement, the substitution of hydroseed in place of sod and to ratify the payment for irrigation pipe relocation and sprinkler head installation in the total amount of \$28,120.00 for a total project cost of \$465,504.00

**Approved On Consent Agenda**

6. Professional services contract with BSA Design Group, Inc. (BSA) in the amount of \$43,500.00 and approve a 5% contingency of \$2,175.00 for a total cost of \$45,675.00 for architectural services for the Grand Prairie Memorial Gardens Administration Building Lobby Improvements

**Approved On Consent Agenda**

7. Amendment/Change Order No. 2 to the construction contract with Felix Construction Company in the amount of \$44,881.59 for the demolition of the old Fire Station No. 3 and a time extension due to switchboard delivery days for Robinson Road Pump Station for a total contract cost of \$7,953,274.48

**Approved On Consent Agenda**

8. Ordinance amending the FY 2021/2022 Capital Improvements Projects Budget; Professional Consultant Contract with Pacheco Koch Consulting Engineering, Inc. for the Main Street Roadway Improvements in the amount of \$49,000.00 for a total project cost of \$3,159,003.00

**Approved On Consent Agenda**

9. Change Order #1 in the amount of \$10,000.00 for the Fish Creek Stabilization project to verify existing conditions within the project area, accommodate changes with the design, and deliver 100% of documents to the City to the agreement with Teague, Nall, and Perkins, Inc for a total project cost of \$100,445.00

**Approved On Consent Agenda**

10. Professional Engineering Contract with Halff Associates, Inc. for Henry Branch Slope Repair in the amount of \$61,325.00

**Approved On Consent Agenda**

11. Resolution for the City of Grand Prairie to enter an Interlocal Agreement (ILA) with the North Central Texas Council of Governments (NCTCOG); and authorize the City Manager to accept the ILA to proceed with the Solid Waste Implementation Grant project of \$48,560.00 from the NCTCOG

**Approved On Consent Agenda**

## ITEMS FOR INDIVIDUAL CONSIDERATION

### 12. 2023 Finance and Government Committee Meeting Dates

*Chairman Jeff Copeland presented the 2023 Finance and Government Committee Meeting Dates.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

### 13. Water and Wastewater Rate Increase Consideration

*Mr. Johnson presented information and a PowerPoint slide explaining the different rate tiers for Water (e.g., residential, commercial). Wastewater does not have tiers. The goal is to get the lowest tier to have little or no increase. The most significant tier is two. Ms. De Leon noted in the discussion at the workshop that the goal is to help residents in tiers one and two.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

### 14. Annual contract for HOOPLA Streaming Media Service for Library Customers, with Midwest Tape, in an amount not to exceed \$100,000.00 annually to equal a total contract value of \$500,000.00 if all four one-year extensions are exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$25,000.00 so long as the City Council appropriates sufficient funding to satisfy the City's obligation during the renewal terms

*Library Director Peter Sime presented information on Hoopla, a book streaming service for books. He explained that the city has had Hoopla since 2012 and is charged per checkout. Mr. Sime cited details of increased use. The city will pay no more than one hundred thousand dollars annually with the new contract. Council Member Johnson asked what would happen if the city exceeded that amount. Mr. Sime responded that the money would be moved from the book account to cover it, and after three weeks, the downloads disappear from the user's devices.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

### 15. Professional engineering services contract with Halff Associates in the maximum amount of \$116,000.00 for Stormwater Modeling Annual Update.

*Mr. Johnson presented the annual contract with Halff, noting that the city has maintained this model for the last seven to eight years.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

### 16. Annual contract for grass sod from King Ranch Turf Grass (up to \$28,660.00 annually). This agreement will be for one year with the option to renew for four additional one-year periods totaling \$143,300.00 if all extensions are exercised. An annual contract for grass seed from Justin Seed (up to

\$18,270.00 annually). This agreement will be for one year with the option to renew for four additional one-year periods totaling \$91,350.00 if all extensions are exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$35,825 for King Ranch and \$22,837.50 for Justin Seed so long as the City Council appropriates sufficient funding to satisfy the City's obligation during the renewal terms

*Mr. Johnson explained that any Department could use this contract for replacing sod after sidewalks are repaired if the amount of the total agreement is not exceeded. The company puts the sod down.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

17. Annual Contract for product or service from Professional Coating Technologies (\$30,000.00) through a Master Interlocal Agreement with the City of Arlington. This contract will be for one year with the option to renew for four additional one-year periods totaling \$150,000 if all extensions are exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$37,500.00 so long as the City Council appropriates sufficient funding to satisfy the City's obligation during the renewal terms.

*Mr. Johnson states this item was a pricing agreement for street coating and is 'piggy-backed' off Arlington. Council Member Humphreys noted the number is minimal. Mr. Johnson said it is not the asphalt itself.; it is a coating product that the city buys, and our employees spray it.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

18. Annual easement and alley clearing agreement from Bronco Land Clearing (up to \$114,725.00 annually). This agreement will be for one year with the option to renew for one additional one-year period totaling \$229,450.00 if all extensions are exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$50,000 so long as the City Council appropriates sufficient funding to satisfy the City's obligation during the renewal terms.

*Mr. Johnson explained this was another pricing agreement and said there is a 'Hodge podge' of 'no man's land' that has not been maintained for years, blocking right-of-way access. This project is a clear cut, not landscaping so that the city can get to it and homeowners can retain it. He said he was concerned about the low cost because the other bid was much higher and more than what he expected the price to be. He said the vendor is working in Mansfield now, and there seem to be no issues. He also noted that this cost would likely continue, not a one-time fee. Council Member Humphreys said that he (as a council person) gets complaints about alleyways being an overgrown and criminal activity.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

19. Ratify expenditures estimating \$428,519 with North Texas Contracting for an emergency purchase to repair a 12" water line at the northwest corner of Johnson Creek and Carrier.

*Mr. Johnson requested approval for an emergency repair purchase from North Texas Contracting for \$428,519.00 to repair a water line leak due to unforeseen damage to public property and to protect the public health and safety of the City of Grand Prairie.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

- 20. Ratification of the application for the FY23 Office of the Governor’s (OOG) Homeland Security Grants Division’s (HSGD) Statewide Emergency Radio Infrastructure (SERI) grant; and authorize the City Manager to accept grant funding provided by the HSGD through the North Central Texas Council of Governments (NCTCOG) for up to \$1,000,00.00

*Emergency Management Manager Fire Chase Wheeler presented that Grand Prairie was the only city in the State of Texas to be awarded this type of Grant.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

- 21. Resolution n for the City of Grand Prairie to enter an Interlocal Agreement (ILA) with the North Central Texas Council of Governments (NCTCOG); and authorize the City Manager to accept the ILA to proceed with the Statewide Emergency Radio Infrastructure (SERI) grant project of up to \$1,000,000 from the NCTCOG

*Mr. Wheeler stated that this is a companion to item number 20 for the SERI grant.*

*Council Member Humphreys moved, seconded by Council Member Johnson, to approve this item. The motion carried unanimously.*

**EXECUTIVE SESSION**

*No executive session was held.*

**CITIZEN COMMENTS**

*There were no citizen comments.*

**ADJOURNMENT**

*There being no further business, the Finance and Government Committee meeting adjourned at 3:38 p.m.*

\_\_\_\_\_  
*Chairman Jeff Copeland  
Finance and Government Committee*

\_\_\_\_\_  
*Date*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Angi Mize, Purchasing Manager

**TITLE:** Annual Contract for Armored Car Services from Loomis Armored US, LLC (up to \$95,000 annually). This contract will be for five years with the option to renew annually, initial five-year commitment will be \$475,000.00. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$23,750.00 so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government Committee on 10/03/2022)

**SUMMARY:**

<i>Vendor Name:</i>	Loomis Armored US, LLC (Loomis)
<i>Annual Cost/Total Cost:</i>	\$95,000/\$475,000
<i>Department:</i>	Finance/Treasury
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

Loomis will provide armored car pickup services for various departments and locations throughout the City. The vendor will set "Smart Safes" at sixteen separate locations and pickup contents on a regular basis and deliver to the bank.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: one RFP/RFB #: 23009

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name: Cash & Debt Management	223810-61485
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

ARMORED CAR SERVICES

RFB #23009

TABULATION

		<b>Bid Tabulation</b> Armored Car Services RFB #23009		Loomis Armored Houston	
	DESCRIPTION	QTY	UOM	EXTENDED	
1	Revenue Management	12	MO	\$	432.75
2	Municipal Court	12	MO	\$	432.75
3	Prairie Paws	12	MO	\$	432.75
4	Natatorium	12	MO	\$	432.75
5	Police Station	12	MO	\$	432.75
6	Auto Pound	12	MO	\$	432.75
7	Ruthe Jackson Center	12	MO	\$	432.75
8	City Landfill	12	MO	\$	432.75
9	Prairie Lakes Golf Course	12	MO	\$	432.75
10	Bowles Life Center	12	MO	\$	432.75
11	Dalworth Rec Center	12	MO	\$	432.75
12	Charley Taylor Rec Ctr	12	MO	\$	432.75
13	The Summit	12	MO	\$	432.75
14	GP Memorial Gardens	12	MO	\$	432.75
15	Lloyd Creek Park	12	MO	\$	432.75
16	Lynn Creek Park	9	MO	\$	432.75
<b>Total Annual Amount</b>				\$	6,924.00



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**REQUESTER:** Amy Sprinkles, Marketing Director

**PRESENTER:** Sara Dedeluk, Tourism Supervisor

**TITLE:** Contract with Crowdriff, a visual influence platform, in the amount of \$12,000/year to allow city access to photos people upload to social media featuring Grand Prairie. This contract is renewable annually. Authorize the City Manager to execute annual renewals with aggregate price fluctuations of up to \$50,000 of the original maximum price so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms.

**RECOMMENDED ACTION:** Approve

**ANALYSIS:**

The City of Grand Prairie Tourism Division began using Crowdriff on October 1, 2018, for \$12,000 a year. Crowdriff, a visual influence platform, is a sole source vendor. It allows us to have access to the ever-changing database of organically produced photography and video taken in our city. Crowdriff allows us to scan social media platforms (Facebook and Instagram) by hashtag and location and download Grand Prairie relevant images from public posts.

These authentic photos are used to help promote Grand Prairie on our website, social media and advertising. In addition to tourism purposes, we also pull-down images for Animal Services, Parks, Environmental Services and various city of Grand Prairie programs and services. We currently split the invoice between Marketing/Tourism; Parks; Environmental Services and Animal Services.

In annually renewing this sole source vendor, we have now spent \$48,000 in the past 4 years and need City Council approval to renew with Crowdriff for a fifth and future years. Three funds share the invoice using HTMT, General Fund and Park Fund.

Local Government Code Chapter 252 provides an exemption from the competitive bid process when an item or service is available from only one source. Crowdriff is the sole provider of visual content marketing software for travel and hospitality brands.

**FINANCIAL CONSIDERATION:**

Funding is available in FY 2022/2023 budget 172110-61600, 351010-61600, 301010-61575 and 301110-61575 for Crowdriff and will be charged accordingly.





## CITY OF GRAND PRAIRIE COMMUNICATION

**MEETING DATE:** 10/03/2022

**PRESENTER:** Lisa Norris, HR Director, Human Resources

**TITLE:** Annual Contract for Pre-Employment Emotional Intelligence Assessments Services from Zerorisk HR, LLC (\$18,130 annually). The contract will be for one-year with the option to renew for up to nine additional one-year periods totaling an estimated \$181,300 if all extensions are exercised. The City Manager may authorize renewal options with aggregate price fluctuations up to \$4,532.50 so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 10/03/2022)

### **SUMMARY:**

<i>Vendor Name:</i>	ZERORISK HR, LLC
<i>Annual Cost/Total Cost:</i>	\$18,130 / \$181,300
<i>Department:</i>	HUMAN RESOURCES
<i>Recommended Action:</i>	RECOMMENDATION OF AWARD TO ZERORISK HR, LLC

### **PURPOSE OF REQUEST:**

On June 13, 2022, the City of Grand Prairie received Request for Proposals (RFP) for Pre-Employment Emotional Intelligence Assessment Services. The assessments are used as part of the hiring or promotional process to measure emotional intelligence competencies and clarity of thinking, in an effort to maximize job fit and minimize employee turnover. ZERORISK, HR, LLC is our current provider. The existing license agreement expires September 30, 2022.

Request for Proposal #22088 was issued, and two vendors responded. Responses were evaluated by a committee including Police Department and Human Resource staff members. Purchasing staff facilitated the evaluation process to ensure scoring was completed in accordance with scoring criteria outlined in the proposal. ZERORISK HR, LLC scored the highest overall and was selected as best value of the proposal responses received.

The award was based on best value criteria set up in the specification, including cost, meeting City needs, vendor experience, vendor references and business local preference with the city and other municipalities, if they are local, and other relevant criteria as listed in the specification.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: 2 RFP/RFB #: 22088


Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	General Fund 211010-61570
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

Bid Summary (attached)

				<b>Bid Tabulation</b> <b>Pre-Employment Emotional Intelligence Assessment Services</b> <b>RFB # 22088</b>				ZERORISK HR, LLC Plano, TX 75024		Miles 15 Consulting Euless, TX	
Item	Description	QTY	UOM	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price		
Per Assessment Cost		200.00	EA	\$ 59.00	\$ 11,800.00	\$ 105.00	\$ 21,000.00				
Unlimited Assessment Subscription Cost		1.00	EA	\$ 2,750.00	\$ 2,750.00	\$ 93.75	\$ 93.75				
Implementation		1.00	EA	Included	\$ -	\$ 750.00	\$ 750.00				
Training Provided for Portal Users		1.00	EA	Included	\$ -	\$ 750.00	\$ 750.00				
Annual Maintenance		1.00	EA	Included	\$ -	#####	\$ 2,250.00				
	<b>Subtotal</b>				\$ 14,550.00		\$ 24,843.75				
Related Services	Services vary per vendor	1.00	EA	\$ 1,795.00	\$ 1,795.00	\$ 105.00	\$ 105.00				
Related Services	Services vary per vendor	1.00	EA	\$ 795.00	\$ 795.00	\$ 62.50	\$ 62.50				
Related Services	Services vary per vendor	1.00	EA	\$ 495.00	\$ 495.00	\$ 105.00	\$ 105.00				
Related Services	Services vary per vendor	1.00	EA	\$ 495.00	\$ 495.00	\$ 500.00	\$ 500.00				
	<b>Total</b>				\$ 18,130.00		\$ 25,616.25				



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 10/03/2022
PRESENTER: Patricia Redfearn, Director – Solid Waste Department
TITLE: Annual contract for temporary employment services from Results Staffing, Inc. at an estimated annual amount of (\$55,000). The agreement is for an initial one year with the option to renew for three additional one-year periods totaling \$220,000 if all extensions are exercised and authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$50,000 of the original maximum price so long as sufficient funding is appropriated by the city council to satisfy the cities obligation during the renewal term
REVIEWING COMMITTEE: (Reviewed by the Finance and Government Committee on 10/03/2022)

SUMMARY:

Table with 2 columns: Vendor Name, Annual Cost/Total Cost, Department, Recommended Action. Values: Results Staffing, Inc., \$55,000 / \$220,000, Solid Waste, Award

PURPOSE OF REQUEST:

This contract will be used for the placement of temporary general and heavy labor services on an as-needed basis. This contract will be used as a backup contract for the Ad A Staff.

PROCUREMENT DETAILS:

Procurement Method: Cooperative/Interlocal [checked] RFB/RFP [ ] Sole Source [ ] Professional Services [ ]
Local Vendor [ ] HUB Vendor [checked]

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name: Temporary Personnel Services	303510 61465 Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Angi Mize, Purchasing Manager

**TITLE:** Annual Agreement for rebar and concrete supplies from FABco, LLC. (up to \$61,788.80 annually). This agreement will be for one year with the option to renew for 4 additional one-year periods totaling \$308,944.00 if all extensions were exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to (\$15,447) so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms

**SUMMARY:**

<i>Vendor Name:</i>	FABco, LLC.
<i>Annual Cost/Total Cost:</i>	\$61,788.80 / \$308,944
<i>Department:</i>	Streets
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

This is an annual agreement for the purchase of rebar and concrete steel supplies to be used by the Public Works - Street Division for various projects throughout the City.

Notice of bid #22124 was advertised in the Fort Worth Star Telegram and Planet Bids; it was distributed to 68 vendors in which 41 were HUB vendors. One bid was received as shown on attachment A.

The low bid received from awarded vendor meets specifications and is recommended for award.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: 1 RFP/RFB #: 22124

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name: PW Street Maintenance	251210-63030 Streets, Roads & Highway Maintenance Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

Rebar & Concrete Supplies

RFB # 22124

TABULATION



**Bid Tabulation**  
 Rebar and Concrete Supplies  
 RFB # 22124

FABco, LLC.  
 Grand Prairie, TX

Item	Description	QTY	UOM	Unit Price	Extended Price
1	#3 REINFORCED REBAR (REB) 3/8 x 20	2000	EA	\$5.4144	10,828.80
2	#4 REINFORCED REBAR (REB) 1/2 x 20	2000	EA	\$9.6192	19,238.40
3	#4 REINFORCED REBAR 15x15 w/L Bar	4000	EA	\$1.2504	5,001.60
4	Metal Key Way for L Bar	1000	EA	\$7.0000	7,000.00
5	1/2" SLIP DOWELS (DOW)	2000	EA	\$0.9500	1,900.00
6	3/4" SLIP DOWELS (DOW)	2000	EA	\$2.9500	5,900.00
7	1" SLIP DOWELS (DOW)	2000	EA	\$5.1000	10,200.00
8	1/2" SLIP DOWELS CAPS (DWC)	2000	EA	\$0.2000	400.00
9	3/4" SLIP DOWELS CAPS (DWC)	2000	EA	\$0.3000	600.00
10	1" SLIP DOWELS CAPS (DWC)	2000	EA	\$0.3600	720.00
				<b>TOTAL BID</b>	<b>\$ 61,788.80</b>





CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 10/03/2022
PRESENTER: Douglas Taylor, Manager / Public Works Department – Water Utilities Division
TITLE: Annual Contract for masonry mailbox repairs from Tillema & Sons (up to \$50,000.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$250,000.00 if all extensions are exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$12,500 so long as sufficient funding is appropriated by the City Council to satisfy the City’s obligation during the renewal terms
REVIEWING COMMITTEE: (Reviewed by the Finance & Government on 10/03/2022)

SUMMARY:

Table with 2 columns: Field Name, Value. Rows include Vendor Name (Tillema & Sons), Annual Cost/Total Cost (\$50,000 / \$250,000), Department (Public Works Department / Water Utilities Division), and Recommended Action (Award).

PURPOSE OF REQUEST:

The contract is for masonry mailbox repairs for any damage to residential mailboxes during water utility repair jobs.

PROCUREMENT DETAILS:

Procurement Method: Cooperative/Interlocal [ ] RFB/RFP [x] Sole Source [ ] Professional Services [ ]

Local Vendor [ ] HUB Vendor [x]

Number of Responses: Two RFP/RFB #: 22135

Selection Details: Low Bid [x] Best Value [ ]

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Water Main Maintenance Fund	361211-63095 Water Main Maintenance Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

MASONRY MAILBOX REPAIR & REPLACEMENT

RFB #22135

TABULATION



**Bid Tabulation  
Masonry Mailbox  
Repair &  
Replacement  
RFB #22135**

<b>Tillema &amp; Sons **</b>	<b>Galaxy Builders</b>
Winnsboro, Texas	Mesquite, Texas

Item	Description	QTY	UOM	Extended Price		Extended Price	
				Unit Price	Price	Unit Price	Price
1	Single Brick Mailbox	8	HR	95.00	760.00	145.00	1,160.00
2	Material Prices 10% Markup **						
	<b>Total</b>				\$ 760.00		\$ 1,160.00



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Gabe Johnson, Director of Engineering and Public Works

**TITLE:** Change Order in the amount of \$40,000 to add additional appraisal and court testimony services with Pyles & Whatley Corporation for City projects. Current contract limit is \$40,000 per year with option to renew for up to four additional one-year periods, not to exceed \$200,000. Requesting increase to \$80,000 per year with option to renew for four additional one-years periods with a maximum of \$400,000 cumulatively

**REVIEWING COMMITTEE:** Finance and Government Committee on 10/03/2022

**SUMMARY:**

<i>Vendor Name:</i>	Pyles & Whatley Corporation
<i>Annual Cost/Total Cost:</i>	\$80,000.00/\$400,000.00
<i>Department:</i>	Various Departments
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

On 03/15/2022, City Council awarded an annual agreement for professional appraisal and court testimony services to Pyles & Whatley Corporation for properties the City is considering acquiring for construction projects in the amount of \$40,000 per year with option to renew for up to four additional one-year periods, not to exceed \$200,000.

This Change Order # 1 is to add \$40,000 each year to allow Pyles & Whatley to continue providing services for the City, and sometimes on rush basis, without the delay in funding and approval on a per-project basis.

Chapter 252, Section 22 of the Local Government Code allows for the exemption to competitive bidding when the expenditure is for Professional Services such as engineering or appraisal services. Pyles Whatley was selected as the most qualified professional due to their extensive experience and has represented the City in previous years with numerous projects benefiting the City.

**HISTORY:**

	<i>Amount</i>	<i>Approval Date</i>	<i>Reason</i>
<i>Original Contract:</i>	\$40,000/\$200,000	3/15/2022	
<i>Change Order #</i>			

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Various funding sources depending on requesting department
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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Andy Henning – Director of Design + Construction

**TITLE:** Ordinance amending the FY2023 Community Policing Fund for the Grand Prairie Equine Center and Mounted Patrol Facility and awarding a Professional Design Services Contract to Populous Architects in the amount of \$79,800 for programming, planning, concept design and schematic design services for the Grand Prairie Equine Center and Mounted Patrol Facility. In addition, staff is recommending a design contingency in the amount of \$4,200 and a reimbursable expenses allowance of \$2,500 resulting in a total funding request of \$86,500

**REVIEWING COMMITTEE:** Reviewed by the Finance & Government Committee on 10/03/2022

**SUMMARY:**

<i>Vendor Name:</i>	Populous Architects
<i>Total Cost:</i>	<b><u>\$86,500 total funding request consisting of:</u></b> \$79,800 professional design services base contract \$4,200 city-controlled design contingency \$2,500 reimbursable expenses allowance
<i>Department:</i>	Design + Construction – Municipal Facilities
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

Establishment of a Professional Design Services Contract with Populous Architects in order to begin programming, planning, concept design and schematic design services for the Grand Prairie Equine Center and Mounted Patrol Facility.

**HISTORY:**

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	N/A	N/A	N/A

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: N/A RFP/RFB #: N/A

Selection Details: Low Bid  Best Value/Qualifications

**FINANCIAL CONSIDERATION:**

Budgeted?	<input type="checkbox"/>	Fund Name:	FY 2023 Community Policing Fund
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If Capital Improvement:					
Total Project Budget	N/A	Proposed New Funding:	N/A	Remaining Funding:	N/A

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1. Ordinance

**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2023 COMMUNITY POLICING OPERATING BUDGET REFLECTED BELOW FOR THE GRAND PRAIRIE EQUINE CENTER AND MOUNTED PATROL FACILITY PROJECT.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

**SECTION 1. THAT the FY2023 Operating Budget for the Community Policing Fund submitted by the City Manager, and adjusted by the Council, is hereby incrementally amended for the expenditure increase of \$86,500 for the professional design services contract for the Grand Prairie Equine Center and Mounted Patrol Facility Project.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 11th DAY OF OCTOBER 2022.**





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Lisa Norris, Human Resources Director

**TITLE:** Five-year contract with the Standard Insurance Company for Basic Life Insurance and Long-Term Disability Insurance with a three year guarantee and rate cap for years four and five and Supplemental Employee, Dependent Life Insurance, and Accidental Death & Dismemberment Insurance with a five year rate guarantee.

**REVIEWING COMMITTEE:** Finance and Government

**SUMMARY:**

<i>Vendor Name:</i>	Standard Insurance Company				
<i>Annual Cost/Total Cost:</i>	<b>Life/Accidental Death (Life)</b>				
	<b>Year</b>	<b>Product</b>	<b>Rate (Per \$1,000)</b>	<b>Est. Annual Cost</b>	<b>Paid By</b>
	1-3	Basic Life	\$0.035	\$84,000	City
	4	Basic Life	\$0.046	\$110,400	City
	5	Basic Life	\$0.06	\$144,000	City
	1-5	Supp Life	Age Based	\$417,312	Employee
	1-5	AD&D	\$0.02	\$50,717	Employee
	1-5	Child Life	\$0.08	\$7,921	Employee
	<b>Total Est. Life</b>		<b>\$2,886,146</b>	<b>(\$506,400 City)</b>	
	<b>Long-Term Disability (LTD)</b>				
	<b>Year</b>	<b>Rate (per \$100)</b>	<b>Est. Annual Cost</b>	<b>Paid By</b>	
	1-3	\$0.109	\$105,639	City	
	4	\$0.12	\$116,299	City	
	5	\$0.132	\$127,929	City	
	<b>Total Est. LTD</b>		<b>\$561,145</b>		
	<b>Estimated Total Contract Value: \$3,447,291 (\$1,067,545 City)</b>				
<i>Department:</i>	Human Resources				
<i>Recommended Action:</i>	Approve				

**PURPOSE OF REQUEST:**

The city’s contract for both Life Insurance and Long-Term Disability is currently with The Hartford. However, their proposed 2023 renewal was originally a 140% increase on basic life, so we decided to submit the products to the market for a competitive process. Six vendors responded to the city’s proposal. Two vendors were considered non-responsive, one could not administer current benefits which would be problematic. This left our current vendor, The Hartford, and two remaining vendors, Ochs, and Standard for Best and Final review. Hartford did not actually make it to the final round due to their high cost but are shown in the final evaluation since they are our current carrier and renewal rates quoted would apply. “Best and final offers (“BAFO”) were made by Ochs and Standard, with Standard providing the best overall value.

On benefit products, the city requests multi-year contracts for continuity, plan stability, and to limit employee impact or change. Since Life Insurance is based upon losses versus premiums paid to get to a reasonable “Loss Ratio,” it is common for them to provide a fixed/guaranteed rate for several years, then periods of “not to exceed” rates in the final years, depending upon loss ratios assessed over the prior period(s). This is what has been quoted on the products and finalists noted in the Exhibits.

The City offers city-paid Basic Employee Life insurance equal to two times the annualized base salary up to \$500,000. Employees also have numerous options for employee and dependent supplemental life, as well as Accidental Death and Dismemberment coverage that they may select and for which they pay 100% of the premiums. Basic Life, Child Life, and Accidental Death and Dismemberment coverage are a flat rate per \$1,000 of coverage. Employee and Spouse Supplemental Life insurance are age-rated as shown in Exhibit B. Long-Term Disability is a flat rate per \$100 of coverage. *Total cost paid per year as shown are estimated averages since both Life Insurance and Long-Term Disability (LTD) varies depending upon salary, elections, and volume of coverage chosen within the limits.* Cost per \$1,000 (for Life products) and per \$100 for LTD are shown on Exhibit A. Life and Long-Term Disability coverage have exclusions and limitations that apply and vary by product and carrier. The City can cancel the contract if funds are not appropriated. The bid and contract will allow City Council to authorize renewals beyond the 5-year original contract period if there are no material changes.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  **RFB/RFP**  Sole Source   
Professional Services

Local Vendor  HUB Vendor

Number of Responses: Six RFP/RFB #: 23006

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	213010-Employee Insurance Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**


- Exhibit A – Life and LTD Cost Analysis for 2023
- Exhibit B – Finalist Scoresheet and Benefit Comparison

RFP Cost Analysis - Life and LTD Finalists

	Hartford (RENEWAL QUOTE)	Securian/Ochs	Standard (RECOMMENDED)
<b>Basic Life</b>	City Paid 100%	City Paid 100%	City Paid 100%
Rate/\$1,000	\$0.050	\$0.045	\$0.035
Monthly Premiums	\$10,000	\$9,000	\$7,000
Current Volume	200,000,000	200,000,000	200,000,000
Implementation Credit	\$0	(\$9,450)	\$0
Annual Premiums	\$120,000	\$98,550	\$84,000
<b>Current vs Proposed %</b>		-21.6%	-42.9%
2023	\$120,000	\$98,550	\$84,000
2024	\$120,000	\$108,000	\$84,000
2025	\$120,000	\$108,000	\$84,000
2026	\$120,000	\$129,600	\$110,400
2027	\$132,000	\$155,520	\$144,000
Rate Guarantee		3 Yr Rate Guarantee; Rate Cap Year 4 and 5 of 20% ; Loss Ratio Target 85%	3 Yr Rate Guarantee; Rate Cap Year 4-\$0.046/1,000; Rate Cap Year 5-\$0.06/1,000; Loss Ratio Target 82%
<b>Employee/Spouse Supp Life</b>	EMPLOYEE PAID 100%	EMPLOYEE PAID 100%	EMPLOYEE PAID 100%
Volume	\$147,574,000	\$147,574,000	\$147,574,000
Rate/\$1,000	Age Rated (from .06 to 3.39/1,000)	Age Rated-matched current	Age Rated-matched current
Annual Cost	\$417,312	\$417,312	\$417,312
Rate Guarantee	5 Yrs	5 Yrs	5 Yrs
<b>Employee AD&amp;D</b>	EMPLOYEE PAID 100%	EMPLOYEE PAID 100%	EMPLOYEE PAID 100%
Volume	\$205,149,000	\$205,149,000	\$205,149,000
Rate/\$1,000	\$0.02	\$0.02	\$0.02
Annual Cost	\$49,236	\$49,236	\$49,236
Rate Guarantee	5 Yrs	5 Yrs	5 Yrs
<b>Spouse AD&amp;D</b>	EMPLOYEE PAID 100%	EMPLOYEE PAID 100%	EMPLOYEE PAID 100%
Volume	\$6,169,000	\$6,169,000	\$6,169,000
Rate/\$1,000	\$0.02	\$0.02	\$0.02
Annual Cost	\$1,481	\$1,481	\$1,481
Rate Guarantee	5 yrs	5 yrs	5 yrs
<b>Child Life</b>	EMPLOYEE PAID 100%	EMPLOYEE PAID 100%	EMPLOYEE PAID 100%
Volume	\$8,251,000	\$8,251,000	\$8,251,000
Rate/\$1,000	\$0.08	\$0.08	\$0.08
Annual Cost	\$7,921	\$7,921	\$7,921
Rate Guarantee	5 yrs	5 yrs	5 yrs
2023 Subtotal - Life	\$595,949	\$574,499	\$559,949
2024 Subtotal - Life	\$595,949	\$583,949	\$559,949
2025 Subtotal - Life	\$595,949	\$583,949	\$559,949
2026 Subtotal - Life	\$595,949	\$605,549	\$586,349
2027 Subtotal - Life	\$607,949	\$631,469	\$619,949
<b>5-Yr Value Subtotal - LIFE</b>	\$2,991,746	\$2,979,416	\$2,886,146
<b>LTD</b>	City Paid 100%	City Paid 100%	City Paid 100%
Volume	\$8,076,350	\$8,076,350	\$8,076,350
Rate/\$100	\$0.133	\$0.119	\$0.109
Rate Guarantee	3 yrs; did not quote Years 4 and 5	3 yr Rate Guarantee; Year 4 and 5 < 75% loss ratio, then \$0.119 holds; if over 75%, then will assess renewal against loss ratio (assumed 20% increase)	3 Yr Rate Guarantee; Rate Cap Year 4-\$0.12/100; Rate Cap Year 5-\$0.132/100; Loss Ratio Target 70%
Implementation Credit	\$0	(\$1,700)	\$0
2023 Subtotal - LTD	\$128,899	\$113,630	\$105,639
2024 Subtotal - LTD	\$128,899	\$115,330	\$105,639
2025 Subtotal - LTD	\$128,899	\$115,330	\$105,639
2026 Subtotal - LTD	No Quote	\$138,590	\$116,299
2027 Subtotal - LTD	No Quote	\$165,727	\$127,929
<b>5-Yr Value Subtotal - LTD</b>	No Quote	\$648,608	\$561,145
2023 - Grand Total Life + LTD	\$724,848	\$688,130	\$665,588
2024 - Grand Total Life + LTD	\$724,848	\$699,280	\$665,588
2025 - Grand Total Life + LTD	\$724,848	\$699,280	\$665,588
2026 - Grand Total Life + LTD	No Quote	\$744,139	\$702,649
2027 - Grand Total Life + LTD	No Quote	\$797,196	\$747,879
<b>5 Yr Value Grand Total - LIFE + LTD</b>	No Quote	\$3,628,024	\$3,447,291

**Life, Accidental Death & Dismemberments & Long-Term Disability Coverage  
RFP #23006**

**TABULATION SCORECARD**

	<b>Evaluation Score Card</b>	Non-Responsive	Non-Responsive				
	Life/LTD	BCBSTX	Lincoln Financial Group	Metropolitan	OCHS	Standard	The Hartford
	RFP # 23006						
		Location	Location	Location	Location	Location	Location
<b>Evaluation Criteria</b>	<b>Maximum Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>
Price	50.00	0.00	0.00	23.68	46.67	50.00	18.75
Plan Benefits, Services, & Implementation	40.00	0.00	0.00	0.00	36.00	40.00	36.00
References/Municipal Experience	10.00	0.00	0.00	0.00	9.00	10.00	10.00
<b>Total</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.68</b>	<b>91.67</b>	<b>100.00</b>	<b>64.75</b>

BCBS and Lincoln – Non-Responsive. Did not respond to the AD&D questions which are how we currently administer the benefit and would be problematic if they could not do it. Timeframe was short, so we did not follow-up.

Metlife – Said they could not administer our current AD&D spouse process (it is not reliant upon an election for optional employee or spouse life). Also, they allow people to increase 1 level at Annual Enrollment without EOI, which puts the plan at risk. Lastly they have had challenges in implementations from another customer. Because of this, we did not move them to finalist round.

Hartford is our current carrier and responded to questions, but did not make the cut to finalist round due to cost and the renewal quoted. We only requested best and final offers from the Ochs and Standard. Hartford is included below since they are our current carrier (for comparison only of the final 3 responses considered.)

## Finalist Comparison by Plans and Benefits

### Basic Life Plan Design

	Hartford CURRENT	Ochs	Standard
Basic Life Insurance Benefit:	2x earnings	2x earnings	2x earnings
Definition of Earnings:	Base salary only	Base salary only	Base salary only
Basic Life Insurance Maximum Benefit:	\$500,000	\$500,000	\$500,000
Guarantee Issue Benefit:	\$500,000	\$500,000	\$500,000
Reduction Schedule:	65% 65 - 69 50% 70-74	65% 65 - 69 50% 70-74	65% 65 - 69 50% 70 +
Conversion:	Included	Included	Included
Portability:	Included	Included	Included
Accelerated Death Benefit:	Up to 80%, \$500,000 max	<b>100% up to \$1,000,000</b>	Up to 80%, \$500,000 max

### Voluntary Life/AD&D Plan Design

	Hartford	Ochs	Standard
Employee Supplemental Life Insurance Benefit:	1x; 2x; 3x; 4x or 5x earnings	Life: 1x-7x earnings, AD&D: 1x-5x earnings	1x; 2x; 3x; 4x or 5x earnings
Employee Supplemental Life Insurance Maximum Benefit:	\$500,000	Life: \$1,000,000 AD&D: \$500,000	\$500,000
Employee Guarantee Issue Benefit:	\$350,000	<b>\$400,000</b>	\$350,000
Waiver of Premium:	Yes	Yes	Yes
Reduction Schedule:	65% 65 - 69 50% 70-74	<b>None</b>	65% 65 - 69 50% 70 +
Spouse Supplemental Life Insurance Benefit:	Increments of \$1,000	Increments of \$1,000	Increments of \$1,000
Spouse Supplemental Life Insurance Maximum Benefit:	\$350,000	\$350,000	\$350,000
Spouse Guarantee Issue Benefit:	\$50,000	\$50,000	\$50,000
Child Supplemental Life Insurance Benefit:	Increments of \$1,000	Increments of \$1,000	Increments of \$1,000
Child Supplemental Life Insurance Maximum Benefit:	\$20,000	\$20,000	\$20,000

## Voluntary Life/AD&D Rates

Employee/Spouse Age	Rate per \$1,000
20 - 24	\$0.060
25 - 29	\$0.060
30 - 34	\$0.080
35 - 39	\$0.090
40 - 44	\$0.150
45 - 49	\$0.250
50 - 54	\$0.410
55 - 59	\$0.660
60 - 64	\$1.030
65 - 69	\$1.780
70 - 74	\$3.390
75+	\$3.390
<b>Voluntary AD&amp;D Rate per \$1000 of coverage</b>	<b>\$0.020</b>
<b>Voluntary Child Life Rate per \$1000 of coverage</b>	<b>\$0.080</b>

- Standard and Ochs matched the current Hartford rates
- Both vendors quoted a 3-year rate guarantee with contingent rate guarantees for years 4 and 5

## Life Questionnaire

	Hartford	Ochs	Standard
How many public entity clients in Texas?	N/A	17	143
Will the client have a dedicated account manager?	Yes	Yes	Yes
True open enrollment offered at renewal?	No	No	No
Voluntary AD&D can be elected for employee or spouse without voluntary life election	<b>Confirmed</b>	<b>Confirmed</b>	<b>Confirmed</b>
Voluntary spouse AD&D election can exceed voluntary employee AD&D election	<b>Confirmed</b>	<b>Confirmed</b>	<b>Confirmed</b>

# LTD Plan Design

	Hartford	Ochs	Standard
Monthly Benefit Percentage	50%	50%	50%
Maximum Monthly Benefit	\$6,600	\$6,600	\$6,600
Elimination Period	180 days	180 days	180 days
Benefit Duration	SSNRA	SSNRA	SSNRA
Own Occupation Period	24 months	24 months	24 months
Pre-Existing Condition Exclusion	3/12	3/12	3/12
Telephonic Claims?	No	No	Yes
Is W-2 Preparation Included?	Yes	Yes	Yes
Is FICA Match Included?	Yes	Yes	Yes



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Angi Mize, Purchasing Manager

**TITLE:** Annual Contract for installation, disassemble, and monthly maintenance of Christmas decorations including a City-provided 34’ Everest Tower LED Tree and associated lights and decorations from DFW Holiday Kings (up to \$142,698.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$713,490.00 if all extensions are exercised. Authorize the City Manager to execute the renewal options with aggregate price fluctuations of up to \$35,764.50 so long as sufficient funding is appropriated by the City Council to satisfy the City’s obligation during the renewal terms

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government on 10/03/2022)

**SUMMARY:**

<i>Vendor Name:</i>	DFW Holiday Kings
<i>Annual Cost/Total Cost:</i>	\$142,698.00/\$713,490.00
<i>Department:</i>	City Wide
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

This contract will be for installation, disassemble, and monthly maintenance of Christmas decorations including a City-provided 34’ Everest Tower LED Tree and associated lights and decorations. This will be to beautify City Hall, Main Street, and Epic Central for the Christmas seasons. The vendor will also provide annual maintenance on lights that remain year-round.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor



Number of Responses: two

RFP/RFB #: 22142

Selection Details: Low Bid

Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name: Facility Service	63010
Budgeted?	<input checked="" type="checkbox"/>	Fund Name: Community Revitalization	61600
Budgeted?	<input checked="" type="checkbox"/>	Fund Name: Epic Central	318910 61130


**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary


CHRISTMAS DECORATION

RFB #22142

TABULATION

		<b>Bid Tabulation</b>					
		Christmas Decorations					
		RFB # 22142		Christmas Company		DFW Holiday Kings	
				FTW		Burluson	
DESCRIPTION		QTY	UOM	PRICE	EXTENDED	PRICE	EXTENDED
1	Main Street Installations	1	JA		\$ 30,912.00		\$ 90,730.00
2	Epic Central Furnish & Installation	1	JA		\$ 37,893.00		\$ 13,195.00
3	Everest Tower Tree Installation	1	JA		\$ 76,614.00		\$ 3,210.00
4	Main Street Disassemble & Store	1	JA		\$ 17,961.00		\$ 19,378.00
5	Epic Central Disassemble & Store	1	JA		\$ 8,907.00		\$ 5,105.00
6	Everest Tower Tree Disassemble	1	JA		\$ 24,927.00		\$ 1,480.00
7	Bi-weekly Maintenance (twice per	10	EA	\$ 986.00	\$ 9,860.00	\$ 300.00	\$ 3,000.00
8	Monthly Maintenance (once month	12	MO	\$ 986.00	\$ 11,832.00	\$ 550.00	\$ 6,600.00
<b>TOTAL</b>					\$ 218,906.00		\$ 142,698.00

SCORECARD

		<b>Evaluation Score Card</b>		Christmas Company	DFW Holiday Kings
		Christmas Decorations			
		RFB # 22142			
				FTW	Burluson
Evaluation Criteria	Maximum Score	Score	Score		
Price	50.00	32.59	50.00		
The extent to which the goods or services meet the municipality's needs	15.00	12.00	12.00		
The Reputation of the Bidder	10.00	6.00	7.20		
Past experience with the City of Grand Prairie or another municipality	10.00	8.50	5.50		
Qualifications	10.00	8.00	5.00		
Local Business Presence	5.00	0.00	0.00		
<b>Total</b>	<b>100.00</b>	<b>67.09</b>	<b>79.70</b>		



**CITY OF GRAND PRAIRIE  
ORDINANCE**

**MEETING DATE:** 10/03/2022

**REQUESTER:** Cindy Mendez

**PRESENTER:** Cindy Mendez, Public Health & Environmental Quality Director

**TITLE:** Ordinance appropriating \$215,000 in funding in the Capital Improvement Projects Budget; authorizing the City Manager to enter into an interlocal agreement with Dallas County for aerial spraying for mosquitoes for a one-year term; and providing for the ability to reimburse the expenditure with future debt

**RECOMMENDED ACTION:** Approve

**ANALYSIS:**

This ordinance will allow the city to participate in aerial spraying in a timely manner if the Dallas County Judge recommends spraying.

**FINANCIAL CONSIDERATION:**

Funding for authorization for the City Manager to enter into an interlocal agreement with Dallas County for aerial spraying for mosquitoes for a one-year term, in the amount of \$215,000, is available by approving a resolution transferring and appropriating from the unobligated fund balance in the Capital Reserve Capital Projects Fund (402590) to WO #02109603 (FY23 Aerial Spraying for Mosquito Borne Disease).

**BODY**

**A ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS APPROPRIATING \$215,000 IN FUNDING IN THE CAPITAL IMPROVEMENT PROJECTS BUDGET; AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH DALLAS COUNTY FOR AERIAL SPRAYING FOR MOSQUITOES FOR A ONE-YEAR TERM; AND DECLARING EXPECTATION TO REIMBURSE EXPENDITURES FOR PUBLIC SAFETY WITH PROCEEDS OF FUTURE DEBT**

**WHEREAS**, the City of Grand Prairie, Texas (the "Issuer") intends to issue debt for (i) a public safety mosquito spraying project therefore (collectively, the "Project") and further intends to make certain capital expenditures with respect to the Project and currently desires and expects to reimburse the capital expenditures with proceeds of such debt.

**WHEREAS**, under Treas. Reg. § 1.150-2 (the "Regulation"), to fund such reimbursement with proceeds of tax-exempt obligations, the Issuer must declare its expectation to make such reimbursement; and

**WHEREAS**, the Issuer desires to preserve its ability to reimburse the capital expenditures with proceeds of tax-exempt obligations.

**WHEREAS**, it is in the interest of public safety of the citizens of Grand Prairie to regularly spray for mosquitos.

**WHEREAS**, Dallas County is best suited to conduct ariel spraying for mosquitos within the City.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS THAT:**

**SECTION 1:** The Issuer reasonably expects to reimburse capital expenditures with respect to the Project with proceeds of debt hereafter to be incurred by the Issuer, and that this ordinance shall constitute a declaration of official intent under the Regulation. The maximum principal amount of obligations expected to be issued for the Project is \$ 215,000.

**SECTION 2.** That the City Council hereby authorizes the City Manager to enter into a contingent aerial spraying contract in an amount not to exceed \$215,000 with Dallas County.

**SECTION 3.** That FY2023 Capital Reserve Fund Budget be amended by transferring and appropriating \$215,000 to FY23 Aerial Spraying for Mosquito Borne Disease from the unobligated fund balance.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 11<sup>th</sup> DAY OF OCTOBER, 2022.**



**CITY OF GRAND PRAIRIE  
ORDINANCE**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Duane Strawn, Director of Parks, Arts and Recreation

**TITLE:** Ordinance amending the FY2022/2023 Capital Improvement Budget; Contract with Fast General Contracting LLC of North Richland Hills, Texas, for construction of the EPIC Central Maintenance Building located at 2950 Fall Drive, in the amount of \$1,066,000, plus a contingency amount of \$53,300 for a total of \$1,119,300

**REVIEWING COMMITTEE:** Reviewed by the Finance and Government Committee on 10/03/2022

**SUMMARY:**

<i>Vendor Name:</i>	Fast General Contracting LLC
<i>Annual Cost/Total Cost:</i>	\$1,119,300
<i>Department:</i>	Parks, Arts and Recreation
<i>Recommended Action:</i>	Award

**PURPOSE OF REQUEST:**

The new EPIC Central Maintenance Building will be located at 2950 Fall Drive. The Maintenance building will be approximately 30'x76', and includes a two-bay garage, office, break/training room, restroom, and storage rooms. Site improvements will include landscape, irrigation, maintenance yard, a masonry wall with an operable gate. This item was presented to the Finance and Government Committee on October 3, 2022, for review and approval.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: Four (4) RFP/RFB #: 22114

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input type="checkbox"/>	Fund Name:	EPIC Capital Projects
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If Capital Improvement:					
Total Project Budget	\$1,119,300	Proposed New Funding:	\$1,119,300	Remaining Funding:	\$1,119,300

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

**BODY**

**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY2022/2023 EPIC AND EPIC CENTRAL CAPITAL IMPROVEMENTS PROJECTS BUDGETS BY TRANSFERRING AND APPROPRIATING \$1,119,300 FROM THE UNOBLIGATED FUND BALANCE IN THE EPIC CAPITAL PROJECTS FUND (320893) TO THE EPIC CENTRAL CAPITAL PROJECTS FUND (360093) WO#02000703.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**


**SECTION 1. That the FY2022/2023 Epic Capital Improvements Projects Budget be amended by transferring and appropriating \$1,119,300 from the unobligated fund balance in the Epic Capital Projects Fund (320893) to the Epic Central Capital Projects Fund (360093, WO# 02000703).**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 11th DAY OF OCTOBER, 2022.**

EPIC CENTRAL MAINTENANCE BUILDING

RFB #22114

TABULATION

			<b>Bid Tabulation</b> <b>Epic Central Maintenance Building</b> <b>RFB #22114</b>			
Description			Price	Price	Price	Price
			Falkenberg Construction Co., Inc Grand Prairie, TX	Mart, Inc. Irving, TX	JC Commercial, Inc. Lewisville, TX	Fast General Contracting, LLC Grand Prairie, TX
<b>Total</b>			<b>\$1,668,568.00</b>	<b>\$1,595,585.00</b>	<b>\$1,171,777.00</b>	<b>\$1,065,999.99</b>



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Caryl DeVries, P.E., PTOE, Assistant Director of Transportation

**TITLE:** Construction contract with Florida Traffic Control Devices to furnish all labor, materials, and equipment required to construct three overhead Changeable Message Signs (CMS) on Belt Line Road, Lone Star Parkway, and Lake Ridge Parkway in the amount of \$568,067.72

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 10/03/2022)

**SUMMARY:**

<i>Vendor Name:</i>	Florida Traffic Control Devices
<i>Annual Cost/Total Cost:</i>	\$568,067.72
<i>Department:</i>	Transportation
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

Award contract to Florida Traffic Control Devices to furnish all labor, materials, and equipment required to construct three overhead Changeable Message Signs (CMS) on Belt Line Road, Lone Star Parkway, and Lake Ridge Parkway. These overhead CMS will allow site traffic messages to be shown to travelling public for guidance when attending events in the City of Grand Prairie.

**HISTORY:**

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: 2 RFP/RFB #: 22118

Selection Details: Low Bid  Best Value



**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Grant Fund ARPA 300594-68122009-60620
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary/Tab

## CHANGEABLE MESSAGE SIGNS

RFB # 22118

### TABULATION



**Bid Tabulation**  
Changeable Message Signs  
RFB # 22118

<b>Florida Traffic Control Devices</b>	<b>MICA Corporation</b>
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Item	TxDOT Item No.	Description	QTY	UOM	Unit Price	Extended Price	Unit Price	Extended Price
1	416 6005	DRILL SHAFT (42 IN)	60	LF	\$ 379.61	\$ 22,776.60	\$ 571.00	\$ 34,260.00
2	500 6001	MOBILIZATION	1	LS	\$ 22,793.03	\$ 22,793.03	\$ 54,900.00	\$ 54,900.00
3	502 6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	6	MO	\$ 4,635.17	\$ 27,811.02	\$ 9,305.00	\$ 55,830.00
4	506 6035	SANDBAGS FOR EROSION CONTROL	9	LF	\$ 137.38	\$ 1,236.42	\$ 97.00	\$ 873.00
5	506 6038	TEMP SEDMT CONT FENCE (INSTALL)	120	LF	\$ 25.67	\$ 3,080.40	\$ 14.85	\$ 1,782.00
6	506 6039	TEMP SEDMT CONT FENCE (REMOVE)	120	LF	\$ 13.74	\$ 1,648.80	\$ 7.95	\$ 954.00
7	506 6041	BIODEG EROSN CONT LOGS (INSTL) (12")	150	LF	\$ 7.14	\$ 1,071.00	\$ 18.40	\$ 2,760.00
8	506 6043	BIODEG EROSN CONT LOGS (REMOVE)	150	LF	\$ 3.97	\$ 595.50	\$ 12.65	\$ 1,897.50
9	540 6001	MTL W-BEAM GD FEN (TIM POST)	110	LF	\$ 43.58	\$ 4,793.80	\$ 32.00	\$ 3,520.00
10	540 6016	DOWNSTREAM ANCHOR TERMINAL SECTION	1	EA	\$ 4,236.62	\$ 4,236.62	\$ 1,610.00	\$ 1,610.00
11	544 6001	GUARDRAIL END TREATMENT (INSTALL)	1	EA	\$ 7,868.01	\$ 7,868.01	\$ 3,800.00	\$ 3,800.00
12	618 6023	CONDT (PVC) (SCH 40) (2")	720	LF	\$ 14.30	\$ 10,296.00	\$ 21.50	\$ 15,480.00
13	618 6034	CONDT (PVC) (SCH 40) (4") (BORE)	250	LF	\$ 28.45	\$ 7,112.50	\$ 39.30	\$ 9,825.00
14	620 6011	ELEC CONDR (NO.4) BARE	325	LF	\$ 1.82	\$ 591.50	\$ 3.05	\$ 991.25
15	620 6012	ELEC CONDR (NO.4) INSULATED	975	LF	\$ 2.33	\$ 2,271.75	\$ 3.40	\$ 3,315.00
16	624 6002	GROUND BOX TY A (122311)W/APRON	3	EA	\$ 903.94	\$ 2,711.82	\$ 1,675.00	\$ 5,025.00
17	624	GROUND BOX TY D (162922)W/APRON	5	EA	\$ 1,309.45	\$ 6,547.25	\$ 3,085.00	\$ 15,425.00
18	628	ELC SRV TY D 120/240 070(NS)GS(N)PS(U)	3	EA	\$ 6,311.77	\$ 18,935.31	\$ 8,035.00	\$ 24,105.00
19	6027 6003	CONDUIT (PREPARE)	1,220	LF	\$ 3.43	\$ 4,184.60	\$ 3.05	\$ 3,721.00
20	6027 6008	GROUND BOX (PREPARE)	8	EA	\$ 198.26	\$ 1,586.08	\$ 610.00	\$ 4,880.00
21	GP001	FIBER OPTIC CBL (SNGLE-MODE)(12 FIBER)	1,775	LF	\$ 8.81	\$ 15,637.75	\$ 11.90	\$ 21,122.50
22	GP001	FIBER OPTIC PATCH PANEL (12 POSITION)	4	EA	\$ 597.60	\$ 2,390.40	\$ 1,430.00	\$ 5,720.00
23	GP004	FIBER OPTIC MEDIA CONVERTER	2	EA	\$ 659.11	\$ 1,318.22	\$ 2,895.00	\$ 5,790.00
24	GP005	FULL COLOR LED CHANGEABLE MESSAGE SIGN	3	EA	\$ 81,271.90	\$ 243,815.70	\$ 95,800.00	\$ 287,400.00
25	GP008	SYSTEM SUPPORT EQUIPMENT	1	LS	\$ 6,967.60	\$ 6,967.60	\$ 23,400.00	\$ 23,400.00
26	GP009	CMS SUPPORT STRUCTURE (30' MAST ARM)	3	EA	\$ 48,596.68	\$ 145,790.04	\$ 39,515.00	\$ 118,545.00
						<b>\$ 568,067.72</b>	<b>\$ 706,931.25</b>	

**Alternate Items**

1	416 6005	DRILL SHAFT (42 IN)	60	LF	\$ 379.61	\$ 22,776.60	\$ 571.00	\$ 34,260.00
2	650 6025	INS OH SN SUP(25 FT CANT)	3	EA	\$ 31,343.86	\$ 94,031.58	\$ 31,020.00	\$ 93,060.00
						<b>\$ 116,808.18</b>	<b>\$ 127,320.00</b>	



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Gabe Johnson, Director of Engineering and Public Works

**TITLE:** Ordinance amending the FY2023 unobligated Street Capital Projects Fund to allocate \$160,000 to the FY2023 Traffic Signal Improvement Project for unexpected failure of traffic light detection equipment and approving the purchase of equipment from Consolidated Traffic Controls for \$159,570.00 plus applicable shipping costs

**REVIEWING COMMITTEE:** Reviewed by the Finance and Government Committee on 10/03/2022

**SUMMARY:**

<i>Vendor Name:</i>	Consolidated Traffic Controls, Inc.
<i>Annual Cost/Total Cost:</i>	\$159,570.00 plus applicable shipping costs
<i>Department:</i>	Streets
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

Recently, detection equipment at several intersections has failed unexpectedly. The failure has caused additional issues for emergency responders when going through the intersections. Intersections with failures are below:

- Stadium and High School
- Camden and Jefferson
- Center and Jefferson
- England and Grand Peninsula
- Green Oaks and Riverside
- Oakdale and Roy Orr
- Stadium and Tarrant
- Holiday Hill and Carrier
- Main and Dolores Huerta
- Carrier and Jefferson

Requesting that Council approve the purchase of equipment from Consolidated Traffic Controls, Inc (quote included as exhibit). Quote was solicited from a co-op, pursuant to Texas Local Gov’t Code Ch. 271, with additional requests sent to other vendors to provide pricing for the same product. Consolidated Traffic Controls provided best pricing for the requested equipment.

Requesting that Council also approve the transfer of \$160,000.00 from the FY2023 unobligated Street Capital Projects Fund to the FY23 Traffic Signal Improvement Project to assist in the shortfall as money approved will provide funding to replace equipment at 8 of the 10 intersections listed above.

**FINANCIAL CONSIDERATION:**

Budgeted?	<input type="checkbox"/>	Fund Name:	Street Capital Projects Fund (400192)
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If Capital Improvement:					
Total Project Budget	\$150,000.00	Proposed New Funding:	\$160,000.00	Remaining Funding:	

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Ordinance
- 2- Support Documentation for 8 of 10 intersections

**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY2023 STREET CAPITAL PROJECTS FUND (400192) BUDGET BY TRANSFERRING AND APPROPRIATING \$160,000.00 TO THE FY2023 TRAFFIC SIGNAL IMPROVEMENT PROJECT FOR THE PURCHASE OF EQUIPMENT FROM CONSOLIDATED TRAFFIC CONTROLS, INC.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

**SECTION 1. THAT the FY2023 Street Capital Projects Fund (400192) budget be amended by transferring and appropriating \$160,000.00 to the FY2023 Traffic Signal Improvement Project for the purchase of traffic signal detection equipment from the unobligated fund balance.**

**SECTION 2. THAT the purchase of equipment from Consolidated Traffic Controls, Inc., pursuant to a cooperative purchasing agreement as authorized by Texas Local Gov't Code Ch. 271, is hereby approved in the estimated amount of \$159,570.00, plus applicable shipping costs.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 11th DAY OF OCTOBER 2022.**

<b>HGACBuy</b>		<b>CONTRACT PRICING WORKSHEET</b> For Catalog & Price Sheet Type Purchases		<b>Contract No.:</b> PE-05-21	<b>Date Prepared:</b> 9/20/2022
<b>This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents <u>MUST</u> be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.</b>					
<b>Buying Agency:</b>	Grand Prairie		<b>Contractor:</b>	Consolidated Traffic Controls, Inc.	
<b>Contact Person:</b>	Rick Davis		<b>Prepared By:</b>	Brandon Graham	
<b>Phone:</b>	972-237-8533		<b>Phone:</b>	800-448-8841	
<b>Fax:</b>			<b>Fax:</b>	800-448-8850	
<b>Email:</b>	rdavis@gptx.org		<b>Email:</b>	brandon.graham@ctc-traffic.com	
<b>Catalog / Price Sheet Name:</b>	Traffic Control, Enforcement & Signal Preemption Equipment				
<b>General Description of Product:</b>	Traffic Control Equipment				
<b>A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary</b>					
<b>Line Number</b>	<b>Quan</b>	<b>Description</b>		<b>Unit Pr</b>	<b>Total</b>
2570	8	10-7018 TI BPL2 Edge W/ BIU and SIU Interface SDLC Interface(supports up to 4 Cameras) (if SDLC needed)		\$ 1,352.00	\$ 10,816.00
2575	32	10-7756 Traffisense AI 632 (32 deg Field of View) 30Hz, Includes Sunshield		\$ 4,505.00	\$ 144,160.00
2638	8	SDR120-48 48 volt Power Supply		\$ 87.00	\$ 696.00
2639	8	0 Din Rail		\$ 26.00	\$ 208.00
2640	9000	231518 IMSA 18/2 Wire Per Foot		\$ 0.21	\$ 1,890.00
<b>Total From Other Sheets, If Any:</b>					
<b>Subtotal A:</b>					<b>\$ 157,770.00</b>
<b>B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary</b> (Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)					
	<b>Quan</b>	<b>Description</b>		<b>Unit Pr</b>	<b>Total</b>
	9000	Flir Cable Price Increase IMSA 18/2 Wire per Foot		\$ 0.20	\$ 1,800.00
					\$ -
					\$ -
					\$ -
<b>Total From Other Sheets, If Any:</b>					
<b>Subtotal B:</b>					<b>\$ 1,800.00</b>
<b>Check:</b> The total cost of Unpublished Options (Subtotal B) cannot exceed 25% of: <b>For this transaction the percentage is:</b>					1%
<b>C. Other Allowances, Discounts, Trade-Ins, Freight, Make Ready or Miscellaneous Charges</b>					
	<b>Quan</b>	<b>Description</b>		<b>Unit Pr</b>	<b>Total</b>
					\$ -
					\$ -
<b>Subtotal C:</b>					<b>\$ -</b>
<b>Delivery Date:</b> 30 to 45 Days ARO			<b>D. Total Purchase Price (A+B+C):</b> \$ 159,570.00		



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Gabe Johnson, Director of Public Works

**TITLE:** Purchase of Caterpillar Model-C15 PGAM Generator from Holt Cat Ltd., through a national inter-local agreement with Sourcewell, for use at Dorchester Levee Pump Station as auxiliary power in the total amount of \$793,674.83

**REVIEWING COMMITTEE:** Reviewed by the Finance and Government Committee on 10/03/2022

**SUMMARY:**

<i>Vendor Name:</i>	Holt Cat, Ltd.
<i>Total Cost:</i>	\$793,674.83
<i>Department:</i>	Water/Wastewater Utilities/Public Works
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

A study conducted by Freese & Nichols, Inc., in November of 2018 determined the necessity for an emergency generator to keep the Dorchester Levee pump working in the event of a power outages during storms to prevent the area from flooding. The design of the pump station improvements was completed March 2019 the generator addition in April 2021.

The Caterpillar Model-C15 PGAM Generator, procured through Holt Cat Ltd, meets all specifications as indicated in the plans for maintaining the pump station’s operation during emergency situations causing power outages. The Dorchester Levee Emergency Generator includes the addition of a new diesel-fired emergency generator, with sound attenuated enclosure, a fuel tank on site at the existing pump station, SCADA upgrades to incorporate the emergency generator into the system, and the associated connections between the new emergency generator and existing pump station electrical system.

Local government code 252 allows for an exemption from the bid process for procurement necessary because of unforeseen damage to public machinery, equipment, or other property. Due to critical nature of this emergency, we requested and were approved to waive the normal bidding procedures and awarded contract to Holt Cat Ltd, in the amount of \$793,674.83.

Exigency purchases are exempt from bidding requirements as stated in Section 252.022 of the Local Government Code. State law clarifies exigency as:

1. A procurement made because of public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality’s residents or to preserve the property of the municipality.
2. A procurement necessary to preserve or protect the public health or safety of the municipality’s residents.

Additionally, Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In lieu of competitive bidding, items and services may be purchased through such agreements as the agreements have already been bid by the sponsoring entity or agency. The City of Grand Prairie has master inter-local cooperative agreements with various entities including Sourcewell Contract #120617-CAT.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: RFP/RFB #:

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Storm Drainage Capital Projects Fund 401592
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If Capital Improvement: 02205103					
Total Project Budget	\$840,000	Proposed New Funding:	\$793,675	Remaining Funding:	\$46,325

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Holt Cat Quote No. 31004372





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Gabe Johnson, Director of Public Works

**TITLE:** Purchase of four (4) Caterpillar Generators from Holt Cat Ltd., through cooperative agreement with Sourcewell, for use at various Water sites as auxiliary power in the total amount of \$198,080.16

**REVIEWING COMMITTEE:** Reviewed by the Finance and Government Committee on 10/03/2022

**SUMMARY:**

<i>Vendor Name:</i>	Holt Cat, Ltd.
<i>Total Cost:</i>	\$198,080.16
<i>Department:</i>	Water/Wastewater Utilities/Public Works
<i>Recommended Action:</i>	Approve

**PURPOSE OF REQUEST:**

Texas legislation Bill SB 3 was adopted 6/8/2021, in response to preparation for weather emergencies, power outages and other disasters. We request to purchase four (4) generators from Holt Cat, Ltd., for Terminal above ground water Storage facility, Traders Village Water Tank, Peninsula Water Tank and 109<sup>th</sup> Street Water Tank to comply with this legislation. These generators will maintain each facility's operation during emergency situations.

Water Site	Generator	Cost
Terminal Storage Facility	Caterpillar Model-C4.4 LCABR D60-4LC	\$61,948.82
Traders Village Water Tank	Caterpillar Model-C2.2 PGABR	\$44,046.28
Peninsula Water Tank	Caterpillar Model-C2.2 PGABR	\$44,046.28
109th Street Water Tank	Caterpillar Model-C2.2 PGABR	\$48,038.78
<b>Total</b>		<b>\$198,080.16</b>

Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In lieu of competitive bidding, items and services may be purchased through such agreements as the agreements have already been bid by the sponsoring entity or agency. The City of Grand Prairie has master inter-local cooperative agreements with various entities including Sourcewell Contract #120617-CAT. Various vendors with contracts with Sourcewell were invited to submit bids for this equipment, Holt Cat, Ltd., was awarded the contract.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: 3 RFP/RFB #:

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Water Capital Projects Fund 500592
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If Capital Improvement:02209103					
Total Project Budget	\$3,000,000	Proposed New Funding:	\$198,081	Remaining Funding:	\$2,801,919

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1. Holt Cat Quote No. 31074613 – Terminal Storage
2. Holt Cat Quote No. 31074613 – Traders Village Water Tank
3. Holt Cat Quote No. 31074613 – Peninsula Water Tank
4. Holt Cat Quote No. 31074613 – 109<sup>th</sup> Street Water Tank



Austin • Brownsville • Corpus Christi • Dallas • Edinburg • Ft Worth • Laredo • Longview • Pflugerville • San Antonio • Victoria • Waco

Regarding: Grand Prairie Water Utility  
 – Terminal Storage – Sourcewell Member Quote

Quote No: 31074613

Quote Date: 8/4/2022

Quote Expires: 30 Days

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**Caterpillar Model-C4.4 LCABR D60-4LC Generator Set**

<b>Power Setting</b>	60 kW
<b>Voltage</b>	240/120 VAC, 1Ø, 60 Hz.
<b>Application Rating</b>	Standby
<b>Engine</b>	Caterpillar – 4.4L Diesel Diesel Engine – Tier 3 Certified Certification – UL2200
<b>Engine Governor</b>	Isochronous, Electronic
<b>Cooling System</b>	GenSet Mounted 122°F/50°C Ambient Engine Lube Oil & Antifreeze 50/50 Mix Engine Coolant Heater Low Coolant Temperature and Level Alarm Switches Coolant drain line with valve Fan and belt guards Caterpillar Extended Life Coolant Coolant level sight gauge Jacket water pump, gear driven, centrifugal Thermostats and housing
<b>Air Inlet System</b>	Air Cleaner Aftercooler Turbocharger
<b>Lube System</b>	Oil cooler Lubricating oil Oil filler and dipstick Oil filter Oil drain line with valve piped to edge of base Fumes disposal piped to front of radiator
<b>Starting System</b>	12 volt DC Electric Cranking Motor Batteries, Battery Rack, & Cables Battery Charger - 10amp
<b>Charging System</b>	Engine Driven Battery Charging Alternator
<b>Exhaust System</b>	Carbon Steel Silencer Critical Grade Internally mounted

**Generator/Alternator  
& Attachments**

Stainless Steel Engine Exhaust Flex Connector  
 Exhaust manifold, dry  
 Exhaust Rain Cap  
 4 Pole, Single Bearing  
 PMG Excitation  
 2/3 pitch, random wound  
 IP23 Protection  
 Class H insulation  
 80 °C temperature rise over 40°C ambient  
 Cable connections located inside generator housing(NEMA compatible)

**Voltage Regulation**

Power center, IP22 rear facing  
 Automatic Voltage Regulation - 3Ø Sensing  
 Anti-Condensation/Space Heater  
 Integrated Voltage Regulation System (IVR)  
 Electronically controlled by the EMCP 4 through the use of an excitation module.

**Main Line Breaker**

Circuit Breaker  
 GenSet Mtd.-  
 250 Amp  
 100% Rated w/ Shunt Trip & Auxiliary Contact  
 3 Pole

**Control Panel**

Cable Lugs, Cable Access Box – Bottom Entry  
 Suitable for Use as Service Disconnect Label  
 Electronic Modular Control Panel – 4.2B  
 GenSet Mounted & Vibration Isolated  
 Emergency stop pushbutton  
 Voltage adjust potentiometer  
 Speed adjustment  
 Panel illuminating lights  
 Controls for:

Auto/start/stop  
 Speed and voltage adjust  
 Engine cooldown timer  
 Engine cycle crank  
 Alarm acknowledge  
 Lamp test

Digital monitoring for:

RPM  
 DC volts  
 Operating hours  
 Oil pressure  
 Coolant temperature  
 Digital AC metering – 3 phase, true  
 RMS, +/- 2 % accuracy  
 Voltage (L-L, L-N)

Current (Phase)  
 Average Volt, Amp, Frequency  
 kW, kVAr, kVA (Average, Phase, %)  
 Power Factor (Average, Phase)  
 kW-hr, kVAr-hr (total)  
 Generator frequency  
 Hertz

Safety Shutdown protection with common indicating light for:

Low oil pressure  
 High coolant temperature  
 Overspeed  
 Emergency stop  
 Failure to start (overcrank)  
 Low coolant level

Generator Protection

Generator phase sequence  
 Over/Under voltage  
 Over/Under frequency  
 Reverse Power (kW)  
 Reverse Reactive Power (kVAr)  
 Overcurrent

Engine Monitoring

Coolant temperature  
 Oil pressure  
 Engine speed (RPM)  
 Battery voltage  
 Run hours  
 Crank attempt and successful  
 start counter

Engine Protection

Control switch not in auto (alarm)  
 High coolant temp (alarm  
 and shutdown)  
 Low coolant temp (alarm)  
 Low coolant level (alarm)  
 High engine oil temp (alarm  
 and shutdown)  
 Low, high, and weak battery voltage  
 Overspeed  
 Overcrank

Inputs & Outputs

Two dedicated digital inputs  
 Six programmable digital inputs  
 Six programmable form A dry contacts  
 Two programmable form C dry contacts

	Two digital outputs
	Communications
	Primary and accessory CAN data links
	RS-485 annunciator data link
	Modbus RTU (RS-485 Half duplex)
	Digital AC Meters - Volt, Amp, Hz –
	w/ 3Ø Selector Switch
<b>Caterpillar Enclosure</b>	Digital Engine Gauges & Alarms
	Sound Attenuated Package
	Sound Rating: 71 dBA at 23' in free-field environment
	Wind Rating: 150MPH
	Key Locking Doors
	Epoxy Enamel Paint Finish – CAT White
<b>Mounting System</b>	Linear Vibration Isolators (Elastomeric)
	Engine / Generator Skid-Base Rails
<b>Fuel System</b>	Primary fuel filter w/ integral water separator
	& secondary filter
	Fuel priming pump
	Flexible fuel lines
	Fuel pressure gauge
	Fuel cooler
	Engine fuel transfer pump
<b>Fuel Tank</b>	Diesel Tank
	UL 142 Listed
	Double Wall
	137 Gallon Capacity
	carbon steel - heavy gauge material
	Lockable Fuel Fill
	12' Above Grade Normal Vent Extension
	shipped loose to be installed by others
	12' Above Grade Emergency Vent Extension
	shipped loose to be installed by others
	5 Gallon Spill Containment Bucket
	Overfill Prevention Valve (Mechanical)
	Fuel sender
	Low, Critical Low, High & Critical High
	Level Gauge, Fuel Lines, Venting & Alarm Contacts
<b>Accessory Items</b>	Factory Testing - Standard Caterpillar Test at .8 PF
	for Full Rated Load
	Single Shore Power Connection
	Standard Caterpillar Warranty - 2 Yr./1000 hours
	Current Caterpillar Promotion
	Platinum Extended Service Coverage
	for 3 more years/1500 hours making a
	total of 5 years/2500 hours of coverage
	for no additional cost.

**Current Lead Time**            30-38 weeks out of the factory ARO  
and approval of submittal/drawings  
Note: Subject to change without notice

**AUTOMATIC TRANSFER SWITCH –**

260A  
2-POLE  
240/120 VOLT, SINGLE PHASE  
NEMA 4X ENCLOSURE  
NSER  
Open Transition  
Controller  
Anti – Condensation Heater with TStat  
UL 1008 Listed  
Factory Warranty - 2 Year

**Accessories & On-Site Services:**

Service & Make Ready  
Standard Caterpillar Testing to be performed  
Delivery to Job Site  
On-Site StartUp testing  
    Using resistive load banks - 2 hours  
    Additionally transfer test to verify emergency power supply  
        system's ability to meet the automatic starting, load transfer  
        and motor starting requirements shall be demonstrated.  
    Performed during normal business hours  
    On ground level with load bank access to be within 50' of generator  
    If not on ground level & with access within 50' of generator  
        additional costs will be incurred  
StartUp and Testing Records will be provided in electronic format  
On-Site Training available during start up testing  
    Performed by Field Technician  
    Intended for Site Personnel/Owner/Operators  
    If requested at time other than start up additional costs will be incurred  
O & M Manual (hard copy) – Qty 1  
    Shipped with generator from the factory  
    Document is proprietary and Copy Righted by Caterpillar  
    It cannot be revised/unlocked  
    Custom versions or versions specific to each project  
        will not be provided  
O & M Manual (electronic) – Qty 1  
    Document is proprietary and Copy Righted by Caterpillar  
    It cannot be revised/unlocked  
    Custom versions or versions specific to each project  
        will not be provided  
Submittals provided in electronic format

Note: All start up and commissioning services to occur one/same day.

<b>CATERPILLAR RETAIL/LIST PRICE.....</b>	<b>\$48,640.90</b>
<b>Discount per Sourcewell Contract (31%).....</b>	<b>(\$15,078.68)</b>
<b>NON CATERPILLAR Items RETAIL/LIST Price.....</b>	<b>\$29,880.63</b>
<b>Discount per Sourcewell Contract (5%).....</b>	<b>(\$1,494.03)</b>
<b>TOTAL PRICE per SOURCEWELL Contract.....</b>	<b>\$61,948.82</b>

**Reference Sourcewell Contract # 120617-CAT valid through 1/31/2023.**  
Sourcewell (formerly NJPA)

**Quoted as detailed above with the intent of meeting the project scope.  
Equipment supplied will be limited to that described in this proposal.**

**GENERAL NOTES AND CLARIFICATIONS:**

1. General exception is taken to any specifications and/or drawings – none were available at time of quotation.

**Options/Adders:**

On-Site Fuel Tank Pressure Testing.....\$2,950.00

Only if required by JHA/Fire Marshal.

Note: These prices are only valid if chosen at the time of placing the initial order.

**Terms are 30days net with approved credit.**

**Price is valid for 30 days**

**Price does not include applicable taxes**

**To order or start submittals please sign, date and send back to my attention:**

<b>Name</b>	<b>Date</b>
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Thank you,

John Fabrega  
Power Systems Sales  
2001 N. Loop 12  
Irving, TX 75061  
Mobile: 972.978.5407  
john.fabrega@holtcat.com





## HOLT POWER SYSTEMS TERMS & CONDITIONS

<b>Mufflers</b>	Mufflers are to be lifted and put in place on top of the enclosure at the time of off loading by the installing contractor.
<b>Proposal</b>	This proposal is provided to meet the spirit and intention of the project equipment requirements. Some interpretational differences between our proposal and the specifications may exist, therefore the above bill of material contains our offer for this project, none other is expressed or implied unless stated in writing.
<b>Pricing</b>	Recently the cost of some of our vendor products has experienced severe price swings in the upward direction. Therefore it has become increasingly difficult to hold our prices for a prolonged period of time. If our quote is older than 30 days please call to verify our price.
<b>Taxes</b>	The above price(s) does(do) not include state and local taxes unless otherwise specifically stated. <b>A 1.5% additional ser charge is required by the state of Texas for all stationary engine equipment due to emission restrictions. This is in addition to any state and local taxes that may be required.</b>
<b>Lead Time</b>	<p>Standard delivery of proposed Caterpillar Generator Set to jobsite will be confirmed after receipt of order and submittals are approved and credit terms are agreed.</p> <p><b>The above quoted lead-times are standard lead-times from the factory at the time of this quotation. In some cases lead-times maybe able to be improved to assist in customer needs. Please call and inquire about possible improved lead-times.</b></p> <p>Please note: The Caterpillar factory has mandatory factory shutdowns for two weeks in December/January and one week in July. The length of those shutdowns will extend lead-times on orders entered at those times. Orders, which include non-standard features, may require additional time before shipment. Consult with your Caterpillar dealer at the time of order.</p> <p>Holt Power Systems has made a significant commitment to ensuring we are able to quickly respond to opportunities by maintaining a substantial inventory that may reduce the lead-time above.</p>
<b>Special Notes</b>	Please verify the voltage, number of poles in ATS, terminal conductor sizes and other Bill of Material items quoted above as compared to the requirements of this project. Lugs for terminations above 1200A are not included. Lugs for terminations below 1200A are included but is the responsibility of the customer to ensure compatibility. Holt Cat will not supply new lugs once submittals are approved.
<b>Fuel Tank</b>	Increasingly we are seeing dramatic changes occur at the municipal level in regard to fire code requirements. They are too numerous and variable to keep track of for each of the area municipalities. Unless otherwise stated within the body of this quotation, the fuel tank included is as specified by the written specifications of this project (if specifications were supplied at the time of quotation). The specifications may be in conflict with City Fire Codes for the location of the project. We will make every attempt to notify you of specification variances with local codes when known, however responsibility for compliance lies with the specifying engineer and those that pull the permit for the project.
<b>Payment</b>	Terms are NET 30 DAYS at the time of shipment to jobsite based on Holt credit department approval, otherwise terms are C.O.D.
<b>Term's</b>	Payment due in full Net 30 after delivery with approved Holt credit or COD at time of shipment.

Sales tax will be added to invoice. Resale tax certificate must be on file with the Holt credit department for tax-exempt sales.

**Warranty**

Caterpillar standard two (2) year warranty applies for standby applications. Standard manufacturer's warranty applies to all non-Caterpillar equipment. Copies of warranty statements are available upon request.

**Cancellation**

There will be a minimum 25% cancellation fee for orders cancelled, once placed and accepted by Holt Power Systems. Cost of custom components, completed fabrication, or any other work performed at the time of cancellation will be added to the cancellation fee. If all material have been acquired the cancellation fees will be 100%. Caterpillar content, 14 days after orders placed will be 100% of the order. Written notice of cancellation is required.

**Other**

Holt Power Systems is an equipment supplier only. No fuel, wiring, connecting, hook-up, plumbing, or other installation type labor is included in the proposal unless noted herein.

The customer is responsible for any and all installation of the above equipment. Holt personnel will perform an installation audit prior to start-up.

Unless stated otherwise in this proposal, service and/or maintenance for this equipment are not included. Our company product support service group will be glad to quote the end user of this equipment for those services under a separate proposal.

All equipment needed to perform any loading or unloading of the equipment supplied by Holt Power Systems is the responsibility of the buyer.

Holt Power Systems limits the scope of supply for this quotation to the equipment and services listed in our bill of material. Unless specifically listed in our bill of material, equipment not indicated is to be supplied by others. We have detailed the equipment proposed in the bill of material. Please carefully review it to be certain it meets your requirements.

No third party electrical testing and/or certifications, seismic calculations, coordination studies, stamped engineering calculations, emissions testing, NETA, infrared scanning, meg-testing or other services and material is included unless expressly indicating in writing above.

We reserve the right to correct any errors or omissions.

Contracts which include penalty or liquidated damage clauses for failure to meet promised shipping dates are not acceptable or binding on Holt Power Systems, unless accepted and confirmed in writing by an officer of Holt Power Systems and its headquarters.

Holt Power Systems standard terms and conditions are included in the quotation and hereby become part of this quotation. These same terms need to be noted on any purchase order received by Holt Power Systems.

Holt Power Systems will not be responsible for any labor or material charged by others associated with the start-up and installation of this equipment unless previously agreed upon in writing by Holt Power Systems. Startups are to be conducted between Monday through Friday during normal business hours and excluding nights, weekends, or holidays unless agreed otherwise in writing. Otherwise our standard overtime rates will apply.

We value your confidence in us, and the products we represent and appreciate your business. If there are any terms, conditions, or any other aspect of this quotation you do not understand, please contact us immediately and we will gladly clarify.

**Shipping**

Delivery of the product unless otherwise stated is by hired independent freight carriers that may require road permitting and other requirements which are outside the responsibility of

Holt Cat. Traffic delays and required routing may also delay deliveries. Holt Cat is not responsible for any delays and costs associated with those delays.



Austin • Brownsville • Corpus Christi • Dallas • Edinburg • Ft Worth • Laredo • Longview • Pflugerville • San Antonio • Victoria • Waco

Regarding: Grand Prairie Water Utility  
 – Traders – Sourcewell Member Quote  
 Quote No: 31074613  
 Quote Date: 8/4/2022  
 Quote Expires: 30 Days

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### **Caterpillar Model-C2.2 PGABR Generator Set**

<b>Power Setting</b>	20 kW
<b>Voltage</b>	240/120 VAC, 1Ø, 60 Hz.
<b>Application Rating</b>	Standby
<b>Engine</b>	Caterpillar – 2.2L Diesel Diesel Engine – Tier 4 Interim Certification – UL2200
<b>Engine Governor</b>	Isochronous, Mechanical
<b>Cooling System</b>	GenSet Mounted Engine Lube Oil & Antifreeze 50/50 Mix Engine Coolant Heater Low Coolant Temperature and Level Alarm Switches Coolant drain line with valve Fan and belt guards Caterpillar Extended Life Coolant Coolant level sight gauge Jacket water pump, gear driven, centrifugal Thermostats and housing
<b>Air Inlet System</b>	Air Cleaner
<b>Lube System</b>	Naturally Aspirated Oil cooler Lubricating oil Oil filler and dipstick Oil filter Oil drain line with valve piped to edge of base Fumes disposal piped to front of radiator
<b>Starting System</b>	12 volt DC Electric Cranking Motor Batteries, Battery Rack, & Cables Battery Charger - 10amp
<b>Charging System</b>	Engine Driven Battery Charging Alternator
<b>Exhaust System</b>	Carbon Steel Silencer Critical Grade Internally mounted Stainless Steel Engine Exhaust Flex Connector

**Generator/Alternator  
& Attachments**

Exhaust manifold, dry  
 Exhaust Rain Cap  
 4 Pole, Single Bearing  
 PMG Excitation  
 2/3 pitch, random wound  
 IP23 Protection  
 Class H insulation  
 105 °C temperature rise over 40°C ambient  
 Cable connections located inside generator housing(NEMA compatible)  
 Power center, IP22 rear facing  
 Automatic Voltage Regulation - 3Ø Sensing  
 Anti-Condensation/Space Heater

**Main Line Breaker**

Circuit Breaker  
 GenSet Mtd.-  
     100 Amp  
     100% Rated w/ Shunt Trip & Auxiliary Contact  
     3 Pole  
     LSI Electronic Trip Unit

**Control Panel**

Cable Lugs, Cable Access Box – Bottom Entry  
 Suitable for Use as Service Disconnect Label  
 GC Control Panel – GCCP1.2  
     Genset Mounted & Vibration Isolated  
 4-line back-lit LCD text display  
 Multiple display languages  
 Five-key menu navigation  
 LCD alarm indication  
 Customisable power-up text and images  
 Data logging facility  
 Internal PLC editor  
 Protections disable feature  
 Fully configurable via PC using  
     USB & RS485 communication  
 Front panel configuration with PIN protection  
 Power save mode  
 3-phase generator sensing and protection  
 Generator current and power  
     monitoring (kW, kvar, kVA, pf)  
 kW and kvar overload and reverse power alarms  
 Over current protection  
 Unbalanced load protection  
 Breaker control via fascia buttons  
 Fuel and start outputs configurable when using CAN  
 Support for 0 V to 10 V & 4 mA to 20 mA sensors  
 8 configurable digital inputs  
     (3 available for Customer use)

	8 configurable digital outputs (5 available for Customer use) 4 configurable analogue outputs (3 available for Customer Use) CAN, MPU and alternator frequency speed sensing in one variant Real time clock Engine pre-heat and post-heat functions Engine run-time scheduler Engine idle control for starting & stopping Fuel usage monitor and low fuel level alarms 3 configurable maintenance alarms Sound Attenuated Package Sound Rating Target: 65 +4/-2 dBA @ 23' in free-field environment Wind Rating: 100MPH Key Locking Doors Epoxy Enamel Paint Finish – CAT White
<b>Caterpillar Enclosure</b>	
<b>Mounting System</b>	Linear Vibration Isolators (Elastomeric) Engine / Generator Skid-Base Rails
<b>Fuel System</b>	Primary fuel filter Flexible fuel lines Fuel pressure gauge Engine fuel transfer pump
<b>Fuel Tank</b>	Diesel Tank UL 142 Listed Double Wall 74 Gallon Capacity carbon steel - heavy gauge material Lockable Fuel Fill 12' Above Grade Normal Vent Extension shipped loose to be installed by others 12' Above Grade Emergency Vent Extension shipped loose to be installed by others 5 Gallon Spill Containment Bucket Overfill Prevention Valve (Mechanical) Fuel sender Low, Critical Low, High & Critical High Level Gauge, Fuel Lines, Venting & Alarm Contacts
<b>Accessory Items</b>	Factory Testing - Standard Caterpillar Test at .8 PF for Full Rated Load Single Shore Power Connection Standard Caterpillar Warranty - 2 Yr./1000 hours
<b>Current Lead Time</b>	20-28 weeks out of the factory ARO and approval of submittal/drawings Note: Subject to change without notice

**AUTOMATIC TRANSFER SWITCH –**

200A  
2-POLE  
240/120 VOLT, SINGLE PHASE  
NEMA 4X ENCLOSURE  
NSER  
Open Transition  
Controller  
Anti – Condensation Heater with TStat  
UL 1008 Listed  
Factory Warranty - 2 Year

**Accessories & On-Site Services:**

Service & Make Ready  
Standard Caterpillar Testing to be performed  
Delivery to Job Site  
On-Site StartUp testing  
    Using resistive load banks - 2 hours  
    Additionally transfer test to verify emergency power supply  
        system's ability to meet the automatic starting, load transfer  
        and motor starting requirements shall be demonstrated.  
    Performed during normal business hours  
    On ground level with load bank access to be within 50' of generator  
    If not on ground level & with access within 50' of generator  
        additional costs will be incurred  
StartUp and Testing Records will be provided in electronic format  
On-Site Training available during start up testing  
    Performed by Field Technician  
    Intended for Site Personnel/Owner/Operators  
    If requested at time other than start up additional costs will be incurred  
O & M Manual (hard copy) – Qty 1  
    Shipped with generator from the factory  
    Document is proprietary and Copy Righted by Caterpillar  
    It cannot be revised/unlocked  
    Custom versions or versions specific to each project  
        will not be provided  
O & M Manual (electronic) – Qty 1  
    Document is proprietary and Copy Righted by Caterpillar  
    It cannot be revised/unlocked  
    Custom versions or versions specific to each project  
        will not be provided  
Submittals provided in electronic format  
Note: All start up and commissioning services to occur one/same day.

**CATERPILLAR RETAIL/LIST PRICE.....\$24,629.00**  
**Discount per Sourcewell Contract (18%).....(\$4,433.22)**

**NON CATERPILLAR Items RETAIL/LIST Price.....\$25,105.79**  
**Discount per Sourcewell Contract (5%).....(\$1,255.29)**  
**TOTAL PRICE per SOURCEWELL Contract.....\$44,046.28**

**Reference Sourcewell Contract # 120617-CAT valid through 1/31/2023.**  
Sourcewell (formerly NJPA)

**Quoted as detailed above with the intent of meeting the project scope.**  
**Equipment supplied will be limited to that described in this proposal.**

**GENERAL NOTES AND CLARIFICATIONS:**

1. General exception is taken to any specifications and/or drawings – none were available at time of quotation.

**Options/Adders:**

On-Site Fuel Tank Pressure Testing.....\$2,950.00

Only if required by JHA/Fire Marshal.

Note: These prices are only valid if chosen at the time of placing the initial order.

**Terms are 30days net with approved credit.**

**Price is valid for 30 days**

**Price does not include applicable taxes**

**To order or start submittals please sign, date and send back to my attention:**

**Name \_\_\_\_\_ Date \_\_\_\_\_**

Thank you,

John Fabrega  
Power Systems Sales  
2001 N. Loop 12  
Irving, TX 75061  
Mobile: 972.978.5407  
john.fabrega@holtcat.com





## HOLT POWER SYSTEMS TERMS & CONDITIONS

<b>Mufflers</b>	Mufflers are to be lifted and put in place on top of the enclosure at the time of off loading by the installing contractor.
<b>Proposal</b>	This proposal is provided to meet the spirit and intention of the project equipment requirements. Some interpretational differences between our proposal and the specifications may exist, therefore the above bill of material contains our offer for this project, none other is expressed or implied unless stated in writing.
<b>Pricing</b>	Recently the cost of some of our vendor products has experienced severe price swings in the upward direction. Therefore it has become increasingly difficult to hold our prices for a prolonged period of time. If our quote is older than 30 days please call to verify our price.
<b>Taxes</b>	The above price(s) does(do) not include state and local taxes unless otherwise specifically stated. <b>A 1.5% additional ser charge is required by the state of Texas for all stationary engine equipment due to emission restrictions. This is in addition to any state and local taxes that may be required.</b>
<b>Lead Time</b>	<p>Standard delivery of proposed Caterpillar Generator Set to jobsite will be confirmed after receipt of order and submittals are approved and credit terms are agreed.</p> <p><b>The above quoted lead-times are standard lead-times from the factory at the time of this quotation. In some cases lead-times maybe able to be improved to assist in customer needs. Please call and inquire about possible improved lead-times.</b></p> <p>Please note: The Caterpillar factory has mandatory factory shutdowns for two weeks in December/January and one week in July. The length of those shutdowns will extend lead-times on orders entered at those times. Orders, which include non-standard features, may require additional time before shipment. Consult with your Caterpillar dealer at the time of order.</p> <p>Holt Power Systems has made a significant commitment to ensuring we are able to quickly respond to opportunities by maintaining a substantial inventory that may reduce the lead-time above.</p>
<b>Special Notes</b>	Please verify the voltage, number of poles in ATS, terminal conductor sizes and other Bill of Material items quoted above as compared to the requirements of this project. Lugs for terminations above 1200A are not included. Lugs for terminations below 1200A are included but is the responsibility of the customer to ensure compatibility. Holt Cat will not supply new lugs once submittals are approved.
<b>Fuel Tank</b>	Increasingly we are seeing dramatic changes occur at the municipal level in regard to fire code requirements. They are too numerous and variable to keep track of for each of the area municipalities. Unless otherwise stated within the body of this quotation, the fuel tank included is as specified by the written specifications of this project (if specifications were supplied at the time of quotation). The specifications may be in conflict with City Fire Codes for the location of the project. We will make every attempt to notify you of specification variances with local codes when known, however responsibility for compliance lies with the specifying engineer and those that pull the permit for the project.
<b>Payment</b>	Terms are NET 30 DAYS at the time of shipment to jobsite based on Holt credit department approval, otherwise terms are C.O.D.
<b>Term's</b>	<p>Payment due in full Net 30 after delivery with approved Holt credit or COD at time of shipment.</p> <p>Sales tax will be added to invoice. Resale tax certificate must be on file with the Holt credit department for tax-exempt sales.</p>

- Warranty** Caterpillar standard two (2) year warranty applies for standby applications. Standard manufacturer's warranty applies to all non-Caterpillar equipment. Copies of warranty statements are available upon request.
- Cancellation** There will be a minimum 25% cancellation fee for orders cancelled, once placed and accepted by Holt Power Systems. Cost of custom components, completed fabrication, or any other work performed at the time of cancellation will be added to the cancellation fee. If all material have been acquired the cancellation fees will be 100%. Caterpillar content, 14 days after orders placed will be 100% of the order. Written notice of cancellation is required.
- Other** Holt Power Systems is an equipment supplier only. No fuel, wiring, connecting, hook-up, plumbing, or other installation type labor is included in the proposal unless noted herein.
- The customer is responsible for any and all installation of the above equipment. Holt personnel will perform an installation audit prior to start-up.
- Unless stated otherwise in this proposal, service and/or maintenance for this equipment are not included. Our company product support service group will be glad to quote the end user of this equipment for those services under a separate proposal.
- All equipment needed to perform any loading or unloading of the equipment supplied by Holt Power Systems is the responsibility of the buyer.
- Holt Power Systems limits the scope of supply for this quotation to the equipment and services listed in our bill of material. Unless specifically listed in our bill of material, equipment not indicated is to be supplied by others. We have detailed the equipment proposed in the bill of material. Please carefully review it to be certain it meets your requirements.
- No third party electrical testing and/or certifications, seismic calculations, coordination studies, stamped engineering calculations, emissions testing, NETA, infrared scanning, meg-testing or other services and material is included unless expressly indicating in writing above.
- We reserve the right to correct any errors or omissions.
- Contracts which include penalty or liquidated damage clauses for failure to meet promised shipping dates are not acceptable or binding on Holt Power Systems, unless accepted and confirmed in writing by an officer of Holt Power Systems and its headquarters.
- Holt Power Systems standard terms and conditions are included in the quotation and hereby become part of this quotation. These same terms need to be noted on any purchase order received by Holt Power Systems.
- Holt Power Systems will not be responsible for any labor or material charged by others associated with the start-up and installation of this equipment unless previously agreed upon in writing by Holt Power Systems. Startups are to be conducted between Monday through Friday during normal business hours and excluding nights, weekends, or holidays unless agreed otherwise in writing. Otherwise our standard overtime rates will apply.
- We value your confidence in us, and the products we represent and appreciate your business. If there are any terms, conditions, or any other aspect of this quotation you do not understand, please contact us immediately and we will gladly clarify.
- Shipping** Delivery of the product unless otherwise stated is by hired independent freight carriers that may require road permitting and other requirements which are outside the responsibility of Holt Cat. Traffic delays and required routing may also delay deliveries. Holt Cat is not responsible for any delays and costs associated with those delays.



Austin • Brownsville • Corpus Christi • Dallas • Edinburg • Ft Worth • Laredo • Longview • Pflugerville • San Antonio • Victoria • Waco

Regarding: Grand Prairie Water Utility  
 – Peninsula – Sourcewell Member Quote

Quote No: 31074613

Quote Date: 8/4/2022

Quote Expires: 30 Days

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**Caterpillar Model-C2.2 PGABR Generator Set**

<b>Power Setting</b>	20 kW
<b>Voltage</b>	240/120 VAC, 1Ø, 60 Hz.
<b>Application Rating</b>	Standby
<b>Engine</b>	Caterpillar – 2.2L Diesel Diesel Engine – Tier 4 Interim Certification – UL2200
<b>Engine Governor</b>	Isochronous, Mechanical
<b>Cooling System</b>	GenSet Mounted Engine Lube Oil & Antifreeze 50/50 Mix Engine Coolant Heater Low Coolant Temperature and Level Alarm Switches Coolant drain line with valve Fan and belt guards Caterpillar Extended Life Coolant Coolant level sight gauge Jacket water pump, gear driven, centrifugal Thermostats and housing
<b>Air Inlet System</b>	Air Cleaner
<b>Lube System</b>	Naturally Aspirated Oil cooler Lubricating oil Oil filler and dipstick Oil filter Oil drain line with valve piped to edge of base Fumes disposal piped to front of radiator
<b>Starting System</b>	12 volt DC Electric Cranking Motor Batteries, Battery Rack, & Cables Battery Charger - 10amp
<b>Charging System</b>	Engine Driven Battery Charging Alternator
<b>Exhaust System</b>	Carbon Steel Silencer Critical Grade Internally mounted Stainless Steel Engine Exhaust Flex Connector

**Generator/Alternator  
& Attachments**

Exhaust manifold, dry  
 Exhaust Rain Cap  
 4 Pole, Single Bearing  
 PMG Excitation  
 2/3 pitch, random wound  
 IP23 Protection  
 Class H insulation  
 105 °C temperature rise over 40°C ambient  
 Cable connections located inside generator housing(NEMA compatible)  
 Power center, IP22 rear facing  
 Automatic Voltage Regulation - 3Ø Sensing  
 Anti-Condensation/Space Heater

**Main Line Breaker**

Circuit Breaker  
 GenSet Mtd.-  
     100 Amp  
     100% Rated w/ Shunt Trip & Auxiliary Contact  
     3 Pole  
     LSI Electronic Trip Unit

**Control Panel**

Cable Lugs, Cable Access Box – Bottom Entry  
 Suitable for Use as Service Disconnect Label  
 GC Control Panel – GCCP1.2  
     Genset Mounted & Vibration Isolated  
 4-line back-lit LCD text display  
 Multiple display languages  
 Five-key menu navigation  
 LCD alarm indication  
 Customisable power-up text and images  
 Data logging facility  
 Internal PLC editor  
 Protections disable feature  
 Fully configurable via PC using  
     USB & RS485 communication  
 Front panel configuration with PIN protection  
 Power save mode  
 3-phase generator sensing and protection  
 Generator current and power  
     monitoring (kW, kvar, kVA, pf)  
 kW and kvar overload and reverse power alarms  
 Over current protection  
 Unbalanced load protection  
 Breaker control via fascia buttons  
 Fuel and start outputs configurable when using CAN  
 Support for 0 V to 10 V & 4 mA to 20 mA sensors  
 8 configurable digital inputs  
     (3 available for Customer use)

	8 configurable digital outputs (5 available for Customer use) 4 configurable analogue outputs (3 available for Customer Use) CAN, MPU and alternator frequency speed sensing in one variant Real time clock Engine pre-heat and post-heat functions Engine run-time scheduler Engine idle control for starting & stopping Fuel usage monitor and low fuel level alarms 3 configurable maintenance alarms <b>Caterpillar Enclosure</b> Sound Attenuated Package Sound Rating Target: 65 +4/-2 dBA @ 23' in free-field environment Wind Rating: 100MPH Key Locking Doors Epoxy Enamel Paint Finish – CAT White <b>Mounting System</b> Linear Vibration Isolators (Elastomeric) Engine / Generator Skid-Base Rails <b>Fuel System</b> Primary fuel filter Flexible fuel lines Fuel pressure gauge Engine fuel transfer pump <b>Fuel Tank</b> Diesel Tank UL 142 Listed Double Wall 74 Gallon Capacity carbon steel - heavy gauge material Lockable Fuel Fill 12' Above Grade Normal Vent Extension shipped loose to be installed by others 12' Above Grade Emergency Vent Extension shipped loose to be installed by others 5 Gallon Spill Containment Bucket Overfill Prevention Valve (Mechanical) Fuel sender Low, Critical Low, High & Critical High Level Gauge, Fuel Lines, Venting & Alarm Contacts <b>Accessory Items</b> Factory Testing - Standard Caterpillar Test at .8 PF for Full Rated Load Single Shore Power Connection Standard Caterpillar Warranty - 2 Yr./1000 hours <b>Current Lead Time</b> 20-28 weeks out of the factory ARO and approval of submittal/drawings Note: Subject to change without notice
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**AUTOMATIC TRANSFER SWITCH –**

200A  
2-POLE  
240/120 VOLT, SINGLE PHASE  
NEMA 4X ENCLOSURE  
NSER  
Open Transition  
Controller  
Anti – Condensation Heater with TStat  
UL 1008 Listed  
Factory Warranty - 2 Year

**Accessories & On-Site Services:**

Service & Make Ready  
Standard Caterpillar Testing to be performed  
Delivery to Job Site  
On-Site StartUp testing  
    Using resistive load banks - 2 hours  
    Additionally transfer test to verify emergency power supply  
        system's ability to meet the automatic starting, load transfer  
        and motor starting requirements shall be demonstrated.  
    Performed during normal business hours  
    On ground level with load bank access to be within 50' of generator  
    If not on ground level & with access within 50' of generator  
        additional costs will be incurred  
StartUp and Testing Records will be provided in electronic format  
On-Site Training available during start up testing  
    Performed by Field Technician  
    Intended for Site Personnel/Owner/Operators  
    If requested at time other than start up additional costs will be incurred  
O & M Manual (hard copy) – Qty 1  
    Shipped with generator from the factory  
    Document is proprietary and Copy Righted by Caterpillar  
    It cannot be revised/unlocked  
    Custom versions or versions specific to each project  
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Submittals provided in electronic format  
Note: All start up and commissioning services to occur one/same day.

**CATERPILLAR RETAIL/LIST PRICE.....\$24,629.00**  
**Discount per Sourcewell Contract (18%).....(\$4,433.22)**

**NON CATERPILLAR Items RETAIL/LIST Price.....\$25,105.79**  
**Discount per Sourcewell Contract (5%).....(\$1,255.29)**  
**TOTAL PRICE per SOURCEWELL Contract.....\$44,046.28**

**Reference Sourcewell Contract # 120617-CAT valid through 1/31/2023.**  
Sourcewell (formerly NJPA)

**Quoted as detailed above with the intent of meeting the project scope.**  
**Equipment supplied will be limited to that described in this proposal.**

**GENERAL NOTES AND CLARIFICATIONS:**

1. General exception is taken to any specifications and/or drawings – none were available at time of quotation.

**Options/Adders:**

On-Site Fuel Tank Pressure Testing.....\$2,950.00

Only if required by JHA/Fire Marshal.

Note: These prices are only valid if chosen at the time of placing the initial order.

**Terms are 30days net with approved credit.**

**Price is valid for 30 days**

**Price does not include applicable taxes**

**To order or start submittals please sign, date and send back to my attention:**

**Name \_\_\_\_\_ Date \_\_\_\_\_**

Thank you,

John Fabrega  
Power Systems Sales  
2001 N. Loop 12  
Irving, TX 75061  
Mobile: 972.978.5407  
john.fabrega@holtcat.com



## HOLT POWER SYSTEMS TERMS & CONDITIONS

<b>Mufflers</b>	Mufflers are to be lifted and put in place on top of the enclosure at the time of off loading by the installing contractor.
<b>Proposal</b>	This proposal is provided to meet the spirit and intention of the project equipment requirements. Some interpretational differences between our proposal and the specifications may exist, therefore the above bill of material contains our offer for this project, none other is expressed or implied unless stated in writing.
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<b>Taxes</b>	The above price(s) does(do) not include state and local taxes unless otherwise specifically stated. <b>A 1.5% additional ser charge is required by the state of Texas for all stationary engine equipment due to emission restrictions. This is in addition to any state and local taxes that may be required.</b>
<b>Lead Time</b>	<p>Standard delivery of proposed Caterpillar Generator Set to jobsite will be confirmed after receipt of order and submittals are approved and credit terms are agreed.</p> <p><b>The above quoted lead-times are standard lead-times from the factory at the time of this quotation. In some cases lead-times maybe able to be improved to assist in customer needs. Please call and inquire about possible improved lead-times.</b></p> <p>Please note: The Caterpillar factory has mandatory factory shutdowns for two weeks in December/January and one week in July. The length of those shutdowns will extend lead-times on orders entered at those times. Orders, which include non-standard features, may require additional time before shipment. Consult with your Caterpillar dealer at the time of order.</p> <p>Holt Power Systems has made a significant commitment to ensuring we are able to quickly respond to opportunities by maintaining a substantial inventory that may reduce the lead-time above.</p>
<b>Special Notes</b>	Please verify the voltage, number of poles in ATS, terminal conductor sizes and other Bill of Material items quoted above as compared to the requirements of this project. Lugs for terminations above 1200A are not included. Lugs for terminations below 1200A are included but is the responsibility of the customer to ensure compatibility. Holt Cat will not supply new lugs once submittals are approved.
<b>Fuel Tank</b>	Increasingly we are seeing dramatic changes occur at the municipal level in regard to fire code requirements. They are too numerous and variable to keep track of for each of the area municipalities. Unless otherwise stated within the body of this quotation, the fuel tank included is as specified by the written specifications of this project (if specifications were supplied at the time of quotation). The specifications may be in conflict with City Fire Codes for the location of the project. We will make every attempt to notify you of specification variances with local codes when known, however responsibility for compliance lies with the specifying engineer and those that pull the permit for the project.
<b>Payment</b>	Terms are NET 30 DAYS at the time of shipment to jobsite based on Holt credit department approval, otherwise terms are C.O.D.
<b>Term's</b>	<p>Payment due in full Net 30 after delivery with approved Holt credit or COD at time of shipment.</p> <p>Sales tax will be added to invoice. Resale tax certificate must be on file with the Holt credit department for tax-exempt sales.</p>



- Warranty** Caterpillar standard two (2) year warranty applies for standby applications. Standard manufacturer's warranty applies to all non-Caterpillar equipment. Copies of warranty statements are available upon request.
- Cancellation** There will be a minimum 25% cancellation fee for orders cancelled, once placed and accepted by Holt Power Systems. Cost of custom components, completed fabrication, or any other work performed at the time of cancellation will be added to the cancellation fee. If all material have been acquired the cancellation fees will be 100%. Caterpillar content, 14 days after orders placed will be 100% of the order. Written notice of cancellation is required.
- Other** Holt Power Systems is an equipment supplier only. No fuel, wiring, connecting, hook-up, plumbing, or other installation type labor is included in the proposal unless noted herein.
- The customer is responsible for any and all installation of the above equipment. Holt personnel will perform an installation audit prior to start-up.
- Unless stated otherwise in this proposal, service and/or maintenance for this equipment are not included. Our company product support service group will be glad to quote the end user of this equipment for those services under a separate proposal.
- All equipment needed to perform any loading or unloading of the equipment supplied by Holt Power Systems is the responsibility of the buyer.
- Holt Power Systems limits the scope of supply for this quotation to the equipment and services listed in our bill of material. Unless specifically listed in our bill of material, equipment not indicated is to be supplied by others. We have detailed the equipment proposed in the bill of material. Please carefully review it to be certain it meets your requirements.
- No third party electrical testing and/or certifications, seismic calculations, coordination studies, stamped engineering calculations, emissions testing, NETA, infrared scanning, meg-testing or other services and material is included unless expressly indicating in writing above.
- We reserve the right to correct any errors or omissions.
- Contracts which include penalty or liquidated damage clauses for failure to meet promised shipping dates are not acceptable or binding on Holt Power Systems, unless accepted and confirmed in writing by an officer of Holt Power Systems and its headquarters.
- Holt Power Systems standard terms and conditions are included in the quotation and hereby become part of this quotation. These same terms need to be noted on any purchase order received by Holt Power Systems.
- Holt Power Systems will not be responsible for any labor or material charged by others associated with the start-up and installation of this equipment unless previously agreed upon in writing by Holt Power Systems. Startups are to be conducted between Monday through Friday during normal business hours and excluding nights, weekends, or holidays unless agreed otherwise in writing. Otherwise our standard overtime rates will apply.
- We value your confidence in us, and the products we represent and appreciate your business. If there are any terms, conditions, or any other aspect of this quotation you do not understand, please contact us immediately and we will gladly clarify.
- Shipping** Delivery of the product unless otherwise stated is by hired independent freight carriers that may require road permitting and other requirements which are outside the responsibility of Holt Cat. Traffic delays and required routing may also delay deliveries. Holt Cat is not responsible for any delays and costs associated with those delays.



Austin • Brownsville • Corpus Christi • Dallas • Edinburg • Ft Worth • Laredo • Longview • Pflugerville • San Antonio • Victoria • Waco

Regarding: Grand Prairie Water Utility  
 – 109<sup>th</sup> St Tower – Sourcewell Member Quote

Quote No: 31074613

Quote Date: 8/4/2022

Quote Expires: 30 Days

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### **Caterpillar Model-C2.2 PGABR Generator Set**

<b>Power Setting</b>	25 kW
<b>Voltage</b>	240/120 VAC, 1Ø, 60 Hz.
<b>Application Rating</b>	Standby
<b>Engine</b>	Caterpillar – 2.2L Diesel Diesel Engine – Tier 4 Interim Certification – UL2200
<b>Engine Governor</b>	Isochronous, Mechanical
<b>Cooling System</b>	GenSet Mounted Engine Lube Oil & Antifreeze 50/50 Mix Engine Coolant Heater Low Coolant Temperature and Level Alarm Switches Coolant drain line with valve Fan and belt guards Caterpillar Extended Life Coolant Coolant level sight gauge Jacket water pump, gear driven, centrifugal Thermostats and housing
<b>Air Inlet System</b>	Air Cleaner
<b>Lube System</b>	Naturally Aspirated Oil cooler Lubricating oil Oil filler and dipstick Oil filter Oil drain line with valve piped to edge of base Fumes disposal piped to front of radiator
<b>Starting System</b>	12 volt DC Electric Cranking Motor Batteries, Battery Rack, & Cables Battery Charger - 10amp
<b>Charging System</b>	Engine Driven Battery Charging Alternator
<b>Exhaust System</b>	Carbon Steel Silencer Critical Grade Internally mounted Stainless Steel Engine Exhaust Flex Connector

**Generator/Alternator  
& Attachments**

Exhaust manifold, dry  
 Exhaust Rain Cap  
 4 Pole, Single Bearing  
 PMG Excitation  
 2/3 pitch, random wound  
 IP23 Protection  
 Class H insulation  
 105 °C temperature rise over 40°C ambient  
 Cable connections located inside generator housing(NEMA compatible)  
 Power center, IP22 rear facing  
 Automatic Voltage Regulation - 3Ø Sensing  
 Anti-Condensation/Space Heater

**Main Line Breaker**

Circuit Breaker  
 GenSet Mtd.-  
     60 Amp  
     100% Rated w/ Shunt Trip & Auxiliary Contact  
     3 Pole  
     LSI Electronic Trip Unit

**Control Panel**

Cable Lugs, Cable Access Box – Bottom Entry  
 Suitable for Use as Service Disconnect Label  
 GC Control Panel – GCCP1.2  
     Genset Mounted & Vibration Isolated  
 4-line back-lit LCD text display  
 Multiple display languages  
 Five-key menu navigation  
 LCD alarm indication  
 Customisable power-up text and images  
 Data logging facility  
 Internal PLC editor  
 Protections disable feature  
 Fully configurable via PC using  
     USB & RS485 communication  
 Front panel configuration with PIN protection  
 Power save mode  
 3-phase generator sensing and protection  
 Generator current and power  
     monitoring (kW, kvar, kVA, pf)  
 kW and kvar overload and reverse power alarms  
 Over current protection  
 Unbalanced load protection  
 Breaker control via fascia buttons  
 Fuel and start outputs configurable when using CAN  
 Support for 0 V to 10 V & 4 mA to 20 mA sensors  
 8 configurable digital inputs  
     (3 available for Customer use)

	8 configurable digital outputs (5 available for Customer use) 4 configurable analogue outputs (3 available for Customer Use) CAN, MPU and alternator frequency speed sensing in one variant Real time clock Engine pre-heat and post-heat functions Engine run-time scheduler Engine idle control for starting & stopping Fuel usage monitor and low fuel level alarms 3 configurable maintenance alarms Sound Attenuated Package Sound Rating Target: 65 +4/-2 dBA @ 23' in free-field environment Wind Rating: 100MPH Key Locking Doors Epoxy Enamel Paint Finish – CAT White
<b>Caterpillar Enclosure</b>	
<b>Mounting System</b>	Linear Vibration Isolators (Elastomeric) Engine / Generator Skid-Base Rails
<b>Fuel System</b>	Primary fuel filter Flexible fuel lines Fuel pressure gauge Engine fuel transfer pump
<b>Fuel Tank</b>	Diesel Tank UL 142 Listed Double Wall 74 Gallon Capacity carbon steel - heavy gauge material Lockable Fuel Fill 12' Above Grade Normal Vent Extension shipped loose to be installed by others 12' Above Grade Emergency Vent Extension shipped loose to be installed by others 5 Gallon Spill Containment Bucket Overfill Prevention Valve (Mechanical) Fuel sender Low, Critical Low, High & Critical High Level Gauge, Fuel Lines, Venting & Alarm Contacts
<b>Accessory Items</b>	Factory Testing - Standard Caterpillar Test at .8 PF for Full Rated Load Single Shore Power Connection Standard Caterpillar Warranty - 2 Yr./1000 hours
<b>Current Lead Time</b>	20-28 weeks out of the factory ARO and approval of submittal/drawings Note: Subject to change without notice

**AUTOMATIC TRANSFER SWITCH –**

60A  
2-POLE  
240/120 VOLT, SINGLE PHASE  
NEMA 4X ENCLOSURE  
NSER  
Open Transition  
Controller  
Anti – Condensation Heater with TStat  
UL 1008 Listed  
Factory Warranty - 2 Year

**Accessories & On-Site Services:**

Service & Make Ready  
Standard Caterpillar Testing to be performed  
Delivery to Job Site  
On-Site StartUp testing  
    Using resistive load banks - 2 hours  
    Additionally transfer test to verify emergency power supply  
        system's ability to meet the automatic starting, load transfer  
        and motor starting requirements shall be demonstrated.  
    Performed during normal business hours  
    On ground level with load bank access to be within 50' of generator  
    If not on ground level & with access within 50' of generator  
        additional costs will be incurred  
StartUp and Testing Records will be provided in electronic format  
On-Site Training available during start up testing  
    Performed by Field Technician  
    Intended for Site Personnel/Owner/Operators  
    If requested at time other than start up additional costs will be incurred  
O & M Manual (hard copy) – Qty 1  
    Shipped with generator from the factory  
    Document is proprietary and Copy Righted by Caterpillar  
    It cannot be revised/unlocked  
    Custom versions or versions specific to each project  
        will not be provided  
O & M Manual (electronic) – Qty 1  
    Document is proprietary and Copy Righted by Caterpillar  
    It cannot be revised/unlocked  
    Custom versions or versions specific to each project  
        will not be provided  
Submittals provided in electronic format  
Note: All start up and commissioning services to occur one/same day.

**CATERPILLAR RETAIL/LIST PRICE.....\$27,968.60**  
**Discount per Sourcewell Contract (18%).....(\$5,034.35)**

**NON CATERPILLAR Items RETAIL/LIST Price.....\$26,425.82**  
**Discount per Sourcewell Contract (5%).....(\$1,321.29)**  
**TOTAL PRICE per SOURCEWELL Contract.....\$48,038.78**

**Reference Sourcewell Contract # 120617-CAT valid through 1/31/2023.**  
Sourcewell (formerly NJPA)

**Quoted as detailed above with the intent of meeting the project scope.**  
**Equipment supplied will be limited to that described in this proposal.**

**GENERAL NOTES AND CLARIFICATIONS:**

1. General exception is taken to any specifications and/or drawings – none were available at time of quotation.

**Options/Adders:**

On-Site Fuel Tank Pressure Testing.....\$2,950.00

Only if required by JHA/Fire Marshal.

Note: These prices are only valid if chosen at the time of placing the initial order.

**Terms are 30days net with approved credit.**

**Price is valid for 30 days**

**Price does not include applicable taxes**

**To order or start submittals please sign, date and send back to my attention:**

**Name \_\_\_\_\_ Date \_\_\_\_\_**

Thank you,

John Fabrega  
Power Systems Sales  
2001 N. Loop 12  
Irving, TX 75061  
Mobile: 972.978.5407  
john.fabrega@holtcat.com



## HOLT POWER SYSTEMS TERMS & CONDITIONS

- Mufflers** Mufflers are to be lifted and put in place on top of the enclosure at the time of off loading by the installing contractor.
- Proposal** This proposal is provided to meet the spirit and intention of the project equipment requirements. Some interpretational differences between our proposal and the specifications may exist, therefore the above bill of material contains our offer for this project, none other is expressed or implied unless stated in writing.
- Pricing** Recently the cost of some of our vendor products has experienced severe price swings in the upward direction. Therefore it has become increasingly difficult to hold our prices for a prolonged period of time. If our quote is older than 30 days please call to verify our price.
- Taxes** The above price(s) does(do) not include state and local taxes unless otherwise specifically stated. **A 1.5% additional ser charge is required by the state of Texas for all stationary engine equipment due to emission restrictions. This is in addition to any state and local taxes that may be required.**
- Lead Time** Standard delivery of proposed Caterpillar Generator Set to jobsite will be confirmed after receipt of order and submittals are approved and credit terms are agreed.
- The above quoted lead-times are standard lead-times from the factory at the time of this quotation. In some cases lead-times maybe able to be improved to assist in customer needs. Please call and inquire about possible improved lead-times.**
- Please note: The Caterpillar factory has mandatory factory shutdowns for two weeks in December/January and one week in July. The length of those shutdowns will extend lead-times on orders entered at those times. Orders, which include non-standard features, may require additional time before shipment. Consult with your Caterpillar dealer at the time of order.
- Holt Power Systems has made a significant commitment to ensuring we are able to quickly respond to opportunities by maintaining a substantial inventory that may reduce the lead-time above.
- Special Notes** Please verify the voltage, number of poles in ATS, terminal conductor sizes and other Bill of Material items quoted above as compared to the requirements of this project. Lugs for terminations above 1200A are not included. Lugs for terminations below 1200A are included but is the responsibility of the customer to ensure compatibility. Holt Cat will not supply new lugs once submittals are approved.
- Fuel Tank** Increasingly we are seeing dramatic changes occur at the municipal level in regard to fire code requirements. They are too numerous and variable to keep track of for each of the area municipalities. Unless otherwise stated within the body of this quotation, the fuel tank included is as specified by the written specifications of this project (if specifications were supplied at the time of quotation). The specifications may be in conflict with City Fire Codes for the location of the project. We will make every attempt to notify you of specification variances with local codes when known, however responsibility for compliance lies with the specifying engineer and those that pull the permit for the project.
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- We value your confidence in us, and the products we represent and appreciate your business. If there are any terms, conditions, or any other aspect of this quotation you do not understand, please contact us immediately and we will gladly clarify.
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## CITY OF GRAND PRAIRIE COMMUNICATION

**MEETING DATE:** 10/03/2022

**PRESENTER:** Gabe Johnson, Director of Engineering and Public Works

**TITLE:** Ordinance amending the FY2023 unobligated Water and Wastewater Funds to allocate to the Parker Road Project Awarding Construction Contract to SYB Construction Co Inc for Parker Road Water & Wastewater Replacement Improvements. Budget allowance of \$447,350.50 for the Parker Road Project includes a \$396,410.50 construction contract, a contract contingency of 5% equaling \$19,820, materials testing with Kleinfelder in the amount of \$11,299 and in-house labor distribution in the amount of \$19,821

**REVIEWING COMMITTEE:** Reviewed by the Finance and Government Committee on 10/03/2022

### SUMMARY:

<i>Vendor Name:</i>	SYB Construction Company
<i>Annual Cost/Total Cost:</i>	\$416,230.50
<i>Department:</i>	Engineering and Public Works
<i>Recommended Action:</i>	Approve

<i>Vendor Name:</i>	Kleinfelder
<i>Total Cost:</i>	\$11,299
<i>Department:</i>	Engineering and Public Works
<i>Recommended Action:</i>	Approve

### PURPOSE OF REQUEST:

As part of a developer participation agreement, the Developer for Daylight Transport (1301 Parker Road LLC.) will be improving the pavement along Parker Road adjacent to their Proposed Development. The existing City Water and Wastewater along this section of Parker Road is old and in need of replacement. The developer is not able to perform this work due to the 30% procurement laws and therefore the city has completed the design, bid, and is paying for the construction of these water and wastewater improvements.

On September 9, 2022, the City approved a Professional Engineering Services contract with Wier and

Associates, Inc for the design of Parker Road Water/Wastewater Replacement Improvements between High Prairie Road and Hardrock Road.

The City of Grand Prairie advertised and received a Total of five (5) bids for this project on September 14, 2022, as follows:

<u>Bidder</u>	<u>Total Bid amount</u>
1. SYB Construction Co., Inc	\$396,410.50
2. Maverick Utility Construction	\$422,501.00
3. GraTex Utilities	\$525,131.45
4. Atkins Bros.	\$639,931.00
5. Excel 4 Construction, LLC	\$640,903.00

The Engineer's opinion of probable construction cost is \$311,136.

City Staff and Engineering consultant (Wier and Associates) recommends award of Parker Road for Parker Road Water and Wastewater Replacement Improvements Project to SYB Construction Co., Inc in the amount of \$396,410.50 with a contingency of \$19,820.00 and 60 calendar days. Project construction is anticipated to begin in late October 2022 with projected completion in late December 2022.

The total anticipated project cost is \$447,350.50 which includes the Construction Contract with SYB Construction Co., Inc in the amount \$396,410.50, a contract contingency of 5% equaling \$19,820; materials testing with Kleinfelder in the amount of \$11,299 and in-house labor distribution in the amount of \$19,821, An appropriation of \$447,349.50 is needed for this project.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Number of Responses: 5

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input type="checkbox"/>	Fund Name:	500592 – Parker Road Water Improvement – WTER, 02216803 500692 – Parker Road Wastewater Improvements – WWST, 02216903
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If Capital Improvement:					
Total Project Budget	\$447,350.50	Proposed New Funding:	\$316,466.10 from the unobligated Water Capital Projects Fund (500592)	Remaining Funding:	

			\$130,884.40 from the unobligated Wastewater Capital Projects Fund (500692)		
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Ordinance
- 2- Letter of Recommendation of Award/Bid Summary

**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2023 WATER CAPITAL PROJECTS FUND (500592) BUDGET AND WASTEWATER CAPITAL PROJECT FUND (500692) BY TRANSFERRING AND APPROPRIATING \$316,466.10 TO ACTIVITY NUMBER 02216803 AND \$130,884.40 TO ACTIVITY NUMBER 02216903 FOR PARKER ROAD WATER AND WASTEWATER IMPROVEMENT PROJECT.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

**SECTION 1. THAT the FY2023 Water Capital Projects Fund Budget (500592) be amended by transferring and appropriating \$316,466.10 to Activity Number 02216803 for Parker Road Water Improvements Project from the unobligated fund balance.**

**SECTION 2. THAT the FY2023 Wastewater Capital Projects Fund Budget (500692) be amended by transferring and appropriating \$130,884.40 to Activity Number 02216903 for Parker Road Wastewater Improvements Project from the unobligated fund balance.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 11th DAY OF OCTOBER 2022.**



**WIER & ASSOCIATES, INC.**  
 ENGINEERS  
 SURVEYORS  
 LAND PLANNERS

PRINCIPALS  
 JOHN P. WIER, P.E., R.P.L.S.  
 ULYS LANE III, P.E., R.P.L.S., CFM  
 CARLO SILVESTRI, P.E.  
 GREGG MADSEN, R.P.L.S.  
 RANDALL S. EARDLEY, P.E.

SENIOR ASSOCIATES  
 PHILIP L. GRAHAM, P.E.  
 PRIYA ACHARYA, P.E.

ASSOCIATES  
 TOBY W. RODGERS  
 CASEY D. YORK

**TO:** Romin Khavari, P.E., City Engineer

**FROM:** Philip Graham, P.E.

**DATE:** September 20, 2022

**SUBJECT: Parker Road Water & Wastewater Replacement Improvements SS-715, W.O. No. 02216803 & 02216903. Recommendation of Award Letter**

Bids for the referenced project were received and opened publicly on Wednesday, September 14<sup>th</sup>, 2022 via Microsoft Teams Virtual Platform. A total of Five (5) bids were received. Below is a summary of the bid tabulation from low to high:

Contractor	Total Bid
SYB Construction Company, Inc.	\$396,410.50
Maverick Utility Construction	\$422,501.00
Gra-Tex Utilities	\$525,131.45
Atkins Brothers Equipment Company, Inc.	\$639,931.00
Excel 4 Construction LLC	\$640,903.00

The total Engineer’s opinion of probable construction cost was \$311,136.00. SYB Construction Company, Inc. was the low of the Five (5) bids with a total bid of \$396,410.50 and 45 calendar days to complete the project. We checked the bids for errors and omissions and found one error in the Excel 4 Construction bid, which had no impact on the low bid outcome.

We reviewed SYB Construction Company, Inc.’s bid along with their qualifications and company profile information. We contacted the following references for SYB Construction Company, Inc. and received favorable reviews for the work they have performed and/or currently performing for these entities on similar type projects. Most responded that SYB Construction Company, Inc.’s quality of work is good and satisfactory; they are responsive and easy to work with. All references expressed willingness to work with SYB Construction again.

- City of Arlington (retired)      Jessie Allen                              817-300-1543
- City of Dallas                              Rishi Bhattarai, P.E.                      214-671-9183
- City of Dallas                              Matthew W. Stevens, P.E.              214-671-9852

Based on our evaluation, we have found nothing significant to warrant the disqualification of SYB Construction Company, Inc.'s bid and therefore recommend that the project consisting of 8" Water Main and 8" Wastewater Main Replacement W.O. #02216803 & 02216903 be awarded to SYB Construction Company, Inc. The award should be contingent on procurement of insurance and bonds by SYB Construction Company, Inc.

Attachments: Bid Tab, List of references



Philip Graham, P.E., Sr. Associate  
Wier & Associates, Inc.

CC: Gabe Johnson, Director of Public Works  
Walter Shumac, Director of Transportation Services  
George Fanous, Senior Civil Engineer  
Robert Barron, Chief Engineering Inspector  
Caleb Barnett, Financial Analyst,

City of Grand Prairie  
 Bid Tabulation  
 PARKER ROAD WATER & WASTEWATER REPLACEMENTS W.O. #02216803 & 02216903  
 Bid Opening: September 14, 2022 - 3:30 PM

Item No.	Description	Unit	Quantity	Bidder No. 1		Bidder No. 2		Bidder No. 3		Bidder No. 4		Bidder No. 5	
				SYB Construction Co., Inc.		Maverick Utility Construction		Gra Tex Utilities		Atkins Bros. Equip. Co., Inc.		Excel 4 Construction, LLC	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
<b>Section I - Water System Improvements</b>													
1	Existing 8" Cast Iron/PVC Water Main Removal - lawfully dispose off-site, complete for the sum of	LF	50	\$ 5.00	\$ 250.00	\$ 65.00	\$ 3,250.00	\$ 45.00	\$ 2,250.00	\$ 50.00	\$ 2,500.00	\$ 25.00	\$ 1,250.00
2	Existing Fire Hydrant Removal - Plug Fire Hydrant Lead, Abandon Gate Valve and Deliver Removed Fire Hydrant to City Utility Administration building, complete for the sum of	EA	2	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 4,500.00	\$ 9,000.00	\$ 1,000.00	\$ 2,000.00	\$ 500.00	\$ 1,000.00
3	Existing Water Meter and Meter Box Removal - lawfully dispose off-site, complete for the sum of	EA	6	\$ 100.00	\$ 600.00	\$ 850.00	\$ 5,100.00	\$ 2,100.00	\$ 12,600.00	\$ 500.00	\$ 3,000.00	\$ 200.00	\$ 1,200.00
4	Abandon Existing 8" Water Main - Cut, plug and abandon in place, complete for the sum of	EA	2	\$ 725.00	\$ 1,450.00	\$ 1,250.00	\$ 2,500.00	\$ 5,000.00	\$ 10,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00
5	8" PVC DR 18 C-900 Water Main - furnish and install complete in place, including trench, embedment, backfill and clean up.	LF	803	\$ 99.00	\$ 79,497.00	\$ 72.00	\$ 57,816.00	\$ 142.00	\$ 114,026.00	\$ 190.00	\$ 152,570.00	\$ 101.00	\$ 81,103.00
6	8" Gate Valve and box -, furnish and install, complete in place	EA	5	\$ 2,450.00	\$ 12,250.00	\$ 3,100.00	\$ 15,500.00	\$ 3,900.00	\$ 19,500.00	\$ 2,000.00	\$ 10,000.00	\$ 3,000.00	\$ 15,000.00
7	Fire Hydrant Assembly per City Std. Detail - furnish and install complete in place, including extension, if necessary, splash pad and 6" Gate Valve.	EA	2	\$ 6,400.00	\$ 12,800.00	\$ 9,700.00	\$ 19,400.00	\$ 5,800.00	\$ 11,600.00	\$ 7,000.00	\$ 14,000.00	\$ 8,500.00	\$ 17,000.00
8	Make Dry Connection to existing 8" Water Main, complete for the sum of	EA	2	\$ 2,900.00	\$ 5,800.00	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00	\$ 9,000.00	\$ 4,000.00	\$ 8,000.00	\$ 5,600.00	\$ 11,200.00
9	Ductile Iron Fittings - furnish and install complete in place, including Polywrap, blocking and accessories.	TON	0.8	\$ 100.00	\$ 80.00	\$ 5,000.00	\$ 4,000.00	\$ 6,000.00	\$ 4,800.00	\$ 3,900.00	\$ 3,120.00	\$ 4,100.00	\$ 3,280.00
10	1" Domestic Water Service - furnish and install, complete in place, including Tap, Corporation Stop, Fittings and Meter Box per City Standard Details	EA	5	\$ 1,100.00	\$ 5,500.00	\$ 3,000.00	\$ 15,000.00	\$ 3,900.00	\$ 19,500.00	\$ 1,500.00	\$ 7,500.00	\$ 1,500.00	\$ 7,500.00
11	3/4" Domestic Water Service - furnish and install, complete in place, including Tap, Corporation Stop, Fittings and Meter Box per City Standard Details	EA	1	\$ 1,400.00	\$ 1,400.00	\$ 2,500.00	\$ 2,500.00	\$ 2,800.00	\$ 2,800.00	\$ 1,400.00	\$ 1,400.00	\$ 1,200.00	\$ 1,200.00
12	Trench safety for water main construction, furnish and install complete in place, including sheeting, shoring and bracing where required by OSHA Standards that are in effect at the time of bid opening for water main construction.	LF	803	\$ 0.50	\$ 401.50	\$ 3.00	\$ 2,409.00	\$ 2.05	\$ 1,646.15	\$ 1.00	\$ 803.00	\$ 1.00	\$ 803.00
Total Bid Amount (Section I)					\$ 121,028.50		\$ 131,475.00		\$ 216,722.15		\$ 206,893.00		\$ 142,536.00
<b>Section II - Wastewater System Improvements</b>													
1	Remove Existing 6" Vitrified Clay Tile Wastewater Main and dispose off-site, complete for the sum of	LF	40	\$ 1.00	\$ 40.00	\$ 40.00	\$ 1,600.00	\$ 125.00	\$ 5,000.00	\$ 50.00	\$ 2,000.00	\$ 25.00	\$ 1,000.00
2	Cut, Plug and Abandon Existing 6" wastewater main in place, complete for the sum of	EA	2	\$ 250.00	\$ 500.00	\$ 900.00	\$ 1,800.00	\$ 2,250.00	\$ 4,500.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00
3	8" SDR 26 PVC Sanitary Sewer Pipe (Open Cut for All Depths), including trench, bedding and backfill, complete for the sum of	LF	746	\$ 104.00	\$ 77,584.00	\$ 100.00	\$ 74,600.00	\$ 205.00	\$ 152,930.00	\$ 242.00	\$ 180,532.00	\$ 125.00	\$ 93,250.00
4	Manhole, Sanitary Sewer W/ Ring and Cover 4' dia., to maximum 9' depth, complete for the sum of	EA	3	\$ 5,850.00	\$ 17,550.00	\$ 11,000.00	\$ 33,000.00	\$ 5,000.00	\$ 15,000.00	\$ 8,000.00	\$ 24,000.00	\$ 7,000.00	\$ 21,000.00
5	Connect 8" Sanitary Sewer to Existing Manhole and Rework Invert, complete for the sum of	EA	2	\$ 1,250.00	\$ 2,500.00	\$ 3,800.00	\$ 7,600.00	\$ 4,500.00	\$ 9,000.00	\$ 3,100.00	\$ 6,200.00	\$ 550.00	\$ 1,100.00
6	4" PVC SDR-35 Wastewater Service Connection and Cleanout per City Standard Details, including all fittings, complete for the sum of	EA	5	\$ 1,800.00	\$ 9,000.00	\$ 1,800.00	\$ 9,000.00	\$ 1,800.00	\$ 9,000.00	\$ 3,000.00	\$ 15,000.00	\$ 1,100.00	\$ 5,500.00
7	6" PVC SDR-35 Wastewater Service Connection and Cleanout per City Standard Details, including all fittings, complete for the sum of	EA	3	\$ 2,300.00	\$ 6,900.00	\$ 2,200.00	\$ 6,600.00	\$ 2,450.00	\$ 7,350.00	\$ 3,500.00	\$ 10,500.00	\$ 1,500.00	\$ 4,500.00
8	Trench safety for water main construction, furnish and install complete in place, including sheeting, shoring and bracing where required by OSHA Standards that are in effect at the time of bid opening for water main construction.	LF	746	\$ 1.00	\$ 746.00	\$ 3.00	\$ 2,238.00	\$ 2.05	\$ 1,529.30	\$ 1.00	\$ 746.00	\$ 2.00	\$ 1,492.00
Total Bid Amount (Section II)					\$ 114,820.00		\$ 136,438.00		\$ 204,309.30		\$ 240,978.00		\$ 129,842.00
<b>Section III - Temporary Paving, Traffic Control and General Items</b>													
1	8" Flexible Base, 4" Type "B" and 2" Type "D" HMAc pavement - Perform necessary grading and placement for temporary street widening, complete for the sum of	SY	600	\$ 120.00	\$ 72,000.00	\$ 110.00	\$ 66,000.00	\$ 75.00	\$ 45,000.00	\$ 180.00	\$ 108,000.00	\$ 250.00	\$ 150,000.00
2	Mobilization - complete for the sum of	LS	1	\$ 26,552.00	\$ 26,552.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00
3	Silt Fence, complete and in place	LF	770	\$ 3.00	\$ 2,310.00	\$ 4.40	\$ 3,388.00	\$ 2.50	\$ 1,925.00	\$ 3.00	\$ 2,310.00	\$ 15.00	\$ 11,550.00
4	Construction Staking, work fully performed as per specifications, complete in place	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 7,500.00	\$ 7,500.00	\$ 3,500.00	\$ 3,500.00	\$ 8,000.00	\$ 8,000.00	\$ 15,000.00	\$ 15,000.00
5	As-built surveying, work fully performed as per specifications, complete in place.	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 2,000.00	\$ 2,000.00	\$ 5,100.00	\$ 5,100.00
6	Temporary Pavement Repairs (Utility) - Sawcut, remove and replace existing asphalt pavement with 3" temporary cold-mix asphalt, complete and in place.	SY	425	\$ 54.00	\$ 22,950.00	\$ 44.00	\$ 18,700.00	\$ 31.00	\$ 13,175.00	\$ 70.00	\$ 29,750.00	\$ 75.00	\$ 31,875.00
7	Barricading & Traffic Control, Design and Implement, furnish and install, complete in place	LS	1	\$ 6,250.00	\$ 6,250.00	\$ 7,700.00	\$ 7,700.00	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 35,000.00	\$ 35,000.00
8	Site Preparation including clearing and grubbing, work fully performed as per specifications, complete in place.	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 30,800.00	\$ 30,800.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 95,000.00	\$ 95,000.00
Total Bid Amount (Section III)					\$ 160,562.00		\$ 154,588.00		\$ 104,100.00		\$ 192,060.00		\$ 368,525.00
<b>Grand Total Base Bid</b>					<b>\$ 396,410.50</b>		<b>\$ 422,501.00</b>		<b>\$ 525,131.45</b>		<b>\$ 639,931.00</b>		<b>\$ 640,903.00</b>

City of Grand Prairie  
 Bid Tabulation  
 PARKER ROAD WATER & WASTEWATER REPLACEMENTS W.O. #02216803 & 02216903  
 Bid Opening: September 14, 2022 - 3:30 PM

Item No.	Description	Unit	Quantity	Bidder No. 1		Bidder No. 2		Bidder No. 3		Bidder No. 4		Bidder No. 5	
				SYB Construction Co., Inc.		Maverick Utility Construction		Gra Tex Utilities		Atkins Bros. Equip. Co., Inc.		Excel 4 Construction, LLC	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price





CITY OF GRAND PRAIRIE  
COMMUNICATION

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**MEETING DATE:** 10/03/2022

**PRESENTER:** Gabriel Johnson, Director of Public Works and Engineering

**TITLE:** Purchase of 401 Wilmington Court from Pamela Carroll for the appraised value (\$340,000) plus closing costs per the Creek Erosion Policy

**REVIEWING COMMITTEE:** (Revised by the Finance and Government Committee on 10/03/2022)

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**PURPOSE OF REQUEST:**

The house located at 401 Wilmington Court in the Brian Branch area (see “Exhibit A” for aerial) meets all the requirements for our voluntary buyout program. The owner, Pamela Carroll, has asked the City to buy her house under the Creek Erosion Policy.

An appraisal by an independent fee appraiser determined the market value to be \$340,000 (without recognizing any current problems to the house and lot caused by creek erosion). Ms. Carroll has agreed to the City’s offer and signed a Sales Agreement (see “Exhibit B” for Sales Agreement dated September 14, 2022).

Property owner will pay for all moving expenses and is responsible for locating replacement housing at her own expense. All utility accounts will be closed by the owner. Service meters will be removed at owner’s expense. The property owner is currently seeking replacement housing in Grand Prairie. Seller will deliver possession to the City on the date of closing or up to three days after closing. Estimated closing date is Friday, December 2, 2022.

The City will also pay all title insurance expenses and closing costs. Total project cost is not to exceed \$345,000.00

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Storm Drainage CIP Fund (401592)
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If Capital Improvement: 02205703					
Total Project Budget	\$1,000,000.00	Proposed New Funding:	None	Remaining Funding:	\$967,256.00

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Exhibit A – Aerial
- 2- Exhibit B – Sales Agreement

# EXHIBIT 'A'

Item 21.

**Grand Prairie**  
T E X A S

## CITY OF GRAND PRAIRIE SALES AGREEMENT 401 WILMINGTON COURT

STATE OF TEXAS

KNOW ALL PERSONS BY THESE PRESENTS

COUNTY OF DALLAS

That Pamela Carroll, whose address is 401 Wilmington Court, Grand Prairie, Texas 75052, hereinafter referred to as "Seller", whether one or more, hereby agrees to sell to the City of Grand Prairie, Texas, 300 West Main Street, Grand Prairie, Texas 75050, a municipal corporation, hereinafter referred to as "City", sell the lot and all improvements located on this lot, upon the following terms and conditions, to-wit:

1. The consideration to be paid by City to Seller is as follows:  
SUBJECT PROPERTY ACQUIRED: \$340,000.00  
TOTAL CONSIDERATION/ALL CASH AT CLOSING: \_\_\_\_\_\$340,000.00
2. Seller shall deliver good and indefeasible title.
3. City, at City's expense, will obtain an Owner's Title Insurance Policy from Allegiance Title Company, in Grand Prairie, Texas. City will pay all closing costs. Any Seller requested exception to Titled Insurance must be approved by the City Attorney.
4. Any required title curative matters must be satisfied and approved by the title company prior to closing.
5. Consideration to be paid upon the proper execution and delivery of the SPECIAL WARRANTY DEED, at closing of said purchase. Taxes will be prorated as of the date of closing.
6. Any lien releases, required payments and lien payoffs required by the title company must be released and paid prior to closing.
7. You guarantee you are the current property owner (s) and no sale is currently pending.
8. **You acknowledge the City of Grand Prairie, Texas, is a tax-exempt organization and all property taxes on the fee estate property being conveyed will be pro-rated and property taxes suspended at the time of closing. Those taxes will be deducted from the proceeds and forwarded by the title company to the appropriate taxing authority. After that closing date, the tract will be tax-exempt.**

(ACKNOWLEDGMENT AND SIGNATURES ON NEXT PAGE)

- 9. Possession of the property will be delivered to the City at the time of closing or within three days of the date of closing, if necessary. All moving expenses will be paid by seller.
- 10. All utility service accounts must be closed by property owner and service meters removed by utility company. Charges to remove services will be paid by the seller.

The foregoing consideration to be paid to Seller shall be considered full compensation for said property and for any diminution in value of Seller's adjacent property that may be claimed or asserted by virtue of the establishment and construction of the improvements, which the City shall construct, establish or erect.

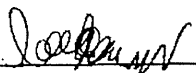
EXECUTED this 14th day of 09, 2022.

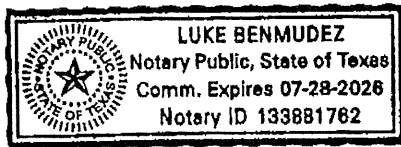
  
 PAMELA CARROLL

**SOCIAL SECURITY NUMBER FOR PAMELA CARROLL:**

STATE OF TEXAS  
 COUNTY OF DALLAS

This instrument was acknowledged before me on the 14<sup>th</sup> day of September, 2022, by  
**PAMELA CARROLL.**

  
 \_\_\_\_\_  
 Notary Public in and for the State of Texas





Grand Prairie Maps

Date: 9/19/2022 Time: 11:13:29 AM

This data has been compiled by the City of Grand Prairie IT/GIS department. Various official and unofficial sources were used to gather this information. Every effort was made to ensure the accuracy of this data, however, no guarantee is given or implied as to the accuracy of said data.



# EXHIBIT 'B'



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 10/03/2022

**PRESENTER:** Douglas Taylor, Manager / Public Works Department - Water Utilities Division

**TITLE:** Annual Contract for chlorine & cylinders from DPC Industries, Inc. (up to \$200,000.00 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$1,000,000.00 if all extensions are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government on 10/03/2022)

**SUMMARY:**

<i>Vendor Name:</i>	DPC Industries
<i>Annual Cost/Total Cost:</i>	\$200,000 / \$1,000,000
<i>Department:</i>	Public Works Water Utility
<i>Recommended Action:</i>	Award

**PURPOSE OF REQUEST:**

The contract is for chlorine and cylinders for the Water Utilities Wastewater Department. The chlorine will be injected into source storage and distribution points at various locations to facilitate and provide water quality in the water distribution system and water storage facilities. The chlorine will also assist with addressing those areas within the water distribution system which may experience low residuals resulting in water quality issues. The estimated \$35,515.00 is added for additional cylinders during the contract term. This would authorize the City Manager to execute the renewal options with aggregate price fluctuations up to \$50,000 so long as sufficient funding is appropriated by the City Council to satisfy the City's obligation during the renewal terms.

**PROCUREMENT DETAILS:**

Procurement Method: Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services

Local Vendor  HUB Vendor

Number of Responses: One RFP/RFB #: 22128

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Water Chemical Fund	361211-60190 Water Chemical Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

CHLORINE & CYLINDERS  
 RFB #22128  
 TABULATION



**Bid Tabulation**  
 Chlorine  
 RFB #22128

DPC Industries  
 Cleburne, TX

Item	Description	QTY	UOM	Unit Price	Extended Price
1	2000 LB. Chlorine Cylinders	75	EA	2,049.00	153,675.00
2	150 LB. Chlorine Cylinders	36	EA	300.00	10,800.00
3	150 LB. Ammonia Cylinders	147	EA	N/A	
4	Demurrage Fees (if applicable)	12	MO	N/A	
5	Cylinder Rental Charge 150lb	12	EA/MO	10.00	10.00
6	Cylinder Rental Charge 2000lb	12	EA/MO	50.00	50.00
7	Delivery Time in Days	1	Days		3-5 Days
	<b>Total</b>				<b>\$ 164,485.00</b>