

# Memorandum



CITY OF DALLAS

DATE February 10, 2025

Honorable Members of the Public Safety Committee  
TO Cara Mendelsohn (Chair), Kathy Stewart (Vice Chair), Tennell Atkins, Jesse Moreno,  
Gay Donnell Willis

SUBJECT **February 12, 2025, City Council Agenda Item 25-298A five-year service contract for helicopter pilot training services for the Dallas Police Department**

The following agenda item is scheduled to go before Council on February 12, 2025.

## **AGENDA ITEM 25-298A**

Authorize a five-year service contract for helicopter pilot training services for the Dallas Police Department - Helicopter Institute, Inc., only bidder - Not to exceed \$3,152,777.00  
- Financing: Confiscated Monies-Federal Fund (subject to annual appropriations)

## **BACKGROUND**

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

This service contract will provide for helicopter pilot training services for the Dallas Police Department. These services will include helicopter pilot training for 20 pilots and flight instructor certification training for 3 pilots. These services will also include airframe modifications to one of the city owned helicopters, and equipment related to water drops. Initial and recurring night vision goggle training and night vision goggle inspections will also be included in this contract.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a "living wage" rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The calculated living wage during the solicitation process of this contract is \$18.24; the selected vendor meets this requirement.

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PAGE **2 of 2**

## FISCAL INFORMATION

Fund	FY 2025	FY 2026	Future Years
Confiscated Monies - Federal Fund	\$344,409.00	\$310,124.00	\$2,498,244.00

Service First, Now!



**Dominique Artis**  
**Chief of Public Safety**

c: Kimberly Bizzor Tolbert, City Manager  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Dev Rastogi, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager  
Donzell Gipson, Assistant City Manager  
Robin Bentley, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
Directors and Assistant Directors