

Memorandum



CITY OF DALLAS

DATE May 22, 2020

Honorable Members of the Government Performance & Financial Management Committee: Jennifer S. Gates (Chair), Cara Mendelsohn (Vice Chair),
TO Carolyn King Arnold, Adam Bazaldua, Lee M. Kleinman, Omar Narvaez, and Casey Thomas, II

SUBJECT **May 27, 2020 Upcoming Agenda Item #38 - Resolution Authorizing Personal Protective Equipment & Disinfectants Purchases**

Due to the COVID-19 pandemic, the City has sourced millions of dollars of personal protective equipment (PPE) and disinfectant items to protect first responders, other City personnel, and members of the public. Procurement Services has been agile and responsive in meeting the City's needs. The demand is expected to grow as society re-opens, while the global supply chain has not yet normalized for these products.

City staff calculated bona fide estimated quantities for citywide PPE and disinfectant items for the next three months and determined it will cost about \$5 million. Agenda Item No. 38 will authorize the City Manager to more efficiently procure PPE and disinfectants up to \$5 million. Without this resolution, vendors who provide more than \$50,000 in goods or services do so contingent upon Council approval and cannot get paid until that approval is made. With this resolution, the City may cut a non-contingent purchase order over \$50,000 and pay the vendor upon receipt of goods. These details matter greatly in a disrupted supply chain, especially as we approach the July Council recess.

These items will be solicited through a formal procurement in Bonfire, unless an emergency procurement is required. Items to be purchased through this action include, but are not limited to:

- N95, KN95, surgical, and cloth masks
- Nitrile, latex, and non-latex gloves
- Head and boot covers
- Face shields and goggles
- Disinfecting sprays and wipes

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Should you have any questions, please contact me or Chhunmy Chhean, Director of Procurement Services.



M. Elizabeth Reich
Chief Financial Officer

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
Laila Aleqresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors
Jon Fortune, Assistant City Manager