



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Christine Taylor
DATE: June 9, 2025

SUBJECT

Consider recommending adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with Schweitzer Engineering Laboratories, Inc., for the purchase of Protective Relay Panels for multiple substations for Denton Municipal Electric; providing for the expenditure of funds therefor; and providing an effective date (RFP 8712 – awarded to Schweitzer Engineering Laboratories, Inc., in the not-to-exceed amount of \$551,600.00).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

INFORMATION/BACKGROUND

Denton Municipal Electric (DME) has several projects in its five (5) year Capital Improvement Plan that require the purchase of protective relay panels that house microprocessor-based protective relays, control switches, test switches, and other devices necessary to operate and protect transmission lines, distribution lines, and substation equipment. The projects are as follows:

- **Underwood Substation** – New substation in southwest Denton
- **Denton West Interchange Brazos Tie-in** – Addition to provide facilities to connect two new transmission lines.
- **RD Wells Substation** – New panel for transmission line to the new Underwood Substation.
- **Jim Christal Substation** – Two human monitor interface (HMI) panels for communication in the switchgear buildings
- **Miscellaneous Plates** – Steel plates required for existing panel adaptations.

Protective relays are the “brains” of the protection systems that continuously monitor currents, voltages, and other inputs, and initiate actions, including opening circuit breakers when abnormal conditions are sensed, and perform other protective actions. Relays also provide metering functions, remote terminal unit functions (RTU), and control output functions. Relay panels are fabricated from steel to provide a sturdy framework for mounting protective relays and other equipment required for protection and control inside the substation. Relay panel construction includes installation of wiring, mounting of all hardware, testing, and delivery to Denton Municipal Electric.

The cost for this contract is only for the manufacture and delivery of the relay panels. DME has a separate contract with Schweitzer Engineering Laboratories, Inc. (SEL) for the purchase of the protective relays that are housed in the relay panels. The SEL protective relays are shipped directly from SEL to the panel manufacturer for installation into the relay panels.

The contract estimate is based on the quantities of panels needed for the CIP projects listed below. A 10% contingency was added for any unforeseen design changes.

Project Description	Contract Estimate
Underwood Substation – Qty 19	\$390,532
Denton West Interchange – Qty 4	73,879
RD Wells Substation – Qty 1	21,204
Jim Christal Substation – Qty 2	13,860
Miscellaneous plates	1,980
Contingency – 10%	50,145
Total:	\$551,600

Requests for Proposals were sent to 252 prospective suppliers of this item, including five (5) Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Eleven (11) proposals were received and evaluated based upon published criteria, including delivery, compliance with specifications, probable performance, and price. Best and Final Offers (BAFO) were requested from the top three (3) firms. Based upon this evaluation, Schweitzer Engineering Laboratories, Inc. was ranked the highest and determined to be the best value for the City.

	287 - Electronic Equipment, Components, Parts, and Accessories (See Class 730 For Testing Or Analyzing Type)
NIGP Code Used for Solicitation:	
Notifications sent for Solicitation sent in IonWave:	252
Number of Suppliers that viewed Solicitation in IonWave:	29
HUB-Historically Underutilized Business Invitations sent out:	24
SBE-Small Business Enterprise Invitations sent out:	108
Responses from Solicitation:	11

RECOMMENDATION

Award a contract with Schweitzer Engineering Laboratories, Inc., for the purchase of Protective Relay Panels for multiple substations for Denton Municipal Electric, in a not-to-exceed amount of \$551,600.

PRINCIPAL PLACE OF BUSINESS

Schweitzer Engineering Laboratories, Inc.
Pullman, WA

ESTIMATED SCHEDULE OF PROJECT

Delivery of the items will occur 22 weeks after receipt of the order.

FISCAL INFORMATION

These items will be funded from a combination of the accounts listed below.

Underwood Substation	603289500	\$199,332
Denton West Brazos Tie-In	605374500	\$191,200

Requisition #169657 has been entered into the Purchasing software system in the amount of \$390,532.
The budgeted amount for this item is \$551,600.

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Pricing Evaluation

Exhibit 3: Ordinance and Contract

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Mark Zimmerer, 940-349-7169.

Legal point of contact: Marcella Lunn at 940-349-8333.