



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Christine Taylor
DATE: November 18, 2025

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with 4Imprint, Inc., through Choice Partners, a division of Harris County Department of Education (HCDE) Purchasing Network Contract No. 24/043SG-01, for procurement fulfillment of Awards, Apparel, Screen Printing & Embroidery, Promotional and Commemorative Items related to products for the City of Denton; providing for the expenditure of funds therefor; and providing an effective date (File 8946 – awarded to 4Imprint, Inc., for the three (3) year not-to-exceed amount of \$400,000.00).

INFORMATION/BACKGROUND

4Imprint offers dedicated industry experts who can work with the city directly on promotional items through the Choice Partners Cooperative Purchasing contract. 4Imprint has guaranteed low prices, a one-time setup fee, 10% discounts, and more. Departments that primarily utilize these services include: Animal Services, Customer Service, Denton Municipal Electric, Environmental Services, Facilities, Fire, Human Resources, Library, Parks, Police, Procurement, Public Works, Solid Waste, Sustainability, Technology Services, and Water.

Product List:

- Branded Apparel
- Drinkware
- Stationery
- Writing Tools
- Wellness & Safety
- Swag Bags
- Novelties and Souvenirs
- Clocks and Calendars
- Awards
- Technology & Computer Accessories
- Embroidery & Screen-printing

City Department	Est. 3-yr Expenditure	Promotional Item Breakdown
CIP/Engineering	15,000	Clothing, technology, bags, etc.
Community Service	30,000	Calendars, stress balls & pens
Customer Service	6,000	Pens, notepads, & stress balls
DME-Safety & Training	10,000	Replication Toy Bucket trucks for Safety Event \$1,500, employee appreciation & public power week

City Department	Est. 3-yr Expenditure	Promotional Item Breakdown
Facilities	15,000	Magnets for marking HVAC filter placement & QR codes
Fire	6,000	Branded Items (pens, trinkets, handouts) for recruiting & NFPA, Sparky the Fire Dog, etc.
HR	25,500	Promotional items for job fairs, recruiting events, hiring expos, etc., service award lapel pins, certificates & folders
Library	15,000	Packable picnic mats for Jazz Fest and Cinco de Mayo festival, coffee mug tumbler cups, insulated lunch totes for business/Chamber and adult outreach events, various bags/totes, sunglasses, chip clips, & notepads with pens for Outreach Program, Senior Center, STEAM & Story Time events.
Marketing & Communications	3,000	Promotional items
Parks	10,000	Sunglasses, chip clips, water bottles, tattoos, ceramic mugs, fitness towels, cups, silicone straws, koozies, multi-tools, dog poop bags, wildflower seed paper bookmarks, bike multi-tools & bike safety lights for Disc Golf Opening, Dog Park Openings, Tree Giveaway & Mountain Bike Trail Event
Police	21,000	PD-Badge stickers, lanyards, tissues, pens, rubber duckies, cups, note pad covers, stress balls, small toys & string bags. Mental Health Dept. -Stickers, pens, tissue packs, stress balls for NAMI Walks event, Suicide Vigil, & National Night Out
Procurement	9,000	Pens, notepads, highlighters & stress balls for vendor fairs.
Tech Services	3,000	Webcam covers, mousepads, toothbrush, snap-in cord organizer, challenge coins, badge holders & lanyards
Environmental Services, Solid Waste & Sustainability	37,500	Solid Waste-Door hangers, grease scrapers, grease disposal bags, doggie potty bags & frisbees. Sustainable Schools-Banners, yard signs, tape measures, silicone staws, phone stand case, drawstring bags, hand sanitizer with leash, earth stress balls, stickers, & magnets. Internal Sustainability- pen holders & coffee cups Conversation Items-Tire gauge keychains & rain gauge Substainability-Pens, clips, silicone straws, recycle bins, jar openers & lunch containers.
Water Utilities	50,000	Handouts for citizens, items for staff, special events throughout the year, and employee appreciation items, mugs, hats, & cups
Streets & Public Works	3,000	Booth items for recruitment events for field staff, high school & community college job fairs.
Subtotal	\$259,000	

Contingency for additional services	141,000	
Total NTE Amount		\$400,000

Pricing obtained through the Choice Partners has been competitively bid and meets the statutory requirements of Texas Local Government Code 271.102.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On August 17, 2010, City Council approved the interlocal agreement with the Harris County Department of Education Cooperative Purchasing Network (Ordinance 2010-190).

RECOMMENDATION

Award a contract with 4Imprint, Inc., for procurement fulfillment of Awards, Apparel, Screen Printing & Embroidery, Promotional and Commemorative Items related to products for the City of Denton, in a three (3) year not-to-exceed amount of \$400,000.

PRINCIPAL PLACE OF BUSINESS

4Imprint, Inc.
Oshkosh, WI

ESTIMATED SCHEDULE OF PROJECT

This is a three (3) year contract. Choice Partners will expire on July 29, 2029. Staff will follow up with Choice Partners at that time to confirm that the contract will be renewed for an additional time period. If the contract is not renewed, this item will automatically expire, and a new contract will be awarded.

FISCAL INFORMATION

These products and services will be funded through the using department's budget on an as-needed basis.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Ordinance

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

For information concerning this acquisition, contact: Lori Hewell, 940-349-7100.

Legal point of contact: Marcella Lunn at 940-349-8339.