



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Christine Taylor
DATE: August 4, 2026

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the approval of a second amendment to a contract between the City of Denton and Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services, primary vendor, and Cogent Infotech Corporation, secondary vendor, amending the contract approved by City Council on November 2, 2021, in the not-to-exceed amount of \$700,000.00; said second amendment to continue to provide temporary professional labor services and additional spending authority for the Procurement Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 7717 – providing for an additional second amendment expenditure amount not-to-exceed \$126,000.00, with the total contract amount not-to-exceed \$875,000.00).

INFORMATION/BACKGROUND

This amendment will allow departments to continue the use of this contract (7717) while the Customer Services Department is completing a new solicitation. The contract is for professional temporary labor that can be utilized by various City departments on an as-needed basis. The contract includes administrative, clerical, financial, accounting, technical, and professional positions. Currently, the Customer Services Department utilizes these services.

The original not-to-exceed was calculated using historical usage data. The estimated annual need was \$130,000, plus a \$50,000 contingency, for a five (5) year not-to-exceed (NTE) amount of \$700,000.

Adding the additional \$126,000 to the current NTE will allow departments to continue using this contract until a new one is in place.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On November 2, 2021, City Council approved a contract with Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services, and Cogent Infotech Corporation in the not-to-exceed amount of \$700,000 (Ordinance 21-2322).

RECOMMENDATION

Award Amendment No. 2 with AppleOne, Inc. dba AppleOne Employment Services, primary vendor, and Cogent Infotech Corporation, secondary vendor, to continue to provide temporary professional labor

services for the Procurement Department, in a not-to-exceed amount of \$126,000, for a total amended contract amount of \$875,000.

PRINCIPAL PLACE OF BUSINESS

AppleOne, Inc. dba AppleOne Employment Services
Glendale, CA

Cogent Infotech Corporation
Pittsburgh, PA

ESTIMATED SCHEDULE OF PROJECT

These contracts will expire on November 2, 2026.

FISCAL INFORMATION

These products and services will be funded through the department's budget on an as-needed basis. The City will only pay for services rendered and is not obligated to pay the full contract amount unless needed.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Original Ordinance, Contract and Amendment 1
Exhibit 3: Ordinance and Amendment 2

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

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

Legal point of contact: Leah Bush at 940-349-8672.