



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** March 5, 2024

### **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 Bryan & Sons Locksmith, Inc., for the repair, installation, and maintenance of locksmith services for various city buildings and equipment for the Facilities Management Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 8306 – awarded to Bryan & Sons Locksmith, Inc., for one (1) year, with the option for four (4) additional one (1) year extensions, in total five (5) year not-to-exceed amount of \$2,000,000.00).

### **STRATEGIC ALIGNMENT**

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

### **INFORMATION/BACKGROUND**

The proposed contract is to provide locksmith repair, installation, and maintenance services for various City buildings and equipment for City Facilities Management. Services will also include routine preventative maintenance and repair, as well as service calls and renovation projects. Preventative maintenance ensures all locking devices have the highest chance of operability, longevity, and efficiency. Service calls will allow Facilities Management staff to immediately address customer concerns.

Facilities Management hired an independent consultant to complete a condition assessment of 56 primary, high-use City buildings. This locksmith services contract will allow for any deferred locksmith deficiency/upgrade items as identified by the assessments to be completed.

Bryan & Sons Locksmith, Inc. is an Allegion-certified vendor on the Schlage Primus Everest EV29 XP system. The requirement is to support the City of Denton's level 9U restricted key platform by processing orders once authorization is issued by the City of Denton registered user.

After reference checks, staff feels that Bryan & Sons Locksmith, Inc. is an established business that has experience working with larger entities and possesses the competence to perform the work requested on time. Below is the information Bryan & Sons Locksmith, Inc. provided regarding the wages they pay their employees who will be assigned to the City's contract.

<b>Position Description</b>	<b>Bryan and Sons Locksmith Hourly Rate of Employees</b>
Technician Regular Hours - M-F 7 am-5 pm	\$125.00
Technician After Hours	\$200.00
Emergency Work (30 min response) Regular Hours	\$150.00
Emergency Work (30 min response) After Hours	\$200.00
Parts Mark-up	30% off MSRP

Request for Proposals was sent to 366 prospective suppliers, including 42 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Two (2) proposals were received, references were checked, and proposals were evaluated based on published criteria including compliance with specifications, probable performance, and price. Best and Final Offers (BAFO) were requested from the top firm. Based upon this evaluation, Bryan & Sons Locksmith, Inc. was ranked the highest and determined to be the best value for the City.

<b>NIGP Code Used for Solicitation:</b>	<b>910 - (Service Only) - Building Maintenance, Installation and Repair Services</b>
Notifications sent for Solicitation sent in IonWave:	366
Number of Suppliers that viewed Solicitation in IonWave:	9
HUB-Historically Underutilized Business Invitations sent out:	54
SBE-Small Business Enterprise Invitations sent out:	155
Responses from Solicitation:	2

### **RECOMMENDATION**

Award a contract with Bryan & Sons Locksmith, Inc. for the repair, installation, and maintenance of locksmith services for various City buildings and equipment for the Facilities Management Department, in a one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$2,000,000.

### **SUSTAINABILITY MEASURES**

When replacing or repairing Locksmith Services devices we will use the most cost-effective and efficient parts available.

### **PRINCIPAL PLACE OF BUSINESS**

Bryan & Sons Locksmith, Inc.  
Denton, TX

### **ESTIMATED SCHEDULE OF PROJECT**

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

### **FISCAL INFORMATION**

These services will be funded from Outside Contracted Services account 880200.6545. Requisitions will be entered into the Purchasing software system on an as-needed basis. Locksmith device replacements that

were identified as part of renovations will be funded from the capital budget. The budgeted amount for this item is \$2,000,000.

### **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: Thomas Gramer, 940-349-7467.

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