



City of Denton

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

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 Peruna Glass, Inc. dba Glass Doctor of North Texas, for the replacement and repair of glass for various City assets for the Fleet Services Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 8412 – awarded to Peruna Glass, Inc. dba Glass Doctor of North Texas, for three (3) years, with the option for two (2) additional one (1) year extensions, in total five (5) year not-to-exceed amount of \$500,000.00).

STRATEGIC ALIGNMENT

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

INFORMATION/BACKGROUND

The Request for Proposal is for automotive glass services for various City Fleet assets maintained by the City of Denton Fleet Services. The glass services will be performed on an as-needed basis to assist the City with glass replacements, installations, and sealant to maintain the operational condition of all City-owned Fleet assets. This service will include service calls that will allow Fleet Services staff to immediately address customer concerns and repairs needed to all Fleet assets. The Fleet Department cannot do this work internally and due to the complexity and frequency of this task, a contracted vendor will provide more reliable and quality services to the City.

Request for Proposals was sent to 723 prospective suppliers, including 68 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 upon published criteria including schedule, compliance with specifications, probable performance, and price. Best and Final Offers (BAFO) were requested from the top firm. Based upon this evaluation, Peruna Glass, Inc. dba Glass Doctor of North Texas was ranked the highest and determined to be the best value for the City.

NIGP Code Used for Solicitation:	910, 928, and 962
Notifications sent for Solicitation sent in IonWave:	723
Number of Suppliers that viewed Solicitation in IonWave:	10
HUB-Historically Underutilized Business Invitations sent out:	90
SBE-Small Business Enterprise Invitations sent out:	293
Responses from Solicitation:	2

RECOMMENDATION

Award a contract with Peruna Glass, Inc., dba Glass Doctor of North Texas, for the replacement and repair of glass for various City assets for the Fleet Management Department, in a three (3) year, with the option for two (2) additional one (1) year extensions, in total five (5) year not-to-exceed amount of \$500,000.

PRINCIPAL PLACE OF BUSINESS

Peruna Glass, Inc., dba Glass Doctor of North Texas
Carrollton, TX

SUSTAINABILITY MEASURES

When replacing or repairing glass, the City will use the most cost-effective and efficient parts available.

ESTIMATED SCHEDULE OF PROJECT

This is an initial three (3) year contract with options to extend the contract for two (2) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

These services will be funded from both operating and vehicle Motorpool funds. Requisitions will be entered on an as-needed basis. The budget amount for this item is \$500,000. 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: Pricing Evaluation
Exhibit 3: Ordinance and Contract

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

For information concerning this acquisition, contact: Tom Gramer, 940-349-7467.

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