City of Denton



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

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement

ACM: Cassey Ogden

DATE: July 16, 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 Palomira Corporation dba Bayou Graphics Corporation, as the primary vendor, and Lessek Enterprises LLC dba Impress Graphics as the secondary vendor, for vehicle graphics, decals, and installation for the Fleet Services Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 8315 – awarded to Palomira Corporation dba Bayou Graphics Corporation and Lessek Enterprises LLC dba Impress Graphics, for 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 \$315,000.00).

STRATEGIC ALIGNMENT

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

INFORMATION/BACKGROUND

The proposed contract will be utilized by the Facilities and Fleet Services Departments to procure decals for all City of Denton vehicles and equipment managed by Fleet Services. Each managed asset requires a vehicle identification number, City logo, and other department or service-specific decals to be placed on the exterior of the asset. The installed decals allow for clear and consistent identification of City assets, including first responder vehicles, and improve operational efficiency throughout Fleets' asset management processes. Funding for decals for new assets and replacements is included in the acquisition costs of the vehicle and is approved through the capital budget. Decals are also inspected during each service or inspection and replaced as necessary throughout the asset's life, which is funded through the operations budget. The contract value is based on historical spending levels and includes estimates for future assets and services.

Estimated Expenses

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Police Tahoe Decals	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
City Vehicles & Equipment Decals	30,000	30,000	30,000	30,000	30,000	150,000
Subtotal	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
Contingency (5%)	3,000	3,000	3,000	3,000	3,000	15,000
Total	\$63,000	\$63,000	\$63,000	\$63,000	\$63,000	\$315,000

Request for Proposals was sent to 211 prospective suppliers, including 13 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertise in the local newspaper. Four (4) proposals were received, and references were checked to ensure the vendor can provide the services requested in the Scope of Work. The proposal was evaluated based upon published criteria including delivery, compliance with specifications, probable performance, and price. Best and Final Offer (BAFO) was requested from the firms. The department is awarding the contract to Palomira Corporation dba Bayou Graphics Corporation, as the primary vendor, and Lessek Enterprises, LLC dba Impress Graphics as the secondary vendor.

NIGP Code Used for Solicitation:	<u>255</u> - Decals and Stamps & <u>966</u> - Printing and Typesetting Services
Notifications sent for Solicitation sent in IonWave:	211
Number of Suppliers that viewed Solicitation in IonWave:	20
HUB-Historically Underutilized Business Invitations sent out:	35
SBE-Small Business Enterprise Invitations sent out:	91
Responses from Solicitation:	4

RECOMMENDATION

Award a contract with Palomira Corporation dba Bayou Graphics Corporation, as the primary vendor, and Lessek Enterprises LLC dba Impress Graphics as the secondary vendor, for vehicle graphics, decals, and installation for the Fleet Services 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 \$315,000.

PRINCIPAL PLACE OF BUSINESS

Palomira Corporation dba Bayou Graphics Corporation Houston, TX

Lessek Enterprises LLC dba Impress Graphics 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 items will be funded through the City's Capital Budget and the Fleet Services Operating Budget. The budgeted amount for this item is \$315,000. The City will only pay for services rendered and is not obligated to pay the total 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: Dustin Rolfe, 940-349-8438.

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