



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Christine Taylor
DATE: March 23, 2026

SUBJECT

Consider recommending adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with Schweitzer Engineering Laboratories, Inc., for the purchase of protective relay panels for Denton Municipal Electric; providing for the expenditure of funds therefor; and providing an effective date (RFP 8965 – awarded to Schweitzer Engineering Laboratories, Inc., in the not-to-exceed amount of \$110,583.00).

STRATEGIC ALIGNMENT

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

INFORMATION/BACKGROUND

Denton Municipal Electric (DME) has projects in its five (5) year Capital Improvement Plan that require the purchase of protective relay panels that house microprocessor-based protective relays, control switches, test switches, and other devices necessary to operate and protect transmission lines, distribution lines, and substation equipment. The projects are as follows:

- **Masch Branch T2 Addition** – Project to extend existing bus and install (1) 25kV substation power transformer, switchgear building, and associated equipment to serve new load, increase reliability, and add redundancy.
- **Jim Christal T3 Addition** – Project to extend existing bus and install (1) 25kV substation power transformer, switchgear building, and associated equipment to serve new load, increase reliability, and add redundancy.

Protective relays are the “brains” of the protection systems that continuously monitor currents, voltages, and other inputs, and initiate actions, including opening circuit breakers when abnormal conditions are sensed, and perform other protective actions. Relays also provide metering functions, remote terminal unit functions (RTU), and control output functions. Relay panels are fabricated from steel to provide a sturdy framework for mounting protective relays and other equipment required for protection and control inside the substation. Relay panel construction includes installation of wiring, mounting of all hardware, testing, and delivery to Denton Municipal Electric.

The contract estimate is based on the quantities of panels needed for the CIP projects listed below. A 10% contingency was added for any unforeseen design changes.

Project Description	Contract Estimate
Masch Branch T2 Addition (Qty. 4)	\$50,265
Jim Christal T3 Addition (Qty. 4)	50,265
Contingency – 10%	10,053
Total	\$110,583

Requests for Proposals were sent to 290 prospective suppliers of this item, including six (6) Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Three (3) bids were received and evaluated based upon published criteria, including delivery, compliance with specifications, probable performance, and price. Best and Final Offers (BAFO) were requested from the top firm. Based upon this evaluation, Schweitzer Engineering Laboratories, Inc. was ranked the highest and determined to be the best value for the City.

NIGP Code Used for Solicitation:	287 – Electronic Equipment, Components, Parts, and Accessories (See Class 730 for Testing or Analyzing Type)
Notifications sent for Solicitation sent in IonWave:	290
Number of Suppliers that viewed Solicitation in IonWave:	23
HUB-Historically Underutilized Business Invitations sent out:	33
SBE-Small Business Enterprise Invitations sent out:	119
Responses from Solicitation:	3

RECOMMENDATION

Award a contract with Schweitzer Engineering Laboratories, Inc., for the purchase of protective relay panels for Denton Municipal Electric, in a not-to-exceed amount of \$110,583.

PRINCIPAL PLACE OF BUSINESS

Schweitzer Engineering Laboratories, Inc.
Charlotte, NC

ESTIMATED SCHEDULE OF PROJECT

Delivery of the items will occur 14 weeks after receipt of the order.

FISCAL INFORMATION

These items will be funded from a combination of the accounts listed below.

Masch Branch T2 Addition	605598500	\$50,265
Jim Christal T3 Addition	605585500	\$50,265

Requisition #174189 has been entered into the Purchasing software system in the amount of \$110,583. The budgeted amount for this item is \$110,583.

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: Mark Zimmerer, 940-349-7169.

Legal point of contact: Leah Bush at 940-349-8333.