



# City of Denton

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

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** May 7, 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 MSM Signs LLC dba Fastsigns Denton, for interior and exterior signs for various City buildings for the Facilities Management Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 8426 – awarded to MSM Signs LLC dba Fastsigns Denton, 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 \$2,000,000.00).

### STRATEGIC ALIGNMENT

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

### INFORMATION/BACKGROUND

Facilities Management maintains the interior and exterior signage located throughout 206 City-owned buildings. Signage needs at these facilities range from interior hallway and office markers to large exterior building signage. This contract is to assist in the creation and installation of signage on an as-needed basis to assist the City with renovations, remodels, and maintenance of existing facilities. The historical average spend for signage maintenance is \$20,000 per year.

In addition to regular maintenance and replacements, Facilities Management will begin implementing a new interior sign standard throughout all locations to provide cohesion throughout the City. Interior signage currently varies depending on the design of each building at the time of City ownership or the most recent renovation. This variety in color, size, and layout increases the cost and time to maintain signage in office spaces, restrooms, and hallways. Facilities will begin implementing this new standard in our tier 1 buildings, which are identified based on high public usage and City staff occupancy. The estimated cost to address these buildings is \$1,750,000 over the contract term.

|                                      | <b>Year 1</b>    | <b>Year 2</b>    | <b>Year 3</b>    | <b>Year 4</b>    | <b>Year 5</b>    |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Signage Standardization              | \$350,000        | \$350,000        | \$350,000        | \$350,000        | \$350,000        |
| Signage Maintenance                  | 20,000           | 20,000           | 20,000           | 20,000           | 20,000           |
| <b>Contract Spend</b>                | <b>\$370,000</b> | <b>\$370,000</b> | <b>\$370,000</b> | <b>\$370,000</b> | <b>\$370,000</b> |
| Contingency                          | 30,000           | 30,000           | 30,000           | 30,000           | 30,000           |
| <b>Contract Spend w/ Contingency</b> | <b>\$400,000</b> | <b>\$400,000</b> | <b>\$400,000</b> | <b>\$400,000</b> | <b>\$400,000</b> |

Request for Proposals was sent to 328 prospective suppliers, including 15 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Four (4) 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, MSM Signs LLC dba Fastsigns Denton was ranked the highest and determined to be the best value for the City.

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|---|--|
| NIGP Code Used for Solicitation:                              | 801-Signs, Sign Materials, Sign-Making Equipment, and Related Supplies |
| Notifications sent for Solicitation sent in IonWave:          | 328  |
| Number of Suppliers that viewed Solicitation in IonWave:      | 26   |
| HUB-Historically Underutilized Business Invitations sent out: | 17   |
| SBE-Small Business Enterprise Invitations sent out:           | 106  |
| Responses from Solicitation:                                  | 4  |

**RECOMMENDATION**

Award a contract with MSM Signs LLC dba Fastsigns Denton, for interior and exterior signs for various City buildings for the Facilities Management Department, in a 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.

**SUSTAINABILITY MEASURES**

The most cost-effective and efficient parts available will be used when replacing or repairing signs.

**PRINCIPAL PLACE OF BUSINESS**

MSM Signs LLC dba Fastsigns Denton  
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. Sign additions or new construction will be funded from the capital budget. The budgeted amount for this item is \$2,000,000. 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: Thomas Gramer, 940-349-7467.

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