



# City of Denton

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

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** November 14, 2023

### **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 Electric Actuator Service of Texas, LLC, for the purchase of parts, equipment, and service of AUMA-Branded Actuators and Gearboxes for the Water Production Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 8318 – awarded to Electric Actuator Service of Texas, LLC, for three (3) years, with the option for two (2) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$165,000.00).

### **STRATEGIC ALIGNMENT**

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

### **INFORMATION/BACKGROUND**

The Water Production Department utilizes equipment referred to as ‘Actuators’ and ‘Gearboxes’ to control the flow of water throughout the facility and treatment process. Valves are opened or closed with the combination of the actuator (the brain of the valve) and the gearbox (the mechanical gears of the valve). Without the proper parts or service, these valves can significantly hinder the treatment and distribution of water. Additionally, the replacement of these actuators and gearboxes is needed in the event the current equipment is obsolete or parts cannot be purchased. AUMA, a German manufacturer, produces this equipment. AUMA only recognizes and authorizes two vendors/distributors for this equipment.

By establishing a contract with a recognized and authorized distributor, Water Production’s capability of minimizing downtime from repairs will be reduced and all purchasing requirements will be met.

<b>AUMA Actuators and Gearboxes</b>	<b>Estimated 5-Year Expenditure</b>
Service and Parts Year 1	\$ 30,000
Service and Parts Year 2	\$ 30,000
Service and Parts Year 3	\$ 30,000
Service and Parts Year 4	\$ 30,000
Service and Parts Year 5	\$ 30,000
Contingency for additional services	\$ 15,000
<b>Total</b>	<b>\$165,000</b>

Request for Proposals was sent to 936 prospective suppliers, including 44 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. One (1) proposal was 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 work plan, compliance with specifications, probable performance, and price. Best and Final Offer (BAFO) was requested from the firm. The department is awarding the contract to Electric Actuator Service of Texas, LLC.

NIGP Code Used for Solicitation:	287, 890, and 913
Notifications sent for Solicitation sent in IonWave:	936
Number of Suppliers that viewed Solicitation in IonWave:	19
HUB-Historically Underutilized Business Invitations sent out:	77
SBE-Small Business Enterprise Invitations sent out:	322
Responses from Solicitation:	1

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On November 13, 2023, this item will be presented to the Public Utilities Board (PUB) for consideration.

### **RECOMMENDATION**

Award a contract with Electric Actuator Service of Texas, LLC, for the purchase of parts, equipment, and service of AUMA-Branded Actuators and Gearboxes for the Water Production Department, in a three (3) year, with the option for two (2) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$165,000.

### **PRINCIPAL PLACE OF BUSINESS**

Electric Actuator Service of Texas, LLC  
Celeste, TX

### **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 products and services will be funded through the using department's budget on an as-needed basis. 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: Ordinance and Contract

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

For information concerning this acquisition, contact: Daniel Parish, 940-349-7522.

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