



## DocuSign City Manager Approval Transmittal Coversheet

PSA	8172
File Name	Lineman Apprenticeship Program
Purchasing Contact	Christa Christian
Piggy Back Option	no
Contract Expiration	12/30/2026

## **Request for City Manager Approval of Purchase**

**DATE:** 3-21-2023

**DEPARTMENT:** Procurement

**ACM:** Cassey Ogden

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### **SUBJECT**

**Increase spend authority by \$50,000 to contract 8172 for professional services related to required lineman training for DME employees for a total not to exceed amount of \$100,000.00.**

### **BID/FILE INFORMATION**

- **8172 – Lineman Apprenticeship Program**
- **Apprentice training, Job Specific Safety Training, Journeyman Continuous Education Training, Annual Required Skills testing, and Refresher/Recurrent Training**
- **The services being rendered are DOT certified training for Electrical Utility Workers (Lineman).**
- **Section 252.022 of the Local Government Code provides that procurement of professional services are exempt from competitive bidding.**

### **RECOMMENDATION**

- **This vendor was chosen due to the fact they are local; eliminating travel expenses and they met all the required training needs and availability for both the Apprenticeship Program and Continuous Education for Journeyman Lineman.**

### **BASIS FOR SELECTION**

- **Previous vendors do not have the scope of classes needed to meet the requirements or the availability needed for the number of trainees at DME.**

### **PRINCIPAL PLACE OF BUSINESS**

- **Grid Training Corporation, dba Northwest Lineman College  
5110 Dakota Ln  
Denton, TX 76207**

### **ESTIMATED SCHEDULE OF PROJECT**

- **September 14, 2022 through December 30, 2026**

**CONTRACT ADMINISTRATOR**

- **Jeffrey Brown, Electric Safety & Training Division Manager**

**FISCAL INFORMATION**

- **\$50,000 added to PO 202304 from 600110.7902.0009.5880 (Operating Budget)**

**Requested by:**

Name – Jeffrey Brown

Phone – 940-349-7189

Requisition # - PO 202304

Respectfully submitted:

DocuSigned by:  
*Lori Hewell*

13E1D934887C40F...  
Purchasing

Expenditure Approved:

DocuSigned by:  
*Sara Hensley*

5236DB296270423...  
City Manager or Designate

3/21/2023

Date

**Certificate Of Completion**

Envelope Id: 35445DB66CDA4323942ABCB2D7A9FB90	Status: Completed
Subject: ****City Manager Approval *****DocuSign Item 8172 - lineman school	
Source Envelope:	
Document Pages: 3	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Lori Hewell
Time Zone: (UTC-06:00) Central Time (US & Canada)	901B Texas Street
	Denton, TX 76209
	lori.hewell@cityofdenton.com
	IP Address: 198.49.140.10

**Record Tracking**

Status: Original	Holder: Lori Hewell	Location: DocuSign
3/21/2023 9:36:44 AM	lori.hewell@cityofdenton.com	

**Signer Events**

Signer Events	Signature	Timestamp
Lori Hewell	<b>Completed</b>	Sent: 3/21/2023 9:39:02 AM
lori.hewell@cityofdenton.com		Viewed: 3/21/2023 9:39:09 AM
Purchasing Manager		Signed: 3/21/2023 9:40:17 AM
City of Denton	Using IP Address: 198.49.140.10	
Security Level: Email, Account Authentication (None)		
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Lori Hewell		Sent: 3/21/2023 9:40:18 AM
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Purchasing Manager		Signed: 3/21/2023 9:41:58 AM
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Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
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**Electronic Record and Signature Disclosure:**  
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Sara Hensley		Sent: 3/21/2023 9:41:59 AM
sara.hensley@cityofdenton.com		Viewed: 3/21/2023 9:42:27 AM
City Manager		Signed: 3/21/2023 9:42:33 AM
City of Denton		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
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**In Person Signer Events**

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**Editor Delivery Events**

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**Agent Delivery Events**

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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
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**Carbon Copy Events**

Status	Timestamp
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Carbon Copy Events	Status	Timestamp
<p>Cheyenne Defee  cheyenne.defee@cityofdenton.com  Procurement Administration Supervisor  City of Denton  Security Level: Email, Account Authentication  (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 3/21/2023 9:40:19 AM
<p>Christa Christian  Christa.Christian@cityofdenton.com  Senior Buyer  City of Denton  Security Level: Email, Account Authentication  (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 3/21/2023 9:42:34 AM
<p>Cheyenne Defee  cheyenne.defee@cityofdenton.com  Procurement Administration Supervisor  City of Denton  Security Level: Email, Account Authentication  (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 3/21/2023 9:42:34 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/21/2023 9:39:02 AM
Certified Delivered	Security Checked	3/21/2023 9:42:27 AM
Signing Complete	Security Checked	3/21/2023 9:42:33 AM
Completed	Security Checked	3/21/2023 9:42:34 AM
Payment Events	Status	Timestamps