



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Cassey Ogden
DATE: April 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 Sam's Club, through the Purchasing Association of Cooperative Entities (PACE) Contract Number P00246, for the acquisition of Retail Suppliers Services for various city departments; providing for the expenditure of funds therefor; and providing an effective date (File 8514 – awarded to Sam's Club, in the five (5) year not-to-exceed amount of \$450,000.00).

STRATEGIC ALIGNMENT

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

INFORMATION/BACKGROUND

The City of Denton leverages the PACE contract for retail supplier services which include but are not limited to office, auto, breakroom, electronic, hardware, and software supplies. In Fiscal Year 2023, City departments purchased an approximate amount of \$80,000 for supplies. The Parks Department purchased food items for resale, events, and camps. The Police Department purchased food and supplies for inmates at the City jail, conferences, and City events and the Fire Department purchased station supplies.

Project Description	Estimated 5-Year Expenditure
Year 1	\$80,000
Year 2	80,000
Year 3	80,000
Year 4	80,000
Year 5	80,000
Contingency	50,000
Total	\$450,000

Pricing obtained through the PACE Purchasing Association of Cooperative Entities has been competitively bid and meets the statutory requirements of Texas Local Government Code 271.102.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On July 16, 2019, City Council approved the interlocal agreement with the PACE Purchasing Association of Cooperative Entities (Ordinance 19-1514).

RECOMMENDATION

Award a contract with Sam's Club, for the acquisition of Retail Suppliers Services for various city departments, in a five (5) year not-to-exceed amount of \$450,000.

PRINCIPAL PLACE OF BUSINESS

Sam's Club
McAllen, TX

ESTIMATED SCHEDULE OF PROJECT

This is a five (5) year contract. This PACE contract expires on December 31, 2025.

FISCAL INFORMATION

These products and services will be funded through the department's budget on an as-needed basis.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Ordinance

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

For information concerning this acquisition, contact: Lori Hewell, 940-349-7100.

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