



# Weatherford City Council

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## AGENDA REPORT

**Meeting Date:** December 17, 2024

**Staff Contact:** Amy Borders, Director of  
Communications and Marketing

**Item Number:** 2024-745-AR

**Phone:** 817-598-4209

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**SUBJECT:** Consider approving payment for completed promotional merchandise purchase that exceeded the \$5,000 authorization threshold under City Policy and Texas Local Government Code.

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### **BACKGROUND/DISCUSSION**

This request seeks Council approval for payment processing in accordance with Local Government Code and City Purchasing Policy requirements and is related to the purchase of new promotional materials and merchandise promoting Weatherford (t-shirts, long sleeve t-shirts, and sweatshirts) that were made outside of the standard purchasing policy.

Pricing was obtained from three vendors initially. Quantities were increased after that and updated quotes were obtained to ensure that all three quotes would reflect the same quantities as the invoice. The vendor that was chosen was not the lowest bid, however was the best value as well as a local vendor (Plano, Tx). The chosen vendor provides a high level of service through a detailed press proof with color separation, as well as local free delivery. The two other quotes did not include freight (nor offer local free delivery), and once freight would be added the total amount would likely exceed the amount of Knock-Out Specialties. Items are used for promotional giveaways as well as available for purchase at events and City Hall.

### **FINANCIAL IMPACT**

The cost of the merchandise purchased and received from Knock-Out Specialties is \$5,650.

### **SUGGESTED ACTION**

This retroactive approval will allow the City Manager to process payment for merchandise purchases made outside standard purchasing procedures. Staff recommends authorizing the payment of merchandise purchased in the amount of \$5,650 to Knock-Out Specialties.

### **ATTACHMENTS**

- [Knock-Out Specialties Invoice](#)
- [4imprint Quote](#)
- [Apliiq Quote](#)