

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends that the Board of Trustees approves a contract for the purchase of apparel items from Ad-Wear & Specialty of Texas, Inc. and Allmark Impressions for the District.

### **BACKGROUND**

The contract is utilized districtwide for special events and District promotion for students, faculty, staff, and prospective students.

Invitation To Bid Number FY2025-ITB-001 was issued to procure apparel items for the District. Twelve responses were received and evaluated by a team consisting of the Purchasing Department staff. The proposals submitted by Ad-Wear & Specialty of Texas, Inc. and Allmark Impressions are recommended as the best value to the District based on evaluation scores.

### **IMPACT OF THIS ACTION**

This contract provides all apparel items for the District, including camps, fundraisers, student interests, campus events, All College Day items, and uniform shirts for plant operations and grounds maintenance staff.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$560,000 for three years, which is budgeted in the various departments' FY25 operating budget and subsequent years' budgets, subject to Board approval. The current contract spend is \$510,000.

### **MONITORING AND REPORTING TIMELINE**

The contract term is January 1, 2025 through December 31, 2027.

### **RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer  
972-758-3831