

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees approves a contract for the purchase of promotional products from Soar Promo, LLC, Bernstein Lash Marketing, LLC, Logotology, The Urban Circle, Authentic Promotions, Big Hit Creative Group, 4imprint, Inc, and Zheng Commerce for the District.

BACKGROUND

This contract will provide for the purchase of promotional products such as backpacks, pens, cups, and banners with the District's logo. The contract is available districtwide and is utilized by departments such as Student and Enrollment Services, Student Engagement, Human Resources, and Communications.

Invitation to Bid Number FY2026-ITB-062 was issued to procure promotional products for the District. Forty responses were received and evaluated by a team consisting of representatives from Student and Enrollment Services and Student Engagement. The proposals submitted by Soar Promo, LLC, Bernstein Lash Marketing, LLC, Logotology, The Urban Circle, Authentic Promotions, Big Hit Creative Group, 4imprint, Inc, and Zheng Commerce are recommended as the best value to the District, based upon evaluation scores.

IMPACT OF THIS ACTION

Promotional products will be utilized for campus events and activities, recruitment, brand awareness, and to promote District services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

- Total Authorization Requested: \$1,000,000
- Funding Source: FY27 operating budgets and subsequent years' budgets
- Previous Contract Spend: \$857,586

MONITORING AND REPORTING TIMELINE

The contract term is November 1, 2026 through October 31, 2029.

RESOURCE PERSONNEL

Melissa Irby, Chief Financial Officer
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