

PURCHASE RECOMMENDATION FORM

Requesting Board Approval of Purchases over \$50,000

DESCRIPTION of item or service to be purchased:	TISD Promotional Items, Spirit Apparel, Signage & related items
REQUESTOR: (Campus/Department)	Temple Finance/Purchasing Department
What is the PURPOSE of this purchase?	Supply Temple ISD with customized logo clothing, clothing accessories and custom signing to support District Activities and logo uniform requirements. TISD spends over \$100,000 in this category over a 12-month period and under TEC 44.031 requires competitive bidding or interlocal contract.
State which Temple ISD-authorized PURCHASING COOPERATIVE, VENDOR, INTERLOCAL AGREEMENT, and/or CONTRACT you will use for this purchase:	Competitive Bid and Award under Request for Proposal 003-25 (A) Supplemental and applicable Purchasing Cooperatives.
Justificaiton for SOLE SOURCE purchase (if applicable): (Must fill out Sole Source Form and provide Sole Source Letter from the vendor.)	N/A
Name of VENDOR(s):	Multiple vendors awarded under RFP 003-25 (A) supplemental to meet wide scope of requirements for custom signing, custom apparel and accessories. A list of awarded vendors can be found at Temple ISD Purchasing website.
Maximum COST:	Total Cost not to exceed \$250,000 for the 12 month aggregate.
Method used to ensure best value:	Competitive Bid and Award under Request for Proposal 003-25 (A) Supplemental and applicable Purchasing Cooperatives.
DEADLINE for purchase:	11/30/2026
Funding source(s):	General Funds
Other information:	TISD has issued renewal contracts for custom logo apparel under RFP 005-25 (October 2024) and issued an annual solicitation and award for additional vendors under RFP 005-25 (A) Supplemental (October 2025).

revised: JAN 2023