

BID #	DESCRIPTION	AMOUNT
NEW SOLICITATIONS		
3756	ANNUAL CONTRACT FOR PROMOTIONAL PRODUCTS Authentic Promotions.com Carmichael, CA Positive Promotions, Inc. Hauppauge, NY Logotology Richardson, TX You Name It Specialties San Antonio, TX	250,000.00 (3 year total not to exceed)

TO: The Board of Trustees

FROM: Interim District President Colleen Smith

DATE: February 24, 2015

SUBJECT: Recommendation for Approval of Reference 3756 – Annual Contract for Promotional Products.

SCOPE: Annual contract for the purchase of promotional products for the District. The majority of the items purchased under this contract are purchased by the student services areas. Term of contract: 03/1/2015 through 02/28/2018.

RESPONSES: Twenty-nine (29) vendors viewed the bid package, thirteen (13) responded.

COMPARISON: See attached.

RECOMMENDATION: \$250,000.00
Authentic Promotions.com (3 year total not
Carmichael, CA to exceed)

Positive Promotions, Inc.
Hauppauge, NY

Logotology
Richardson, TX

You Name It Specialties
San Antonio, TX

JUSTIFICATION: Evaluations were based on four (4) sample jobs utilizing the percentage discounts bid by the vendor. Even though some vendors listed a higher discount percentage, their list prices were much higher, resulting in a higher cost for the items.

The four (4) recommended vendors provided consistently lower prices on the four (4) sample jobs. Awarding the contract to multiple vendors will provide the departments options on a variety of product offerings at competitive prices.

REQUESTING DEPARTMENT: District Wide