

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a renewal of the contract for printed t-shirts and embroidered polo shirts from Ad-Wear & Specialty of Texas, Inc. for the District.

**BACKGROUND**

Ad-Wear & Specialty of Texas, Inc. was awarded the contract for printed t-shirts and embroidered polo shirts under Invitation to bid (ITB) Number 4202 in October 2018.

**IMPACT OF THIS ACTION**

The contract for printed t-shirts and embroidered polo shirts is utilized district-wide for special events and promotion of the District for students, faculty, staff, and prospective students.

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

This purchasing request is for spend authorization of \$160,000, which is budgeted in various departments' FY21 operating budget and subsequent year's budgets subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The contract term is January 1, 2021 through December 31, 2021.

**RESOURCE PERSONNEL**

Sherry Schumann, Ph.D., Executive Vice President  
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