

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract for the purchase of promotional products from 4imprint, Inc., Authentic Promotions.com, Bay Promo LLC., Buffalo Specialties, Bernstein Lash Marketing, Big Hit Creative Group, Empire Marketing, Exalt Printing Solutions, Inc., Facility Management International Consulting LLC., Joy Promotions Inc., Logotology, Speedpro Imaging Richardson, and The Urban Circle for the District.

BACKGROUND

This contract will provide for the purchase of promotional products such as, but not limited to, banners, tablecloths, pens/pencils, cups, totes, and backpacks that have been customized with the District's logo. These purchases are made by departments District wide with Student Life, Human Resources, Communications, Grants and Contracts, and Recruitment and Programs placing the majority of the orders.

Reference Number SCON-100855 was issued to track the volume of spend and procure promotional products on Invitation To Bid Number FY2023-ITB-006 for the District.

IMPACT OF THIS ACTION

The promotional products purchased are used for student and employee recruitment and orientation, campus events and activities, introduce and promote District services, and expand advertising exposure.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$1,000,000, which is budgeted in various Departments' FY24 operating budget and subsequent years' budgets, subject to Board approval. Contract spend was \$1,037,506 for the last three years.

MONITORING AND REPORTING TIMELINE

The contract term is November 1, 2023 through October 31, 2026.

RESOURCE PERSONNEL

Dr. Bill King, Executive Vice President
972-758-3880