

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves the expenditure of additional funds for the purchase of apparel items from Ad-Wear & Specialty of Texas, Inc. and Buffalo Specialties for the District.

### **BACKGROUND**

The contract for apparel items is utilized districtwide for special events and the District's promotion for students, faculty, staff, and prospective students. An Invitation To Bid Number 4470 was issued and awarded in October 2021 to procure apparel items.

### **IMPACT OF THIS ACTION**

Based on the annual spending on the previous three-year contract, the initial request should have included the annual purchase of uniform shirts for the plant operations and grounds maintenance staff. Prior uniforms were provided by a uniform rental company.

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

The Board has approved a total spend authorization of \$500,000. This purchasing request is for an additional \$60,000 spend authorization in the various departments' FY25 operating budgets. Current contract spend is \$489,140.

### **MONITORING AND REPORTING TIMELINE**

The contract term is January 1, 2022 through December 31, 2024.

### **RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer  
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