



# Board of Trustees Agenda Item Information Form

Date Submitted: July 14, 2025

**Meeting Type**

- ☒ Regular Meeting  
☐ Special Meeting/Workshop

**Agenda Placement**

- ☐ Public Hearing  
☐ Executive Session  
☐ Recognition  
☐ Program Spotlight  
☐ Community Input

**Code**

PH  
ES  
R  
PS  
CI

**Agenda Placement**

- ☐ Administrative Report  
☒ Consent Agenda  
☐ Action Item  
☐ Information/Discussion

**Code**

AR  
CA  
AI  
ID

Meeting Date: July 28, 2025

**District Strategies (Check all that apply):**

- ☒ Students and staff will thrive in a secure environment, build connections and community, and become resilient leaders.  
☒ Each student will engage in world-class learning experiences that foster curiosity, develop talents, guide exploration, and fuel achievement.  
☒ We will cultivate innovation through strategic collaboration and responsive organizational stewardship.

**Subject:**

Consider Approval of Renewal of Contract 2023.604 Promotional, Awards, and Recognition Merchandise

**Background:**

In July 2024, the Board approved the renewal of Contract 2023.604 Promotional, Awards, and Recognition Merchandise in the amount of \$400,000. To date, \$240,106 of the approved contract value has been encumbered. The scope of this contract is to provide a purchasing method with qualified suppliers for promotional products, awards, and recognition merchandise in our education and business environments throughout the District on an as-needed basis. It is the recommendation of the Director of Purchasing to approve the renewal of this contract for an estimated annual contract value of \$400,000. There is one renewal option remaining on this contract.

**Fiscal Impact Statement**

**Cost:** \$400,000.00

- ☒ Recurring  
☐ One-Time

**Funding Source:**

- ☒ General Fund  
☒ Grant Fund Local and Federal  
☒ Other Funds (specify)  
Federal and Capital

Fiscal Year: 2025 / 2026

Amendment Required: N/A

☐ Bond Funds (program year): N/A

**Superintendent's Recommendation:**

It is the recommendation of the Superintendent that the Board of Trustees approve the renewal of Contract 2023.604 Promotional, Awards, and Recognition Merchandise with the vendors on the attached list beginning September 1, 2025 through August 31, 2026. The estimated annual contract value is \$400,000.

**Department Submitting Form:** Purchasing

**Cabinet Member's Approval:** Alice Benzaia