

BID #	DESCRIPTION	AMOUNT
	NEW SOLICITATIONS	
3598	ANNUAL CONTRACT FOR PRINTED T-SHIRTS AND EMBROIDERED POLOS FOR THE DISTRICT Buffalo Specialties Addison, TX	\$37,000.00 (not to exceed)

TO: The Board of Trustees

FROM: President Cary Israel

DATE: May 27, 2014

SUBJECT: Recommendation for Approval of Bid 3598 - Annual Contract for Printed T-Shirts and Embroidered Polos.

SCOPE: Annual contract for printed t-shirts and embroidered polos for the District. The initial term of contract is for one (1) year with an option to renew two (2) additional consecutive years upon mutual agreement and Board approval. Term of contract: 11/01/2013 through 10/31/2014.

RESPONSES: Forty-six (46) vendors viewed the bid package, three (3) responded.

COMPARISON: See attached.

RECOMMENDATION: Buffalo Specialties \$37,000.00
Addison, TX (not to exceed)

JUSTIFICATION: Low bid. When initially awarded in November 2013, prior year's expenditures indicated that the contract spend would not reach the amount requiring Board approval. Current expenditures for this contract term are at \$23,204.42 and two (2) requisitions are being held pending Board approval that total \$2,184.20. The requested not to exceed amount will be needed to finish out the current contract, which does not expire until 10/31/2014. T-shirts are purchased through student organizations and athletics for various camps, organizations and college events throughout the year, such as Leadership Camp, Rock the Vote, Math Club, Tennis and Welcome Week.