

Purchase Request #9
Regular Board Meeting October 22, 2019
Consideration of Approval to Renew Contract for
Printed T-shirts and Embroidered Polo Shirts

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a renewal of the contract for purchase of 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 selected as the District's vendor for printed t-shirts and embroidered polo shirts in 2018.

Invitation to bid (ITB) Number 4202 was issued in October 2018 to procure printed t-shirts and embroidered polo shirts on behalf of the District. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

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 and staff, as well as prospective students.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$110,000 which is budgeted in various departments' FY 20 operating budget and subsequent years' budgets subject to Board approval. The current contract spend amount for the initial term is \$75,000. The Board approved an increase of \$30,000 for the current term of this contract at the September 27, 2019 Board meeting. Total authorization for the 2019 calendar year is \$105,000.

MONITORING AND REPORTING TIMELINE

The term of contract will be January 1, 2020 through December 31, 2020.

RESOURCE PERSONNEL

Sherry Schumann Executive Vice President

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