

Purchase Request #6
Regular Board Meeting September 24, 2019
Consideration of Approval of Additional Funds for
Printed T-Shirts and Embroidered Polo Shirts

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of printed t-shirts and embroidered polo shirts from Ad-Wear & Specialty of Texas, Inc. for the District.

BACKGROUND

The contract for printed t-shirts and embroidered polo shirts has been utilized district-wide for special events and promotion of the District for students, faculty and staff, as well as prospective students.

Invitation to bid (ITB) Number 4202 was issued to procure printed t-shirts and embroidered polo shirts. 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

This contract provides for all t-shirt and embroidered collegiate wear for the District. This includes camps, fundraisers, student interests, campus events and All College Day items.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract in December 2018 for a total amount of \$60,000. This purchasing request is for spend authorization for an additional \$30,000 which is budgeted in various departments' FY20 operating budget. FY19 annual spend amount was \$57,986.

MONITORING AND REPORTING TIMELINE

The term of contract is January 1, 2019 through December 31, 2019.

RESOURCE PERSONNEL

Sherry Schumann Executive Vice President

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