

BID #	DESCRIPTION	AMOUNT
CONTRACT REVISION		
3598	ANNUAL CONTRACT FOR PRINTED T-SHIRTS AND EMBROIDERED POLOS	
	Buffalo Specialties Addison, TX	
	Original Contract:	\$49,999.99
	CO # 1 – Increase:	\$35,000.00
	Revised Contract Total:	\$84,999.99

TO: The Board of Trustees

FROM: District President H. Neil Matkin

DATE: July 28, 2015

SUBJECT: Recommendation for Approval of Change Order for Competitive Sealed Bid 3598 – Annual Contract for Printed T-shirts and Embroidered Polos.

SCOPE: This change order will increase our current annual contract to cover the cost of printed t-shirts and embroidered polos. Additional orders are needed for publicity opportunities during ground breaking ceremonies, opening of new facilities and special events.

RECOMMENDATION: Buffalo Specialties
Addison, TX

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REQUESTING DEPARTMENT: District-wide.