

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the purchase of apparel items from Ad-Wear & Specialty of Texas, Inc. and Buffalo Specialties for the district.

BACKGROUND

The contract for apparel items is utilized district-wide for special events and promotion of the district for students, faculty, staff, and prospective students.

Invitation to Bid (ITB) Number 4470 was issued to procure apparel items. Fifteen (15) responses were received and evaluated by a team consisting of Purchasing staff. Based upon evaluation scores, the bids submitted by Ad-Wear & Specialty of Texas, Inc. and Buffalo Specialties are recommended as the best value to the district.

IMPACT OF THIS ACTION

This contract provides all apparel items for the district, including camps, fundraisers, student interests, campus events, and All College Day items.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$500,000 for three (3) years, which is budgeted in the various departments' FY22 operating budget and subsequent year's budgets subject to Board approval.

MONITORING AND REPORTING TIMELINE

The contract term will be three (3) years beginning January 1, 2022 through December 31, 2024.

RESOURCE PERSONNEL

Dr. Sherry Schumann, Executive Vice President
972-758-3880