

Purchase Request #4
Regular Board Meeting October 24, 2017
Consideration of Approval of
Additional Funds for Printed T-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 Buffalo Specialties, Inc. and Joy Promotions, Inc.

BACKGROUND

As the District has grown, the purchase of printed t-shirts and embroidered polo shirts has increased substantially. These purchases are made by departments District wide with Student Services departments placing the majority of the orders.

Request for Bids (RFB) Number 3870 was issued to procure printed t-shirts and embroidered polo shirts for the District. Purchases are made on an as needed basis. 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 printed t-shirts purchased are used to thank and incentivize current students, recruit new students, introduce and promote services and events, motivate employees and expand advertising exposure.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract in October 2015 for a total amount of \$100,000.00. This purchasing request is for spend authorization for an additional \$125,000.00 which is budgeted in various department's 2017-2018 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

MONITORING AND REPORTING TIMELINE

The term of contract is November 1, 2015 through October 31, 2018.

RESOURCE PERSONNEL

Sherry Schumann SVP Academic Workforce & Enrollment Services 972-758-3880