

**Purchase Request #1
Regular Board Meeting December 11, 2018
Consideration of Approval to Contract for
Printed T-shirts and Embroidered Polo Shirts**

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Invitation to bid (ITB) Number 4202 was issued to procure printed t-shirts and embroidered polo shirts. Nine (9) responses were received and evaluated by a team from the Purchasing Department who determined the bids submitted by both Ad-Wear & Specialty of Texas, Inc. would provide the best value to the District. The bids submitted by Ad-Wear and Specialty of Texas were determined to be both responsible and responsive to all solicitation requirements.

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 will be utilized district-wide for special events and promotion of the District for students, faculty and staff, as well as prospective students.

BUDGET INFORMATION

The estimated annual expenditure for this request is \$60,000.00, which is budgeted in various departments' FY19 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 will be January 1, 2019 through December 31, 2019.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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