



## ***ALVIN INDEPENDENT SCHOOL DISTRICT***

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***Mickie Dietrich***  
*Director of Purchasing*

September 23, 2019

TO: PAT MILLER  
FROM: MICKIE DIETRICH, AVA BEDDINGFIELD  
SUBJ: Request for Award of Proposal #1910 IMPREM-CAT

This proposal was established to qualify approved vendors under the State Purchasing Guidelines CH Legal and Education Code 44.031(a) whereby school districts are required to utilize a competitive bidding method that provides the best value for the district when making purchases valued at \$50,000 or more in the aggregate for a 12-month period. To satisfy this State Law, Alvin ISD extended this proposal.

Bid proposal #1910 IMPREM–CAT Imprinted, Printed & Embroidered Items Including Apparel, Customized Imprinted Items, and Engraved & Award Items Proposal (RFP) was extended through a newspaper legal advertisement and on the District Purchasing website. This proposal was extended based on prior year's usage, staff and vendor requests. Over 42 vendors were extended packets by mail, fax and email with 34 qualified responses.

This bid proposal was extended as a non-exclusive award, meaning one by which multiple vendors may be designated as suppliers for items covered under the terms of the contract for the duration of said contract. This bid proposal was designed to provide approved vendor catalog resources for campus/department personnel. Formal price quotes will be obtained utilizing this vendor list and other IMPREM-CAT qualified vendors before a purchase order may be processed. The lowest price meeting the needs of the campus/department will be awarded the order. The following categories were included on 1910 IMPREM–CAT Proposal: Apparel for Students (APPAREL STUDENT), Apparel (Rental) for Staff (APPAREL RENT), Apparel (Work) for Staff (APPAREL STAFF), Customized & Decorative Banners, Flags and Signs (FLAGSFLAGS), Custom Screen Printing for Staff (IMPR STAF CUST SCR), Custom Screen Printing for Students (IMPR STUCUST SCR), Imprinted Novelties (IMPREMNOVELTIES), Specialty Shirts (IMPREM SHIRTS), Embroidered Items for Staff (IMP STAF EMBR), Embroidered Items for Students (IMP STUD EMBR), Specialty & Promotional Items for Staff (IMPR STAF SPEC PROM), Specialty & Promotional Items for Students (IMPR STUD SPEC PROM), Miscellaneous Specialty & Promotional Items (IMPR MISC SPEC PROM), Engraved, Embossed Awards for Staff (AWA STF ENG EMB), Engraved, Embossed Awards for Students (AWA STU ENG EMB), Student & Staff Awards (AWARDSVC), Trophies, Plaques, Awards for Staff (AWA STAF TROPH), Trophies, Plaques, Awards for Students (AWA STUD TROPH), Awards Not Otherwise Classified (AWARDOTHER), Name Badges & Desk Plates (IMPREM BADGE), Student Incentives (STUDENT INCENT), Staff Incentives (STAFF INCENT)

Propose award to all 48 vendors meeting specifications outlined in Proposal 1610 IMPREM–CAT Imprinted, Printed & Embroidered Items Including Apparel, Customized Imprinted Items and Engraved & Award Items Proposal (RFP). Attached is the list of vendors that participated in the bidding process and are proposed for award. This listing will be placed on the website as approved vendors for purchases upon Board approval. This proposal requested a one-year term contract award with a two-year renewal extension; therefore, this proposal will not expire until October, 2022.