



## COUNCIL AGENDA ITEM MEMORANDUM

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### **DEPT./DIVISION SUBMISSION & REVIEW:**

Belinda Mattke, Director of Purchasing and Facility Services

Randi Hairston, Assistant Director of Purchasing and Facility Services

**ITEM DESCRIPTION:** Consider adopting a resolution authorizing annual purchase agreements with 4imprint, Inc of Oshkosh, WI; Bienali Promotions, LLC of Highland Park, IL; Positive Promotions, Inc. of Hauppauge, NY; Promotional Designs, Inc. of Dallas; and Sports World, Inc. of Temple and agreement renewals for AGAS MFG, Inc. of Philadelphia, PA; Be One Promotional Marketing of Temple; Big Hit Creative Group of Garland; Dugout Sports/Eagle Custom Apparel of Spring; HALO Branded Solutions, Inc. of Sterling, IL; Impressions BCTX, LLC dba Three Thread Designs of Temple; Mancha Screenprint & Embroidery, LLC of McAllen; Perry Office Plus of Temple; Printed Promotionals of Corpus Christi; SHR Enterprises dba Specialty Printing & Graphics of Houston; Solutions, Etc. of Temple; and Temple Welding & Industrial Supply of Temple for City-logo promotional items and apparel in the estimated annual amount of \$110,000 for FY 2025.

**BACKGROUND:** Approval of this item will allow for various firms to provide promotional items, stuff-we-all-get (SWAG), screen printed apparel, embroidered apparel/items, and other related purchases with the City's logo as needed during FY 2025.

On October 5, 2023, Council approved a pool of vendors to provide promotional items and apparel procured through Request for Proposals (RFP) #13-12-24. Staff is requesting approval to renew purchase agreements with AGAS MFG, Inc.; Be One Promotional Marketing; Big Hit Creative Group; Dugout Sports/Eagle Custom Apparel; HALO Branded Solutions, Inc.; Impressions BCTX, LLC dba Three Thread Designs; Mancha Screenprint & Embroidery, LLC; Perry Office Plus; Printed Promotionals; SHR Enterprises dba Specialty Printing & Graphics; Solutions, Etc.; and Temple Welding & Industrial Supply.

RFP #13-04-25 was issued to add more firms to the pool of vendors to provide promotional items and apparel for FY 2025 to ensure a wide range of products at varying price points to be available to meet the needs of multiple departments. 15 proposals were received, and an evaluation committee comprised of various departmental staff reviewed the submissions. It is recommended that Council

authorize awards to the vendors that scored 80 points or more during the evaluation process. These vendors include 4imprint, Inc.; Bienali Promotions, LLC; Positive Promotions, Inc.; Promotional Designs, Inc.; and Sports World, Inc. Evaluation factors included experience and qualifications, product availability, product support and customer service, and pricing.

The agreements will commence October 1, 2024, continue through September 30, 2025, and can be extended for three additional one-year periods, if agreeable to the parties.

**ALIGNMENT WITH ADOPTED PLANS:**

Plan	Comments
Strategic Plan	This item supports the City of Temple's Strategic Plan goal of "Open and Responsive Communication with our Community" and the commitment to "Promote an excellent image by strengthening Temple's brand identity."

**STAFF RECOMMENDATION:** Adopt resolution as presented in item description.

**BOARDS & COMMISSIONS RECOMMENDATION:** This item was not reviewed by any of the official boards and commissions.

**FISCAL IMPACT:** Funding for the purchase of promotional items from various vendors in an estimated amount of \$110,000 is included in the adopted FY 2025 Budget by various departmental budgets.

**ATTACHMENTS:**

Resolution  
Proposal Evaluation Tabulation