



Memorandum

Date: September 27, 2019

To: Diane Palmer-Boeck, Director of Procurement and Project Management

From: Nik Winter, Contract Specialist

Subject: Custom T-shirts for Various Departments award recommendation

The scope of services for this contract includes production of custom T-shirts for various City of Plano departments.

Departments order T-shirts throughout the year with varying quantities and delivery dates. By consolidating requirements we will see a reduction in costs and establish quality standards for the shirts and utilization of the city logo.

Award is recommended to the lowest responsive, responsible bidder meeting specifications, Mustang Apparel, Inc., dba Incentive Brands for an estimated annual amount of \$50,000. This award amount is based on available budgets of various departments, past purchases and anticipated utilization of the contract. Purchases will not exceed allocated budget amounts.

If this contract is not awarded, the City will not benefit from a cost reduction due to the consolidation of requirements and increase the time for departments to procure.