



CONTRACT AWARD

Award Date: October 24, 2023

Contract Number: W0001819
Replaces: B0001545

Procurement Officer: Robby Murray
Telephone: (316)978-5185
E-mail Address: robby.murray@wichita.edu

Item: Promotional Supplies and Logo Apparel (includes embroidery)

Department: Wichita State University, All Departments
1845 Fairmount
Wichita, KS 67260

Period of Contract: **Date of signed contract through August 31st, 2024
(option to renew four (4) additional one (1) year periods)**

Purpose of the Contract:

To establish a contract with a pool of "approved contractors" authorized for the Faculty/Staff to utilize for Promotional Items and Apparel for Wichita State University departments.

Purchasing Procedure:

When a department identifies a need to procure goods or services (Commodity) they must first go through the steps outlined below before making the purchase.

Step 1: Determine if the desired Commodity is available from an internal source. (Examples include Facility Operations, Information Technology Services and Telecommunications, Media Resources Center or Supply Services and Shocker Printing Solutions.)

Step 2: Determine if the Commodity is available through the [State Use Catalog](#).

Step 3: Determine if the Commodity is available through a [Contracted Vendor](#) either locally or from [State of Kansas](#).

In the chart below, includes a list of approved contracted vendors. Each contractor listed includes their company name, sales contact name, phone number, email address and website. In addition, included is the "preferred method of ordering supplies".

For questions concerning contract/contact information reach out to the Office of Purchasing.

Process:

At the time an end user/department needs to make an actual purchase of an item on this contract, the following processes are recommended:

1. It is recommended to obtain a minimum of 3 quotes.
2. Therefore, a request for a quote for "then-current pricing" should be submitted to any one of the three (3) of the established approved contractors. When feasible, WSU Promo Solutions should be included in the pool.
3. The approved contractors shall complete the request for a quote and return it to the agency requestor, within the timeframe indicated in the request.
4. Agency will award to the lowest cost at the time, keeping in mind specifications must be met.
5. A purchase order will be issued to the awarded vendor and delivery will be expected within the timeframe quoted. At the time of price quote, in the event delivery minimums apply, approved contracted vendors shall submit that information with their quote response to the agency.

B0001819 Promotional Supplies and Logo Apparel

For contractors 1-7 listed below, browse website for available products and submit a request for a quote online or via email. Approval for artwork on quotes are processed via email, and purchase orders are finalized via email.

For contractors 8-9 listed below, until fully implemented in Unimarket:
Browse websites for available products and submit request for a quote online. Approval for artwork on quotes are processed via email and purchase orders are finalized via email.

	Vendor ID No.	Contractor Company Name	Sales Contact Name	Sales Contact Number	Contact Email	Website
1.	Internal Dept.	Promo Solutions	Ellen Abbey	316-978-3642	promo@wichita.edu	https://www.promosolutions.net/
2.	X10495703	Exhibit Arts LLC	Steve Tackett Patricia Meshefski	316-247-1761 316-247-1739	steve@exhibitarts.net patricia@exhibitarts.net	https://exhibitarts.net/products-and-services/promotional-products/
3.	X10906824	Oklahoma Promo	Shannon Thompson	918-248-8145	shannon@oklahomapromo.com	http://www.oklahomapromo.com/
4.	X10002753	Midwest Single Source	Steven King	316-293-1162 C 316-368-1840	steven@midwestsinglesource.com	www.midwestsinglesource.com
5.	X10504223	Industrial Uniform dba Logo Depot	Rob Regier	316-264-2871 C 316-285-3666	rob@logodepotweb.com	https://logodepotweb.com/
6.	X10003462	Spectrum Promotional	Tom Henry	316-990-7900	tom@promospectrum.com	https://productsearch.spectrumpromotional.com/
7.	X10371772	4imprint	John Lord	866-624-3699 C 920-203-9392	jlord@4imprint.com	https://www.4imprint.com/
8.	X11036010	Club Colors Buyer, LLC	Myra Haley	336-207-0831	Mhaley@clubcolors.com	https://wsubrandshop.ccbrands.com/
9.	X11036231	Consolidus, LLC	Andy Halm	330-475-7943	service@consoliduspromoshop.com	http://www.consoliduspromoshop.com