



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 embroid (i)11Sb0:
(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".

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