
E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M

DATE: February 25, 2019

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
 Angela Ferrentino, Director of Facilities
 Sarah Lagesse, Division Manager of Aquatics and The Hub
 Andrea Juricic, Facilities Supervisor of The Hub

RE: 2019 IMPRINTED WEARABLES BID

ISSUE

To ensure that the District receives competitive pricing and is in compliance with State Law, staff annually bids out the imprinted wearable needs for the District for program participants, and full and part-time staff, totaling approximately 5,400 items.

DISCUSSION

A legal notice for the District's imprinted wearable needs was placed in the Suburban Life Newspaper on January 18, 2019 and specifications were distributed to 15 companies. The public bid opening was conducted on February 7, 2019. A total of 3 bids were received and publicly opened as listed below. The lowest bid was submitted by Sunburst Sportswear of Glendale Heights, IL in the amount of \$28,283.28.

<u>Company</u>	<u>Total Bid</u>
Sunburst Sportswear, Glendale Heights, IL	\$28,283.28
KC Printing Services Inc., Lake Barrington, IL	\$42,921.18
Signs and Printing Graphics, LLC, Livingston, TX	\$66,367.25

This year's low bid of \$28,283.28 is for 5,399 items (\$5.24 per item) as compared to last year's low bid of \$31,652.50 for 6,815 items (\$4.64 per item). Sunburst Sportswear was the vendor for last year's imprinted wearables bid and performed to meet the requirements of the District. Funds for all imprinted wearable needs included in the bid are budgeted in the appropriate line items throughout the FY2019 budget.

RECOMMENDATION

That the Board of Park Commissioners award the 2019 Imprinted Wearables Bid to Sunburst Sportswear of Glendale Heights, IL for the amount of \$28,283.28 and authorize the Executive Director to execute said contract.

Thank you.