
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 24, 2020

TO: Board of Park Commissioners

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

RE: 2020 IMPRINTED WEARABLES BID

ISSUE

To ensure the District receives the best possible pricing and is in compliance with State Law, vendor bids are solicited annually for imprinted wearable needs of District program participants, and full-time and part-time staff, totaling approximately 5,686 items.

DISCUSSION

Bidders were asked to provide pricing for the Base bid of approximately 5,686 items. Additionally, bidders were asked to provide an Alternate bid for the cost, per shirt, to add the District's 100th Anniversary logo to the sleeve of each item. Based on the available budget, a majority of the imprinted wearables will include the 100th Anniversary logo.

A legal notice for the District's imprinted wearable needs was placed in the Suburban Life on Friday, January 17, 2020 and specifications were distributed to 12 companies as well as available for pickup. The public bid opening was conducted on Thursday, February 6, 2020. A total of 5 bids were submitted; a copy of the bid summary is attached. The lowest bid was submitted by Sunburst Sportswear of Glendale Heights, IL in the amount of \$31,184.32 (\$5.48 per item) for the base bid and an alternate bid of \$0.35 per shirt to add the 100th Anniversary logo. After a review, staff determined the bid was submitted according to specifications.

This year's low bid is \$31,184.32 for 5,686 items at \$5.48 per item as compared to last year's low bid of \$28,283.28 for 5,399 items at \$5.24 per item. A calculation of the number of items to contain the 100th anniversary logo resulted in a projected total of \$32,440.20 for all imprinted wearables.

Sunburst Sportswear was last year's imprinted wearables vendor and performed in accordance to the District's requirements. Funds for all imprinted wearable needs has been included in the appropriate line items throughout the FY 2020 budget.

RECOMMENDATION

That the Board of Park Commissioners award the 2020 Imprinted Wearables Bid to Sunburst Sportswear, Glendale Heights, IL and authorize the Executive Director to execute a contract in the amount of \$31,184.32 for the base bid, and \$0.35 each for items with the 100th Anniversary logo as selected, bringing the total bid amount to \$32,440.20.

Thank you

Attachment: Bid Tally Sheet