
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: March 14, 2022

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Angela Ferrentino, Director of Facilities
Sarah Lagesse, Division Manager of Facilities

RE: IMPRINTED WEARABLES REQUEST FOR PROPOSAL 2022

ISSUE

To ensure the District receives the best possible prices and is in compliance with State Law, staff annually bid out the imprinted wearable needs for the District for program participants, full-time and part-time staff, totaling approximately 2,710 items.

DISCUSSION

Bidders were asked to provide total base bid pricing for approximately 2,710 items. A legal notice for the District's imprinted wearable needs was placed in the Suburban Life on January 21, 2022 and specifications were distributed to 11 companies. The public bid opening was conducted on February 16, 2022 for the five bids received; a copy of the bid tally sheet is attached. The lowest responsible bid was submitted by Sunburst Sportswear of Glendale Heights, IL in the amount of \$17,476.69.

Sunburst Sportswear has been the vendor for the District's imprinted wearables bid for the last several years and has always met the requirements of the District. Funds for all imprinted wearable needs, included in the bid, have been budgeted for in the appropriate line items throughout the FY22 budget.

RECOMMENDATION

That the Board of Commissioners award the 2022 Imprinted Wearables Bid to Sunburst Sportswear of Glendale Height, IL and authorize the Executive Director to execute a contract in the amount of \$17,476.69.

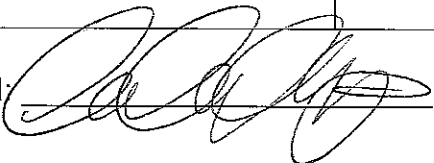
Attachment: Bid Tally Sheet

Thank you.

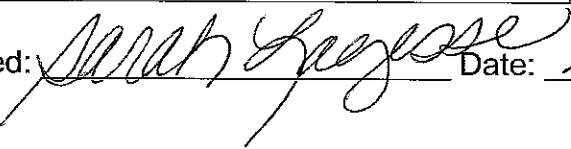
Elmhurst Park District – 2022 Imprinted Wearables

Wednesday, February 16, 2022 – 1:00 p.m.

SUBMITTED BY	COMPANY/ CONTACT INFO.	REFERENCES	BID SUMMARY SHEET	TOTAL PARKS	TOTAL COURTS	TOTAL FACILITIES	TOTAL REC.	BID TOTAL
1. All star Custom ⁺ design	✓	✓	✓	1,959.30	3,354.25	3456.70	11,730.46	20,500.71
2. Express Press	✓	✓	✓	2,099.65	3,292.19	3510.41	12,697.41	21,599.66
3. Sunburst	✓	✓	✓	1,758.15	2,826.76	2,820.68	10,071.10	17,476.69
4. American Filing	✓	✓	✓	2,912.20	4,562.04	4,003.94	13,127.27	24,605.45
5. Sign Central	✓	✓	✓	3,241.50	5592.90	7031.45	18717.80	34582.25
6.								
7.								
8.								
9.								

Witnessed: 
 ASST
 Treasurer

Date: 02/16/22

Witnessed:  Date: 2/16/2022