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**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**

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**DATE:** March 13, 2023

**TO:** Board of Park Commissioners

**FROM:** James W. Rogers, Executive Director  
Sarah Lagesse, Director of Recreation

**RE: IMPRINTED WEARABLES REQUEST FOR PROPOSAL 2023**

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**ISSUE**

To ensure the Park District receives the best possible prices and is in compliance with State Law, staff annually bid out the imprinted wearable needs of the District for program participants, full-time and part-time staff, totaling approximately 3,500 items.

**DISCUSSION**

Bidders were asked to provide a total base bid with pricing for the approximately 3,500 items. A legal notice for the Park District's imprinted wearable needs was placed in the Suburban Life on Friday, January 25 and specifications were distributed to 11 companies. The public bid opening was conducted on Wednesday, February 15 at 1:00 p.m. Three bids were submitted (bid tally attached).

As noted on the bid tally sheet, the lowest bid in the amount of \$30,113.95 was submitted by American Filing Solutions, Inc. of Naperville, IL. In checking references, it was discovered that work completed for one of the references, State of Illinois, did not include imprinted wearables. The second reference (City of Normal) informed staff that while the work completed by American Filing Solutions for them was similar in scope and pricing, they had to work with the company to modify due dates so that American Filing Solutions did not become overwhelmed by the work. Furthermore, the City of Normal also noted that the turnaround time was slow. The third reference, Diamax, informed staff that American Filing Solutions completed an imprinted wearables project of approximately 24 items. During the scope review, seven mathematical mistakes were found in the bid forms submitted by American Filing Solutions, thus reducing their total bid amount to \$30,064.11. Staff consulted with District legal counsel, Andrew Paine of Tressler and determined the District has sufficient reason to recommend the Park Board reject the bid received from American Filing Solutions, Inc. as not a responsible bidder.

Given the aforementioned information as it pertains to American Filing Solutions, staff recommends the disqualification of American Filing Solutions for the 2023 Imprinted Wearables as they are deemed not a responsible bidder.

The next lowest base bid received was from Sunburst Sportswear of Glendale Heights, IL in the amount of \$30,714.42. During the scope review, one mathematical error was found, reducing their total bid amount to \$30,191.34. Sunburst Sportswear has been the vendor for the District's imprinted wearable bid for the last several years and has consistently performed to meet the requirements of the District. Funds for all imprinted wearable needs included in the bid are budgeted for in the appropriate line items throughout the FY 2023 Budget.

**RECOMMENDATION**

That the Board of Park Commissioners (1) reject the Imprinted Wearables bid from American Filing Solutions, Inc. as not a responsible bidder; (2) award the 2023 Imprinted Wearables Bid to Sunburst Sportswear of Glendale Heights, IL and authorize the Executive Director to execute a contract in the amount of \$30,191.34.

Attachment: Bid Summary Sheet