
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: April 8, 2024

TO: Board of Park Commissioners

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

RE: IMPRINTED WEARABLES REQUEST FOR PROPOSALS 2024

ISSUE

To ensure the Park District receives the best possible pricing while following State Law, staff annually bids out the imprinted wearable needs for program participants, and full-time and part-time staff, totaling approximately 3,500 items.

DISCUSSION

Bidders were asked to provide a total base bid including pricing for the approximately 3,500 items. A legal notice for the District's imprinted wearable needs was placed in the Suburban Life on March 8, 2024 and specifications were distributed to 20 companies. The public bid opening was conducted on March 27, 2024. The attached bid tally sheet shows that 2 bids were received and opened. The lowest bid was submitted by Sunburst Sportswear, of Glendale Heights, IL in the amount of \$24,643.14. Staff reviewed the bid to verify all information submitted was correct.

Sunburst Sportswear has been the vendor for the District's imprinted wearable bid for the last several years and has always performed to meet the requirements of the District. Funds for all imprinted wearable needs included in the bid have been budgeted in the appropriate line items throughout the FY 2024 budget.



RECOMMENDATION

That the Board of Park Commissioners (1) approve awarding the 2024 Imprinted Wearables Bid to Sunburst Sportswear of Glendale Heights, IL; and (2) authorize the Executive Director to execute a contract in the amount of \$24,643.14.

Attachments: Bid Tally Sheet

Elmhurst Park District
 Imprinted Wearables-2024
 Wednesday, March 27, 2024- 11 a.m.

Submitted By	Company Contact Information	References	Bid Summary Sheet	Bid Totals Sheet	Individual Bid Order Sheets-63 Sheets Included	Bid Total
1 Studio Image	✓	✓	✓	✓	✓	35,686.00
2 Sunburst	✓	✓	✓	✓	✓	24,643.14
3						
4						
5						
6						
7						
8						

Asst. Treasurer:  03/27/24 Witness:  3/27/24