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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 24, 2025

**TO:** Board of Park Commissioners

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

**RE: IMPRINTED WEARABLES REQUEST FOR PROPOSAL 2025**

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**ISSUE**

To ensure the Park District receives the best pricing and remains in compliance with State Law, staff annually bids out imprinted wearable needs for program participants, and full- and part-time staff, totaling approximately 3,570 items.

**DISCUSSION**

A legal notice for the imprinted wearable needs was placed in the Suburban Life on February 21, 2025, and specifications were disseminated to 14 companies. A public bid opening was held on March 12 with three bids received (bid tally attached). Bidders were asked to provide a total Base Bid that includes pricing for approximately 3,570 items.

As indicated on the bid tally sheet, the lowest bid in the amount of \$26,094.96 was submitted by BrandingHawk of Naperville, IL. In March 2023, the District rejected BrandingHawk (formerly American Filing Solutions, Inc.) as a responsible bidder for the 2023 Imprinted Wearables. References checked in 2023 revealed that BrandingHawk had a history of not completing orders on time, and two of their provided references noted that the company did not meet the requirements outlined in the bid. The District's specifications require bidders to "provide a minimum of three (3) references for work of a similar nature and scope performed within the last two years."

In 2023, staff consulted with District legal counsel, Andrew Paine of Tressler, who assisted in determining the District had sufficient reason to recommend the Park Board reject the bid received from BrandingHawk as not a responsible bidder.

When checking BrandingHawk's references submitted for the 2025 Imprinted Wearables project, staff once again found the company provided references that cited BrandingHawk did not meet the requirements stated in bid documents.

Based on the information provided for 2023 and 2025 regarding BrandingHawk, staff recommends disqualifying BrandingHawk from the 2025 Imprinted Wearables project as not a responsible bidder.

The next lowest responsible bid was submitted by Sunburst Sportswear of Glendale Heights, IL in the amount of \$29,189.46. Sunburst Sportswear has been the District's vendor for imprinted wearables for the last several years and has consistently met the District's requirements. Funds for the imprinted wearables bid have been allocated in the appropriate line items throughout the FY 2025 budget.

**RECOMMENDATION**

That the Park Board of Commissioners (1) reject the Imprinted Wearables bid from BrandingHawk as not a responsible bidder; (2) award the 2025 Imprinted Wearables Bid to Sunburst Sportswear, Glendale Heights, IL in the amount of \$29,189.46; and (3) authorize the Executive Director to execute said contract.

Attachment: Bid Summary Sheet

Elmhurst Park District  
Imprinted Wearables-2025  
Wednesday, March 12, 2025- 10 A.M.

	Company Contact Information	References	Bid Summary Sheet	Bid Totals Sheet	Individual Bid Order Sheets-63 Sheets Included	Bid Total
Submitted By						
1 Branding Hawk	✓	✓	✓	✓	✓	\$26,094.96
2 Seaside Companies	✓	✓	✓	✓	✓	\$51,537.25
3 Sunburst	✓	✓	✓	✓	✓	\$29,189.46
4						
5						
6						
7						
8						

Asst. Treasurer

Witness:

Witness: