



TO: Board of Commissioners

FROM: Jamie Martinson, Superintendent of Recreation
Dan Novak, Director of Athletics & Facilities

THROUGH: Mike Benard, Executive Director

RE: Approval of Payment Exceeding \$20,000 for Camp, Athletic, Parks
Department T-Shirts

DATE: February 15, 2023

SUMMARY:

Staff seeks the Wheaton Park District Board of Commissioners approval to purchase summer camp participant t-shirts, as well as staff uniforms for the recreation, athletic and park service departments. In effort to secure best pricing for over 4,400 pieces of apparel, departments worked together on a combined request for proposal that was sent on January 9, 2023, to five (5) apparel vendors. Staff received four (4) price quotes in which the chart below reflects the pricing breakdown. Orders will be placed in mid-March for a mid-May delivery. All expenses are budgeted and paid for through the specific, camp, program, or departments operational budgets.

	Total Shirts	Marathon Sportswear	LynnPro	Blue Sky Marketing	Crown
Recreation & Camps	1,307	N/A	\$9,229	\$6,980	\$8,292
Lincoln Marsh & Camps	888	N/A	\$5,288	\$3,841	\$5,190
Parks Department	332	N/A	\$3,975	\$3,456	N/A
Athletics & Camps	479	N/A	\$3,288	\$2,675	\$3,353
Cream of Wheaton	255	\$1,908	\$1,771	\$2,000	N/A
Race Wheaton	100	N/A	N/A	\$911	N/A
Brew Fest	255	\$1,916	\$1,796	\$2,007	N/A
Cosley Zoo Camps	118	N/A	\$709	\$541	\$649
Aquatics	751	\$7,038	\$6,211	N/A	N/A
Shipping	X	\$0	\$0	\$300	\$0
Total Cost Per Vendor		\$0	\$9,778	\$18,704	\$0

EXPENSE IMPLICATIONS

All expenses are budgeted and paid for through the specific, camp, program, or departments operational budget.

ATTACHMENTS:

- (1) RFP Vendor Results
- (2) Staff Requests / Price Comparison Chart

RECOMMENDATION:

Staff seeks board approval, not to exceed, \$29,000 for the 2023 Camps, Athletics, Lincoln Marsh, Aquatics, Special Events and Cosley Zoo Camps, as well as staff uniforms for the recreation, athletic and park service departments through Blue Sky Marketing in the amount of \$18,704 and LynnPro in the amount of \$9,778.



To: Screen Printing Apparel Vendor
From: Wheaton Park District
Date: 01/09/23
Re: Wheaton Park District Program Camp, Aquatic, Event & Staff T-Shirt Needs 2023

The Wheaton Park District is "Requesting Proposals" for our 2023 Program and Event shirts.

Please Remit Proposals (Deadline by 01/20/23):

Wheaton Park District | (c/o) Jamie Martinson & Dan Novak, Superintendent of Recreation Programs & Director of Athletics and Facilities
1777 S Blanchard Rd | Wheaton, IL 60189
jmartinson@wheatonparks.org dnovak@wheatonparks.org
Office: 630-510-5138 Office: 630-510-5117

All proposals should include the following:

- Shirt description with single line item pricing based on sizing and printing needs by event. Please include total of order based on the estimated quantity listed.
- Include any/all: fees including but not limited to: design, screen set up, delivery, or rush fees.
- Indicate timeline of artwork required and turnaround based on delivery date.
- Please include alternative money saving options when applicable.
- Certificate of Insurance naming the Wheaton Park District as additionally insured.
- Three (3) references including contact information.
- Sponsorships, donations, and marketing opportunities available please indicate partnership opportunities or considerations.
- Prior to selecting a vendor, you may be asked to send or deliver 1 short sleeve cotton blend shirt printed and 1 tech shirt printed so we can check for quality standards and washing wear and tear. Vendors are welcome to do this in advance if they prefer.
- Delivery required on or before 5/2/2023

See attached spreadsheet for order specifications. If you have any questions, please do not hesitate to contact me.

Thank you for your time and consideration.

Jamie Martinson
Superintendent of Recreation Programs
Wheaton Park District
1777 S Blanchard Rd | Wheaton, IL 60187
jmartinson@wheatonparks.org | 630.510.5138

Dan Novak
Director of Athletics and Facilities
Wheaton Park District
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dnovak@wheatonparks.org | 630.510.5117