

TO: Board of Commissioners

FROM: Mary Beth Cleary, Director of Recreation
Brad Keene, Athletic Director
Robert Sheridan, Athletic Manager

THROUGH: Michael Benard, Executive Director

RE: Cheerleading Uniforms

DATE: March 25, 2015



SUMMARY:

The Wheaton Park District Youth Cheerleading Program has grown to over 170 members. Official bids were mailed out or were sent electronically for our youth cheerleading uniforms. The expenses will be covered by registration fees, fundraisers and sponsorships. The expenses will be covered in the 2015 Recreation Department Cheerleading Budget.

Bid packets were sent to six (6) companies and a bid notice was placed in the Daily Herald newspaper. On Tuesday, March 24 at 10 a.m. at the Historical Museum Office the bids were officially opened.

Recommendation is based on overall costs, completion time, record of service, and product quality, per bid letter. The price of the uniform is based off of 170 uniforms, which is an estimate.

Bid Results:

I. Entire Bid Packet

	Varsity
Per Uniform	Y \$125.00 A \$125.00
Total	\$21,250.00

Recommendation: Staff recommends we accept the entire bid from Varsity. The cheerleading uniform from Varsity is the lowest qualified bidder. It is the same exact price as last year's uniform and Varsity won last year's bid. GTM Sportswear's bid packet arrived at 10:15 am, after the official bid opening deadline. The GTM bid packet was not opened or accepted based on the bid date and time requirement. BSN declined to participate in the bid process this year based on lowest bid price format, which they did participate last year and previous years.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

All expenses will be included in the Wheaton Park District Cheerleading fund and will be covered by registration fees, fundraisers and sponsorships.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

N/A

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the 2015 Cheerleading Uniform bid results as recommended by staff.