



TO: Board of Commissioners

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

THROUGH: Mike Benard, Executive Director

RE: Wheaton Park District Program/Event Apparel Bid

DATE: January 24, 2024

**SUMMARY:**

Staff seeks the Wheaton Park District Board of Commissioners approval to purchase program/event apparel for the recreation, athletic, aquatics, Cosley Zoo, special events, and park service departments. In an effort to secure best pricing for over 8,880 pieces of apparel, departments worked together on a combined bid that was sent to over 20 apparel vendors. Staff received seven (7) bids in which the chart below reflects the pricing breakdown. Orders will be placed in mid-March/end of April for a mid-May delivery. All expenses are budgeted and paid for through the specific, camp, program, event or department operational budgets.

Program Area	Total Items	TPS Sports	LynnPro	Marathon	Imagination Print & Design	SBI Custom Apparel	Empire Printing	Blue Sky
Camps	1,673	N/A	\$14,498.82	N/A	\$12,618.69	\$7,454.65	\$9,144.54	\$9,174.98
Athletics	509	\$2,789	\$4,289.63	N/A	\$3,404.00	\$1,985.95	\$2,428.14	\$2,615.75
Aquatics	740	N/A	\$5,767.67	N/A	\$7,206.47	\$4,226.66	\$5,168.66	\$5,326.60
Lincoln Marsh	703	N/A	\$4,736.05	N/A	\$4,929.25	\$2,887.65	\$3,217.22	\$3,020.70
Parks	264	N/A	\$3,433.50	N/A	\$3,704.90	\$2,209.36	\$2,595.64	\$2,734.50
Cosley Zoo	134	N/A	\$959.44	N/A	\$842.40	\$519.05	\$608.36	\$558.90
Cream of Wheaton	251	N/A	\$1,860.22	\$1,799.70	\$2,807.00	\$1,733.40	\$2,033.92	\$1,703.15
Run for the Animals	2,680	N/A	\$23,488.70	\$18,393.80	\$30,696.30	\$21,084.00	\$28,253.30	\$23,161.30
October/Brew Fest	215	N/A	\$1,626.90	\$1,524.65	\$2,300.50	\$1,438.30	\$1,745.80	\$1,702.87
Memorial Park	115	N/A	\$928.40	\$1,145.75	\$1,021.20	\$633.70	\$823.40	\$1,337.45
Reindeer Run	1,495	N/A	\$13,667.87	\$10,035.25	\$21,958.72	\$10,418.00	\$16,780.56	\$14,063.60
Special Events	110	N/A	\$891.60	\$533.00	\$1,178.80	\$606.20	\$791.60	\$1,277.40
<b>Total Cost Per Vendor</b>	<b>8,889</b>			<b>\$28,962.05</b>		<b>\$21,355.32</b>		<b>\$1,703.15</b>

**EXPENSE IMPLICATIONS**

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

**PERVIOUS BOARD ACTION**

This is the first year a formal bid has been completed for district wide event/program apparel. Previous years, staff have secured formal quotes for smaller quantities of apparel items.

**RECOMMENDATION:**

Staff recommend awarding the Run for the Animals, Reindeer Run & Special Event apparel items to Marathon Sportswear in the amount of \$28,962.05; Camps, athletics, aquatics, Lincoln Marsh, Parks, Cosley Zoo, Memorial Park and Brew Fest apparel items to SBI Custom Apparel, in the amount of \$21,355.32; Cream of Wheaton to Blue Sky Marketing in the amount of \$1,703.15.