



# Chicago Park District

## Legislation Text

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**File #:** 15-2245-0311, **Version:** 1

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### **AUTHORIZATION TO ENTER INTO CONTRACTS FOR T-SHIRTS AND APPAREL WITH SILK SCREENING AND EMBROIDERY SPECIFICATION NO. P-15001**

**To:** The Honorable Board of Commissioners of the Chicago Park District

#### **I. Recommendation**

It is recommended that an order be entered authorizing the General Superintendent and CEO or his designee to enter into contracts with Midwest Promotional Group, Silk Screen Express, Inc., and Topnotch Silk Screening for inclusion in the group of responsible bidders eligible to provide T-Shirts and Apparel with Silk Screening and Embroidery. The group of responsible bidders was selected pursuant to a publicly advertised Invitation for Bid. No work may commence and no payment shall be made prior to the execution of a written agreement.

#### **II. Award Information**

**Contractors:** Three (3) companies as listed on Exhibit A (attached and incorporated by this reference.)

**Contract Type:** Term Agreement

**Contract Period:** One (1) year from the date of contract execution with four (4) additional one (1) year extension options.

**Contract Amount:** Not-to-exceed \$360,000.00 for the initial contract term. Expenditures for services under each extension term will be authorized by annual appropriation and subject to each year's budget.

**Scope of Services:** The supply and delivery of t-shirts and apparel with silk screening and embroidery to the Chicago Park District for participants in programs and staff.

**Affirmative Action Goals:** Minority and Women Owned Business Enterprise participation for these contracts includes: 25% MBE and 5% WBE participation.

#### **II. Award Information (Cont.)**

**Authorization:** Authorize the General Counsel to include other relevant terms and conditions in the written Agreement. Authorize the General Superintendent to execute the Agreement and the Secretary to attest as to the signing of the Agreement and keep an original copy of the Agreement on file.

#### **III. Budget and Financial Information**

**Budget Classification:** Operating

**Fiscal Year:** 2015

**Source of Funds:** 620065 - Staff Apparel

**620095 - Program Apparel****IV. Procurement Information**

Specification Number:	P-15001
Date Advertised:	January 23, 2015
Date of Pre-Bid Meeting:	DNA
Date Bid Phase 1 - Responsibility Packages Due:	February 18, 2015
Number of Bid Phase 1 - Responsibility Packages Received:	3

Through this Invitation for Bid (“IFB”) a two-phase bid process will be utilized to procure t-shirts and apparel with silk screening and embroidery. In this Phase 1, a group of responsible bidders eligible to provide these goods and services will be established. During the contract term, whenever the Chicago Park District (“CPD”) requires t-shirts and apparel with silk screening and embroidery a project specific Phase 2 Request for Quotes (“RFQ”) will be sent to the group of responsible bidders. The award for each project RFQ will go to the responsible and responsive bidder whose quote is the lowest.

Three (3) Bid Phase 1 Responsibility Packages were received on the due date and time. The Bid Phase 1 Responsibility Packages from the three bidders were reviewed by Purchasing and found to be responsive to the Bid Phase 1 Responsibility Package contents requirements. Additionally, all three bidders were deemed to be compliant with the CPD’s MBE and WBE goals. The Bid Phase 1 Responsibility Packages of the three were forwarded to CPD staff for review, and they were all found to be responsible bidders. Two of the bidders have provided these goods and services to the CPD previously and have provided quality goods and services. The third bidder, though new to the CPD, has been in business for years their clients include Aon Insurance, Career Builder.com, and UIC. Accordingly, these three firms have the experience, capacity, and ability necessary for inclusion in the group of responsible bidders eligible to provide t-shirts and apparel with silk screening and embroidery.

**V. Explanation**

The Chicago Park District (“CPD”) requires t-shirts, apparel, and uniforms with silk screening and embroidery for participants and staff in programs such as summer day camp, inner city baseball, gymnastics, and lifeguards. The t-shirts, apparel, and athletic uniforms that the CPD purchases annually vary by quantity, type, color, size, and program or need. Additionally, the CPD generally requires embroidery or silk screening of the t-shirts and apparel that it purchases. For example, annually the CPD requires approximately 40,000 silk screened t-shirts for kids in the summer day camps, and thousands of other t-shirts, apparel items, and athletic uniforms. Timely delivery of the silk screen or embroidered t-shirts, apparel, and athletic items is also important and the CPD will often items require items to be delivered in labeled packages according to size, type, and/or teams. Deliveries are usually made directly to each park daily during peak season.

The three firms recommended for inclusion in the group of responsible bidders eligible to provide these goods and services have the experience, capacity, and ability necessary and some have previously provided them for the CPD. Further, establishing a group of responsible bidders eligible to t-shirts, apparel, and uniforms with silk screening and embroidery will provide the CPD with a competitive bid process when these services need to be procured. It is therefore in the best interest of the Chicago Park District to recommend that Midwest Promotional Group, Silk Screen Express, and Topnotch Silk Screening be awarded a contract and become a member of the group of responsible bidders eligible to provide t-shirts and apparel with silk screening and embroidery.

**VI. General Conditions**

1. *Conflicts:* No agreement authorized herein shall be legally binding on the Chicago Park District if entered into in violation of the provisions of the Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*

2. *Ethics*: The Chicago Park District's Ethics Code, Chapter III of the Code of the Chicago Park District, shall be incorporated into and made part of all agreements authorized herein.

3. *Contingent Liability*: Any agreement lawfully entered into for a period of more than one year shall be executory only for the amounts for which the Park District may become liable in succeeding fiscal years pursuant to Section 17(i) of the Chicago Park District Act, 70 ILCS 1505/17(i). All agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year budget.

4. *Economic Disclosure Statement ("EDS")*: Contractor has submitted a full and complete EDS prior to execution of the contract.