MUNSTER PARKS AND RECREATION
1005 RIDGE ROAD
MUNSTER, IN 46321

MEMORANDUM

TO: Park Board
FROM: Barbara L. Holajter, Superintendent of Recreation
DATE: January 15, 2019
RE: Park Department Clothing 2019 - Recommendation

A request for proposal was sent to eighteen (187) apparel companies; nine of which were from the local area. The parks and recreation department purchases approximately 2,000 items per year.

The proposal results are as follows:

Company	**Location**	**Bid**
Besse Shirt Lettering	Lansing, IL	No Response
Blythe's Sport Shop	Griffith, IN	No Response
Custom Imprint	Merrillville, IN	No Response
Fresh Apparel Printing*	Dyer, IN	No Response
Green Promoting	Hinsdale, IL	No Response
Hoosier Sports*	Dyer, IN	$ 21,489.62
Imagehaus Creative	Munster, IN	No Response
Lansing Sport Shop	Lansing, IL	$19,833.75
M & M Sports	Addison, IL	Declined to Bid
Next Generation	Lombard, IL	No Response 2016 & 2018
Nick's Embroidery	Tinley Park, IL	No Response 2016 & 2018
Portage Custom*	Portage, IN	No Response
Rewright Printing*	Highland, IN	$31,842.71
Sunburst Sportswear	Glendale Heights, IL	No Response
TBK Promotions*	Chicago, IL	$21,781.50
The Corporate Thread*	Highland, IN	No Response
Topnotch Silkscreening	Chicago, IL	$15,201.33
Windy City	Chicago, IL	No Response 2016 & 2018

*New Vendors

Recommendation

It is recommended that the park board approve the clothing bid from Topnotch Silkscreening for 2019, with an option to renew in 2020 & 2021. The amount will vary due to number of shirts, reorders and other things unforeseeable; however, Topnotch Silkscreening is the low bid.