



Legislation Text

File #: 18-0235, **Version:** 1

PROPOSED PREVIOUSLY APPROVED ITEM AMENDMENT

Department: Resource Management

Request: Authorization for the Forest Preserve District of Cook County (the "Forest Preserves") to utilize additional accounts for logoed apparel manufacturing services provided by Silk Screen Express as part of contract #17-31-110R. Additional accounts are being added to provide a more comprehensive funding pool, utilizing funds from multiple departments.

The contract was originally approved by the Board of Commissioners on 11/14/2017. All other details of the contract remain unchanged.

Item Number: 17-0393

Fiscal Impact: No additional fiscal impact

Account(s): Apparel Accounts 51001.53010, 51001.560019, 51001.530130

District(s): Districtwide

Original Text of Item:
PROPOSED CONTRACT

Department(s): Office of the General Superintendent

Vendor: Silk Screen Express, Inc., Tinley Park, Illinois

Request: Authorization for the Forest Preserve District of Cook County to enter into and execute

Good(s) or Service(s): Apparel with logo

Contract Value: Not to exceed \$25,000.00 per year, or \$125,000.00 over the five (5) year contract term

Contract period: Date of execution - 12/31/2022

Estimated Fiscal Impact: FY 2018 \$25,000.00, FY 2019 \$25,000.00, FY 2020 \$25,000.00, FY 2021 \$25,000.00, FY 2022 \$25,000.00

Accounts: 51001.53010, 51001.560019, 51001.530130

Contract Number(s): 17-31-110R

Concurrences:

The Chief Financial Officer and Chief Attorney have approved this item.

District(s): Districtwide

Summary: Contract #17-31-110R consists of the manufacture and distribution of a variety of logoed, silkscreened and embroidered apparel for use by Forest Preserves of Cook County (the “Preserves”) staff. The specifications also include the development and maintenance of an online store to monitor stock, facilitate departmental ordering, and allow for current employees to purchase additional apparel. This contract will be managed by the General Office, and utilized by all Forest Preserve departments to consolidate and centralize districtwide apparel purchasing.

The Preserves issued a Request for Proposals (RFP) for the aforementioned services. The Preserves’ review panel determined the three (3) initial responses received to be economically disadvantageous and unresponsive to the contract specifications. As a result, the RFP was subsequently rebid in order to clarify the specifications and expand the list of qualified respondents. Silk Screen Express, Inc.’s proposal was determined to be responsible and responsive, with particular strengths in experience, proposed approach, and capacity to perform all aspects of the work. Silk Screen Express, Inc. was the sole respondent to the second bid posting.