

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue)
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager *DAH*

DATE: October 26, 2011 (B of T) Date: November 3, 2011

TITLE: Holiday Decorations 2011 Contract

SUBMITTED BY: Joelyn Kott, Communications Coordinator

BACKGROUND/POLICY IMPLICATIONS:

Please find attached, a proposal from Folgers Flag & Decorating for a one year contract for 2011 holiday decorations including live greenery wreaths and roping, lights, and bow decorations per attached specifications. The contract will also include installation and removal of existing Village owned holiday banners on Westmore Avenue.

Staff recommends a waiver of competitive bidding and award a contract to Folgers Flag & Decorating based on the information attached. Folgers Flag & Decorating is our present vendor, has done acceptable work in the past, and provided the lowest quote of four quotes received.

Please place this item on the consent agenda for the November 3, 2011 Board of Trustees meeting.

Fiscal Impact/Funding Source:
Hotel/Motel Tax Fund
Not to Exceed \$30,000

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X *[Signature]* _____ Date 10/26/11
Village Manager X *[Signature]* _____ Date 10/27/11

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.