

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

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 *Dak*

DATE: October 22, 2009 (B of T) Date: November 5, 2009

TITLE: Holiday Decorations Contract 2009

SUBMITTED BY: Managers Office

BACKGROUND/POLICY IMPLICATIONS:

Please find attached a proposal from Folgers Flag & Decorating for a one year contract for live greenery wreaths and roping holiday decorations for the 2009 season.

Staff recommends to waive competitive bidding and award a contract to Folgers Flag & Decorating based on the information attached. Folgers Flag & Decorating is our present vendor and has done acceptable work in the past. (ALL DISTRICTS)

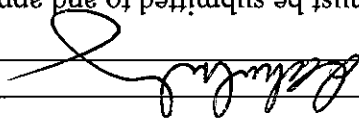
Please place this item on the consent agenda for the November 5, 2009 Board of Trustees meeting.

Fiscal Impact/Funding Source:
Hotel/Motel Tax Fund
Not to Exceed \$30,000.00

Review (as necessary):

Village Attorney X
Finance Director X
Village Manager X

Date _____
Date _____
Date _____



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.



MEMORANDUM

TO: David A. Hulseberg
Village Manager

FROM: Joelyn Kort
Communications Coordinator

DATE: October 22, 2009

SUBJECT: Holiday Decorations

The following is a recommendation for holiday decorations to be displayed throughout the Village during the upcoming holiday season. Staff quoted the same decoration type as was approved the past 5 years, that of live greenery wreaths with red bows used with the current holiday banners the Village already owns. In essence, the decorations will be the same as last year.

- The areas to be decorated are as follows*:
- Main Street -- Grove to Washington 58 poles
 - Main Street -- Washington to Madison 17 poles
 - Westmore -- St. Charles to Madison 34 poles
 - Westmore -- Madison to Roosevelt 38 poles
 - St. Charles -- Elizabeth to Grace 110 poles
 - Highland -- Existing Banners Only 32 poles
 - 22nd Street -- Existing Banners Only 32 poles

* The Public Works Department has delayed the switching out of poles in the downtown until the spring; therefore the project will not interfere at all with the decorations.

The following quote from Folders Flag & Decorating, Inc. is attached for your information (Folders has kept the same price as last year).

Folders Flag & Decorating, Inc.: The quote is attached, in the amount of \$30,000. Staff also contacted three other vendors to quote on this project; however, the vendors either did not supply live greenery and/or were unable to provide installation. These vendors included:

WGN Flag & Decorating Co. (773-768-8076)
Clesen Wholesale (847-869-2257)

DEKRA-Lite

(800-436-3627)

Staff recommends waiver of bids and award of a contract to Folgers Flag & Decorating for a price not to exceed \$ 30,000 for decorations as described.

Please place this item on the consent agenda of the November 5, 2009 agenda of the Board of Trustees. If you have any questions, please feel free to contact me. Thank you.

Attachments

JMK/jmk

H:/CD/worduser/cindy/botmemos/holidaydecorations2009

RESOLUTION

R _____ 09

A RESOLUTION AUTHORIZING SIGNATURE
OF PRESIDENT AND CLERK ON AN AGREEMENT

WHEREAS, The Corporate Authorities of the Village of Lombard have received an agreement between the Village of Lombard and Folgers Flag & Decorating, Inc., to provide live greenery wreaths and roping holiday decorations for the 2009 season, as attached hereto and marked as Exhibit "A"; and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve such agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

Section 1: That the Village President be and hereby is authorized to sign on behalf of the Village of Lombard said agreement as attached hereto.

Section 2: That the Village Clerk be and hereby is authorized to attest said agreement as attached hereto.

Adopted this _____ day of _____, 2009.

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2009.

Attest:
William J. Mueller
Village President

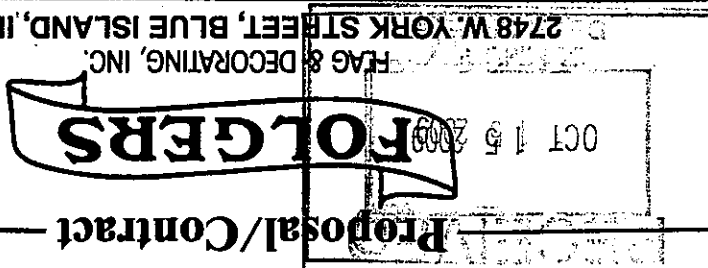
Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas Bayer
Village Attorney

Proposal/Contract

Ph: (708) 388-1598
 Outside IL 1-800-344-7230
 FAX: (708) 388-9997



PROPOSAL SUBMITTED TO

Village of Lombard

STREET

255 E. Wilson

CITY, STATE AND ZIP CODE

Lombard, IL 60146

ARCHITECT

Attn: Joelyn Kott

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Folgers is pleased to provide this CONTRACT and AGREEMENT for the 2009 Holiday Decorating Season. This One year rental contract includes Installation, Maintenance, Removal and/or disposal.

(147) Poles to be furnished with a LIT 48" outside diameter balsam wreath with an overlay of red wrap and UNLIT balsam roping from a height of approx. 8' to 16' as follows:

58 on main from GROVE to Washington (mounted with zip ties on the built in banner arms)

17 on Main from Washington to MADISON (mounted with zip ties on the built in banner arms)

34 on Westmore from St. Charles to Madison (mounted with zip ties on the built in banner arms)

38 on Westmore from Madison to Roosevelt (mounted with zip ties on the built in banner arm)

(110) Small lampposts on St. Charles to be decorated with LIT roping applied under the banners from Elizabeth to Grace.

(32) Poles on Highland to have existing banners installed

(32) Poles on 2nd Street to have existing banners installed

Total cost for the above decorations

Payment Terms:

Amount due upon signing

Amount due upon installation

Amount due upon removal

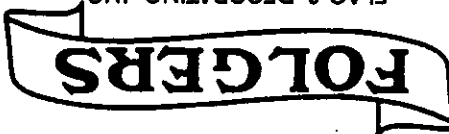
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon written orders, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature
 Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
 Date of Acceptance: _____
 Signature _____

UNIT	TOTAL
30	30,000.00
15	15,000.00
7	7,500.00
7	7,500.00

Proposal/Contract



Ph: (708) 388-1598
 Outside IL 1-800-344-7230
 FAX: (708) 388-9997

FLAG & DECORATING, INC.
 2748 W. YORK STREET, BLUE ISLAND, IL 60406

PROPOSAL SUBMITTED TO Village of LOMBARD		PHONE 630-620-5718	DATE October 12, 2009
STREET 255 E. Wilson		JOB NAME	
CITY, STATE AND ZIP CODE Lombard, IL 60146		JOB LOCATION	
ARCHITECT Attn: Joelyn Kolt		PLAN DATE	EST. NO.
		PLAN NO.	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

TOTAL	UNIT	
<p>Folgers is fully insured and assumes full responsibility for any and all liabilities incurred during the term of the contract, excluding those relating to theft, vandalism, and weather related conditions beyond our control, such as unseasonably warm temperatures and / or high winds.</p> <p>Please sign and return one copy along with the amount due to begin processing your order.</p> <p>Thank you. Deb Folgers</p>		

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any deviation or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon workers are fully covered by Workmen's Compensation Insurance. Our

Authorized Signature

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____
 Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

FOLGERS FLAG AND DECORATING, INC.

2748 W. YORK ST.
 BLUE ISLAND, IL 60406
 Ph. (708) 388-1598
 Fax:(708)388-9997
 www.folgersflag.com

INVOICE NUMBER: 0014659-IN
 INVOICE DATE: 10/12/2009
 CUSTOMER NO: LOM001

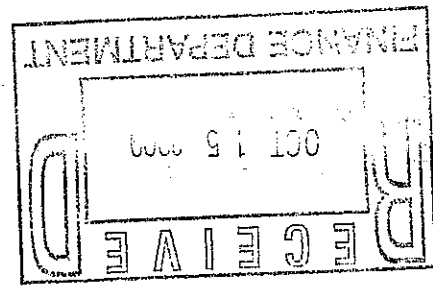
SHIP TO:
 Christmas 2009

SOLD TO:
 Village of Lombard
 255 E. Wilson Ave.
 Lombard, IL 60148

CONFIRM TO:
 Joelyn Kott

ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT
CUSTOMER P.O.						
SHIP VIA						
F.O.B.						
TERMS						
Net 15 Days						

CHR002	EACH	0.000	0.000	0.000	0.000	0.00
Amount due for the 2009 Holiday Decorating Season per contract.						
Please pay from this invoice. No other invoice will be sent.						
CHR002	EACH	1.000	1.000	0.000	15,000.000	15,000.00
Amount due upon signing						
CHR002	EACH	1.000	1.000	0.000	7,500.000	7,500.00
Amount due upon installation						
CHR002	EACH	1.000	1.000	0.000	7,500.000	7,500.00
Amount due upon removal						



Net Invoice: 30,000.00
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 0.00
 Invoice Total: 30,000.00