

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**  
**BIDS AND PROPOSALS**

To: President and Village Board of Trustees  
FROM: Scott R. Niehaus, Village Manager  
DATE: November 4, 2014 Agenda Date: November 6, 2014  
TITLE: Holiday Decorations 2014  
SUBMITTED BY: Bridget Doyle, Communications Coordinator

**RESULTS:**

Date Bids Were Published: N/A  
Date Bidding Closed: N/A  
Total Number of Bids Received: N/A  
Total Number of Bidders Meeting Specifications N/A  
Bid Security Required .....  Yes  No  
Performance Bond Required .....  Yes  No  
Were Any Bids Withdrawn .....  Yes  No  
Explanation .....  
Waiver of Bids Requested? .....  Yes  No  
If yes, explain: Lowest Vendor for Expanded Program  
Award Recommended to Lowest Responsible Bidder .....  Yes  No  
If no, explain: N/A

**FISCAL IMPACT:**

Engineer's estimate/budget estimate: 30,000  
Amount of Award: 43,000 NTE  
240,130.540, 75770 HM. Winter Decoration

**BACKGROUND/RECOMMENDATION:**

Request for a waiver of bids and award of a contract to Liberty Flag & Banner in an amount not to exceed \$43,000 for the 2014 Holiday Decorations Program.

Has Recommended Bidder Worked for Village Previously .....  Yes  No  
If yes, was quality of work acceptable .....  Yes  No  
Was item bid in accordance with Public Act 85-1295? .....  Yes  No  
Waiver of bids - Public Act 85-1295 does not apply .....  Yes

**REVIEW** (as needed):

Finance Director XX \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager XX Scott Niehaus Date 11/4/14

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



**TO:** Scott Niehaus  
Village Manager

**FROM:** Bridget Doyle  
Communications Coordinator

**DATE:** November 4, 2014

**SUBJECT:** 2014 Holiday Decorations

The following is a recommendation for seasonal holiday decorations to be displayed throughout Lombard.

Staff has researched and quoted the live greenery from vendors who provide live greenery, as has been the Village's tradition for the holiday decorations. The following vendors were solicited for quotes:

- Northern Lights Display
- Liberty Flag & Banner
- McFarlane Douglass & Companies
- Temple Display
- T.O. Flag Services, Inc.
- Chicago Event Graphics
- Derka-Lite
- Downtown Decorations, Inc.

Specifications, which are attached and expanded from last year's program to match the extended banner program, were sent to the above vendors. The expansion covers Main Street from Roosevelt Road to 22<sup>nd</sup> Street and Highland Avenue from 22<sup>nd</sup> Street to Butterfield Road. The FY2014 budgeted amount for Holiday Decorations is \$30,000, however, there are remaining funds to cover the expanded program for this year. The quotations that were submitted from the above companies are attached for your information. The amounts are listed below.

LIVE GREENERY & INSTALLATION

T.O. Flag Services, Inc.	QUOTES
Liberty Flag & Banner:	\$50,325.00
McFarlane Douglass & Companies:	\$42,635.00
	\$49,637.50

LIVE GREENERY & INSTALLATION (condensed program)

Liberty Flag & Banner:	QUOTES
	\$30,993.00

ARTIFICIAL GREENERY & INSTALLATION

McFarlane Douglass & Companies:

QUOTES

\$99,156.25

RECOMMENDATION

Staff recommends waiver of bids and award of a contract to Liberty Banner & Flag for a price not to exceed \$43,000 for decorations as described in the attached quotation. Please place this item on the consent agenda of the November 6, 2014 Lombard Board of Trustees meeting. If you have any questions please feel free to contact me. Thank you.

Attachments

## **Village of Lombard 2014 Holiday Decorations**

The Village of Lombard is exploring both live and artificial holiday decoration options for the 2014 season. ***Bids are due via email to [doyleb@villageoflombard.org](mailto:doyleb@villageoflombard.org) no later than 5 p.m. on Friday, Oct. 31.***

For both the artificial and live options, please include the cost per unit for each item so we can decide whether to add or subtract from the program. The Village of Lombard will consider substitutions upon review.

Village staff will review all bids received and make a recommendation to the Village Board at the Nov. 6 Board of Trustees meeting. Completed installation needed by November 24, 2014.

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### **OPTION 1: LIVE GREENERY**

#### **Specifications:**

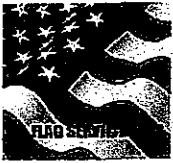
- ***St. Charles Road light poles (Approximately 75 poles):***  
12" lit balsam roping with white lights wound on wire center of solid red poly, wrapped from the lower banner arm to the bottom of poles with red poly wrap bows facing the street at the top point of attachment.
- ***Main Street (Approximately 150 poles), Westmore-Meyers Avenue (Approximately 90 poles) and Highland Avenue (Approximately 40 poles):***  
48" lit outside diameter double-faced balsam wreath decorated with red poly bows and pine cones with an overlay of red wrap and unlit balsam roping (wound on wire center) from a height of approximately 8' to 16' feet. Wreathes to be mounted with zip ties on banner arms.

### **OPTION 2: ARTIFICIAL DECORATIONS**

#### **Specifications:**

- ***St. Charles Road light poles (Approximately 75 poles):***  
12" lit garland roping with white lights wound on wire center of solid red poly, wrapped from the lower banner arm to the bottom of poles with red poly wrap bows facing the street at the top point of attachment.
- ***Main Street (Approximately 150 poles), Westmore-Meyers Avenue (Approximately 90 poles) and Highland Avenue (Approximately 40 poles):***  
48" to 60" diameter (to fit in pole's fixed banner arms) lit wreath decorated with red poly bows and pine cones OR lit outside white garland snowflake. Pole decorated with an overlay of red poly wrap and unlit garland roping from a height of approximately 8' to 16' feet. Wreathes/snowflakes to be mounted with zip ties on banner arms.





**T.O.FLAG SERVICES INC.**  
 10920 S. AVE O  
 CHICAGO, IL 60617  
 773-375-0923 / 773-780-9431  
 toflagservices88@gmail.com

# Estimate

DATE	ESTIMATE #
10/23/2014	193

BILL TO
VILLAGE OF LOMBARD
ATTN: DOYLE B.

ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
XMAS	LIVE WREATHS ROPING ON 280 LARGE CITY LIGHT POLES MAIN STREET WESTMORE AVE AND HIGHLAND AVE DECORATED W/ A 48" O.D DIA. DBL.FACE LIVE BALSAM WREATHS W/PIINE CONES AND RED POLY RIBBONS LIT W/ 200 MINI LIGHTS INSTALLED ON EXISTING BANNER ARMS TIED W/ BLACK ZIP TIES TO PREVENT RUST THROUGHOUT AND APROXIMATELY 8' OF POLE WRAPPED W/ SOLID RED POLY COVERED W/ AN OVERLAY OF 12" UNLIT BALSAM ROPING WOUNDED ON BRISTOL TWINE W/ FINE GALVANIZED WIRE.. INSTALLED,MAINTAINED AND REMOVED... INSTALLATION APRX. NOV 20-25 2014 REMOVAL APRX. JANUARY 15-20 2015	280	165.00		46,200.00
XMAS	75 SMALL COACH LIGHT POLES ALONG ST. CHARLES RD. DECORATED WITH RED POLY WRAPP AND 12 INCH BALSAM LIVE ROPPING LIT WITH 50 MINY LIGHTS WOUNDED AROUND FROM TOP TO BOTTOM BASE	75	55.00		4,125.00
NOTE:	AS PER YOUR REQUEST THIS QUOTE SHOULD MEET YOUR REQUIREMENTS	1	0.00		0.00
NOTE:	THIS IS QUOTED EXPECTING THAT ALL OF YOUR BANNER ARMS ARE IN PLACE, SHOULD THERE BE ANY MISSING THERE WILL BE AN ADDITIONAL CHARGE AT \$25.00 PER POLE.	1	0.00		0.00
TERMS: \$30,000 DOWN \$13,325 AT INST. \$7,000 AT REMOVAL		Subtotal			50,325.00
		9.25% Tax			0.00
		Total			50,325.00





Liberty Flags, Banners, Flagpoles, Inc.

4740 N. Cumberland Ave.  
Chicago, IL 60656

# Estimate

Date	Estimate #
10/28/2014	228

Name / Address
Village of Lombard Bridget Doyle 255 E. Wilson Lombard, IL 60148

Project

Description	Rate	Qty	Total
<p>(75) Poles on St. Charles Rd. 12" LIT balsam roping with white lights wound on wire center of solid red poly, wrapped from lower banner arm to bottom of poles with red poly wrap bows facing street at top point of attachment</p> <p>(150) Poles on Main Street, (90) Poles on Westmore-Meyers Rd, (40) Poles on Highland Ave. 48" LIT outside diameter double-faced balsam wreaths decorated with red poly bows and pine cones with overlay of red wrap and UNLIT balsam roping (wound on wire center) from height of approx. 8' to 16'. Wreaths to be mounted with zip ties on banner arms</p> <p>Payment Terms: \$21,317.50 Amount due upon signing \$10,658.75 Amount due upon installation \$10,658.75 Amount due upon removal</p>	42,635.00		42,635.00
<p>You accept all terms of this estimate. <u>X</u> (Customer Signature)</p>		<p><b>Total</b></p>	

Liberty Flags, Banners, Flagpoles, Inc.

4740 N. Cumberland Ave.  
Chicago, IL 60656

# Estimate

Date	Estimate #
10/28/2014	228

Name / Address
Village of Lombard Bridget Doyle 255 E. Wilson Lombard, IL 60148

Project

Description	Rate	Qty	Total
<p>Liberty Flag is please to provide this CONTRACT and AGREEMENT for the 2014 Holiday Decorating Season. This one year RENTAL CONTRACT includes Installation, Maintenance, Removal and/or Disposal.</p> <p>Liberty Flag 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 being processing your order. Thank you.</p>			
<p>You accept all terms of this estimate.X (Customer Signature)</p>	<b>Total</b>		\$42,635.00



# McFarlane Douglass & Companies

143 Tower Drive, Burr Ridge, IL 60527  
800-339-2900  
630-325-2399 Fax

www.mcfarlanedouglass.com  
info@mcfarlanedouglass.com

Quote Number: 43540  
Quote Date: 10/27/14  
Customer No.: MD101731  
Page: 1  
Salesperson Lori Schoenthaler

**Billing information:** Village of Lombard  
255 E. Wilson  
LOMBARD, IL 60146

**Service address:** Village of Lombard  
255 E. Wilson  
LOMBARD, IL 60146

Description		<u>Item Location</u>	Qty.	Unit Price	Total Price
Holiday Decorations Proposal					
2014					
OPTION 1					
LIVE GREENERY					
Purchase of fresh items					
Labor for installation and takedown included					
48" Fresh balsam wreath lit	double faced with pine cones	Main Street	150	105.00	15,750.00
48" Fresh balsam wreath lit	double faced with pine cones	Westmore-Meyers Ave	90	105.00	9,450.00
48" Fresh balsam wreath lit	double faced with pine cones	Highland Avenue	40	105.00	4,200.00
Lit balsam roping	with red poly wrap underneath	Main Street	90	67.50	6,075.00
Lit balsam roping	with red poly wrap underneath	Westmore-Meyers Ave	80	67.50	5,400.00
Lit balsam roping	with red poly wrap underneath	Highland Avenue	40	67.50	2,700.00
red poly bows	facing the street, included	Main	150		
red poly bows	facing the street, included	Westmore-Meyers	90		
red poly bows	facing the street, included	Highland Avenue	40		
12" lit balsam roping	with red poly wrap underneath	St. Charles Rd	75	67.50	5,062.50
red poly bows	facing the street, included	St. Charles Rd	75		
Holiday Installation Labor		included	1		
Holiday Takedown labor		included	1		
Holiday Delivery, Pickup & Handl			1		
Equipmt rental, crew transpt	For installation and takedown delivery/picku	included	1		
Equipmt rental, crew transpt	For installation		1	500.00	500.00
Equipmt rental, crew transpt	For takedown		1	500.00	500.00

Subtotal:	\$	49,637.50
Tax	\$	0.00
<b>Total Amount including Taxes:</b>	<b>\$</b>	<b>49,637.50</b>

See "Terms and Conditions" attached



**TERMS AND CONDITIONS:**

**Client agrees to fully compensate McFarlane Douglass for any fees associated with invoicing and payment of services. Client will be invoiced upon receipt of invoice for any such service.**

- \* Prices shown are PER YEAR.
- \* Lead time: 8-10 weeks from receipt of order to shipment date.
- \* Lead time is based on current raw material availability and McFarlane Douglass' current workload.
- \* Building Engineers are responsible for all electrical work and hardware installation.
- \* Any drawings, designs and/or samples developed by McFarlane Douglass for the above work remain the property of McFarlane Douglass.

**Conditions of Poinsettia Purchases:**

- a) Poinsettias serviced by McFarlane Douglass are guaranteed for 14 days from delivery date. We recommend additional deliveries if poinsettias are to look fresh and healthy throughout the Holiday Season.
- b) Service for Poinsettias: \$2.50 per week of service per poinsettia. Minimum \$25 per week.
- c) Cold/Heat damaged poinsettias will be replaced ONLY upon customer's agreement on replacement charges.
- d) Replacements will be done within 48 hrs.
- e) Poinsettias will not be serviced after December 24th.
- f) Delivery downtown: \$25, minimum charge.
- g) Delivery suburbs: \$75, minimum charge.

**Payment Options:**

- a. By Check mailed to our office: 143 Tower Dr. Burr Ridge, IL 60527
- b. Credit Card Payment Charges: 3% Bank fee +0.5% Administrative fee.
- c. Electronic Transfer Funds Payment available free of charge. Contact the office for details.

**Please Note:**

- \* Quotation is valid for 30 days from quote date.
- \* Terms: Deposit of 50% due with order. Balance upon installation.

The individual signing this agreement, does so as an Agent of the Client and fully obligates the Client to all the terms and requirements of this quote as clearly defined herein, including all typewritten or handwritten additions or amendments agreed to by the Client and Contractor.

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Email approvals are accepted for processing orders.

Liberty Flags, Banners, Flagpoles, Inc.

4740 N. Cumberland Ave.  
Chicago, IL 60656

# Estimate

Date	Estimate #
10/30/2014	233

Name / Address
Village of Lombard Bridget Doyle 255 E. Wilson Lombard, IL 60148

Project

Description	Rate	Qty	Total
(155) Short poles on St. Charles Rd. to be decorated with 12" wide natural balsam roping wound on wire center LIT with clear mini lights (100 lights total) over solid red poly wrap from under the lower banner arm to the bottom of the poles. There will be red poly bow at top attachment facing street.	30,993.00		30,993.00
(180) Tall poles on Main St. and Westmore-Meyers to be decorated with 48" outside diameter double faced natural balsam wreath decorated with red poly bows and pine cones LOT with clear mini lights (200 lights total) mounted on lower banner arm using zip ties. There will be an overlay of 12" wide unlit natural balsam roping wound on wire center over solid red poly wrap from approx. 8' to 16'			
Payment Terms \$15,496.50 Amount due upon signing \$7748.25 Amount due upon installation \$7748.25 Amount due upon removal			

You accept all terms of this estimate. <input checked="" type="checkbox"/> _____ (Customer Signature)	<b>Total</b>
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Liberty Flags, Banners, Flagpoles, Inc.

4740 N. Cumberland Ave.  
Chicago, IL 60656

# Estimate

Date	Estimate #
10/30/2014	233

Name / Address
Village of Lombard Bridget Doyle 255 E. Wilson Lombard, IL 60148

Project

Description	Rate	Qty	Total
<p>Liberty Flag is please to provide this CONTRACT and AGREEMENT for the 2014 Holiday Decorating Season. This one year RENTAL CONTRACT includes Installation, Maintenance, Removal and/or Disposal.</p> <p>Liberty Flag 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 being processing your order. Thank you.</p>			
<p>You accept all terms of this estimate. <u>X</u> (Customer Signature)</p>	<b>Total</b>		<b>\$30,993.00</b>



# McFarlane Douglass & Companies

143 Tower Drive, Burr Ridge, IL 60527  
800-339-2900  
630-325-2399 Fax

www.mcfarlanedouglass.com  
info@mcfarlanedouglass.com

Quote Number: 43525  
Quote Date: 10/21/14  
Customer No.: MD101731  
Page: 1  
Salesperson Lori Schoenthaler

**Billing information:** Village of Lombard  
255 E. Wilson  
LOMBARD, IL 60146

**Service address:** Village of Lombard  
255 E. Wilson  
LOMBARD, IL 60146

Description		<u>Item Location</u>	Qty.	Unit Price	Total Price
Holiday Decorations Proposal 2014 OPTION 2 ARTIFICIAL GREENERY One Year Rental Proposal					
48" wreath, lit with bow only	double faced with pine cones	Main Street	150	247.50	37,125.00
48" wreath, lit with bow only	double faced with pine cones	Westmore-Meyers Ave	90	247.50	22,275.00
48" wreath, lit with bow only	double faced with pine cones	Highland Avenue	40	247.50	9,900.00
9'x14" lit garland, no deco	with red poly wrap underneath	Main Street	90	101.25	9,112.50
9'x14" lit garland, no deco	with red poly wrap underneath	Westmore-Meyers Ave	80	101.25	8,100.00
9'x14" lit garland, no deco	with red poly wrap underneath	Highland Avenue	40	101.25	4,050.00
red poly bows	facing the street, included	Main	150		
red poly bows	facing the street, included	Westmore-Meyers	90		
red poly bows	facing the street, included	Highland Avenue	40		
9'x14" lit garland, no deco	with red poly wrap underneath	St. Charles Rd	75	101.25	7,593.75
red poly bows	facing the street, included	St. Charles Rd	75		
Holiday Installation Labor		Included	1		
Holiday Takedown labor		Included	1		
Holiday Delivery, Pickup & Handl	For installation and takedown delivery/picku	Included	1		
Equipmt rental, crew transpt	For installation		1	500.00	500.00
Equipmt rental, crew transpt	For takedown		1	500.00	500.00

Subtotal:	\$	99,156.25
Tax:	\$	0.00
<b>Total Amount including Taxes:</b>	<b>\$</b>	<b>99,156.25</b>

See "Terms and Conditions" attached



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- b. Credit Card Payment Charges: 3% Bank fee +0.5% Administrative fee.
- c. Electronic Transfer Funds Payment available free of charge. Contact the office for details.

**Please Note:**

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- \* Terms: Deposit of 50% due with order. Balance upon installation.

The individual signing this agreement, does so as an Agent of the Client and fully obligates the Client to all the terms and requirements of this quote as clearly defined herein, including all typewritten or handwritten additions or amendments agreed to by the Client and Contractor.

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Email approvals are accepted for processing orders.