

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 27, 2010 (B of T) Date: November 4, 2010

TITLE: Holiday Decorations Contract 2010

SUBMITTED BY: Managers Office

BACKGROUND/POLICY IMPLICATIONS:

Please find attached a proposal from Folgers Flag & Decorating for a one year contract for 2010 holiday decorations including live greenery roping, lights, & bows.

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 and has done acceptable work in the past. (DISTRICTS 1, 4 & 5)

Please place this item on the consent agenda for the November 4, 2010 Board of Trustees meeting.

Fiscal Impact/Funding Source:

TIF District 1, Not to Exceed \$4,130
TIF District 2, Not to Exceed \$4,130
TIF Downtown District, Not to Exceed \$6,600

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X *David A. Hulseberg* _____ Date *10/27/10*

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.



TO: David A. Hulseberg
Village Manager

FROM: Joelyn M. Kott *JMK*
Communications Coordinator

DATE: October 27, 2010

SUBJECT: Holiday Decorations

The following is a recommendation for seasonal holiday decorations to be displayed on St. Charles Road from Westmore to Elizabeth. This is the only area in which holiday decorations will be displayed this year as the budget for the decorations was cut in half.

Staff had searched for vendors that offer live greenery with lighting, as has been the Village's tradition for the holiday decorations. Only Folger's Flag and Decorating provides this service and includes installation. Their quote is attached for your information.

Other vendors contacted that do not offer the product and/or services needed included WGN Flag & Decorating Co.; Clesen Wholesale and Dekra-Lite.

Staff recommends waiver of bids and award of a contract to Folgers Flag & Decorating for a price not to exceed \$14,790 for the decorations as indicated in the attached quote. The total amount budgeted for these decorations in the TIF funds is \$14,860.

Please place this item on the consent agenda for the November 4, 2010 Board of Trustees meeting. If you have any questions, please feel free to contact me. Thank you.

Attachment

RESOLUTION

R _____ 10

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 roping, lights & bow holiday decorations for the 2010 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 _____, 2010.

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2010.

William J. Mueller
Village President

Attest:

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas Bayer
Village Attorney



FLAG & DECORATING, INC.

2748 W. YORK ST.
BLUE ISLAND, IL 60406
Ph: (708) 388-1598 FAX: (708) 388-9997
OUTSIDE IL 1-800-344-7230
www.folgersflag.com

Village of Lombard
255 East Wilson
Lombard, IL 60146
ATTN: Joelyn Kott

October 27, 2010

Folgers Flag is please to provide the following proposal for the 2010 holiday season as follows:

Installation and removal of (36) banners on ornamental light poles on St. Charles Road NOT TO EXCEED \$2,970.00

(197) ornamental light poles on St. Charles Road to be decorated with LIT 12" balsam roping wound on wire center over solid red poly wrap from the height of any lower banner arm to the ground WITH a red poly bow faced the street at top attachment @ \$60.00 per pole = \$11,820.00

Payment terms would be as follows for the 197 poles:

- Amount due upon signing of a formal contract \$5,910.00
- Amount due upon installation \$2,955.00
- Amount due upon removal \$2,955.00

Banners would be billed separately.

Thank you for the opportunity to provide you with the above quotation.

Sincerely,

Deb Folgers