

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

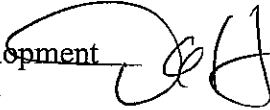
  X   Resolution or Ordinance (Blue)  
       Recommendations of Boards, Commissions & Committees (Green)  
       Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: October 9, 2006 (B of T) Date: October 19, 2006

TITLE: Holiday Decorations Contract 2006 (Resolution)

SUBMITTED BY: Department of Community Development 

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 2006 season.

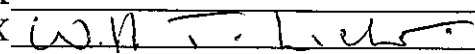
Staff recommends to waive competitive bidding and award a contract to Folger's Flag & Decorating based on the information attached. Folger's Flag & Decorating is our present vendor and has done acceptable work in the past. (ALL DISTRICTS)

Please place this item on the consent agenda for the October 19, 2006 Board of Trustees meeting.

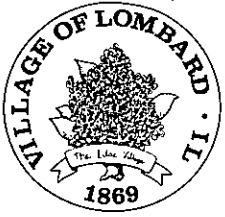
Fiscal Impact/Funding Source:

Hotel/Motel Tax Fund  
Not to Exceed \$25,000.00

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager X  \_\_\_\_\_ Date 10/9/06

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:** William T. Lichter  
Village Manager

**FROM:** David A. Hulseberg, AICP *Staff*  
Assistant Village Manager/Director of Community Development

**DATE:** October 9, 2006

**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 2 years, that of live greenery wreaths with red bows used with the current holiday banners the Village already owns.

The area to be decorated was quoted as follows:  
Westmore-Meyers Road, Roosevelt to St. Charles Road  
Main Street, Willow to Grove  
Highland Avenue, Butterfield to 22<sup>nd</sup> Street  
St. Charles Road, Elizabeth to Charlotte  
22<sup>nd</sup> Street, Highland to Westmore-Meyers Rd.  
St. Charles Road, Grace to Westmore-Meyers Road

The following quote was received and is attached for your information:

**Folger's Flag & Decorating:** Has agreed to hold the pricing the same as the last three years. \$23,980.00 per attached quote.

Staff also contacted three other vendors to quote on this project; however, the vendors did not supply live greenery and were unable to provide what the Village requested. These vendors included:

WGN Flag & Decorating Co. (773-768-8076)  
Four Seasons Banner Co. (800-741-6852)  
DEKRA-Lite (800-436-3627)

Staff recommends waiver of bids and award of a contract to Folger's Flag & Decorating for a price not to exceed the \$25,000 budgeted amount.

Please place this item on the consent agenda of the October 19, 2006 agenda of the Board of Trustees. If you have any questions, please feel free to contact me. Thank you.

Attachments

DAH/jmk

H:/CD/worduser/commpro/2006holidaydecorations2

RESOLUTION

R \_\_\_\_\_ 07

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 2006 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 \_\_\_\_\_, 2006.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

\_\_\_\_\_  
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

8-24

July 18, 2006

Village of Lombard  
 ATTN: Joelyn Kott

Dear Joelyn,

As you know the 2006 holiday season is fast approaching and I am working with our wreath/roping suppliers to reserve natural balsam for this year.

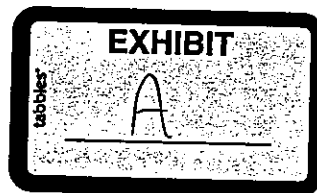
We have been raising prices due to the fact we are unable to absorb the increases in cost of fuel and metals any longer but as you do so much work with us I wanted to let you know we will keep pricing the same for you.

If you are looking to duplicate the holiday décor for the upcoming 2006 holiday season, the pricing would remain at \$23,980.00.

Please let us know at your earliest convenience and we look forward to the opportunity to work with you again this season.

Sincerely,

Deb Folgers



# Proposal/Contract

Page No. \_\_\_\_\_ of \_\_\_\_\_ Page:




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<br>Village of Lombard  | PHONE 630-620-3590<br>Fax 630-629-2374 | DATE<br>October 9, 2006 |
| STREET<br>255 E. Wilson                      | JOB NAME                               |                         |
| CITY STATE AND ZIP CODE<br>Lombard, IL 60146 | JOB LOCATION                           |                         |
| ARCHITECT<br>Attn: Linda                     | PLAN DATE                              | PLAN NO.                |
|  |  | EST. NO.                |

|   |  | UNIT | TOTAL     |
|---|--|------|-----------|
| <p>WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:<br/>                     Folgers is pleased to provide this Contract and Agreement for the 2006 Holiday Decorating Season. This one year rental contract includes installation, maintenance, removal and/or disposal.</p> <p>Our 12" fresh balsam roping is wound on 14 1/2 gauge wire - NOT 17 gauge twine. Our 48" outside diameter double faced wreaths are made with heavy 7 gauge 36" outer ring and 7 gauge 33" inner ring for full look. Our double faced wreaths are not simply two wreaths tied together back to back. All balsam is hand wrapped using a 20 gauge wire for wrapping - NOT 22 gauge.</p> |  |      |           |
| 110-  | Lighted 48" outside diameter balsam wreaths with an overlay of red wrap and UNLIT balsam roping from a height of Approx. 8' to 16' at \$120.00 = \$13,200.00 |      |           |
| 52-   | On Westmore every pole 23- Main Street every pole  |      |           |
| 35-   | St. Charles from Grace to Westmore.  |      |           |
| 92-   | Unlighten 48" outside diameter balsam wreaths with an overlay of red wrap and UNLIT balsam roping from a height of approx. 8' to 16' at \$80.00 = \$7,360.00 |      |           |
| 48-   | On Cermak Road, Highland to Westmore every pole  |      |           |
| 35-   | On Highland Avenue every pole  |      |           |
| 5-  | Village Hall Parking Lot.  |      |           |
| 4-  | Library on Maple Street.   |      |           |
| 57-   | Small lamp posts with holiday banners on pole to be decorated with red wrap and LIT natural balsam roping applied under banner at \$60.00 = \$ 3,240.00      |      |           |
| Total cost for the above decorations for 2006   |  |      | 23,980.00 |

All items are guaranteed to be as specified. All work to be completed in a workmanlike manner according to industry practices. Any alteration or deviation from above specifications involving extra costs will be executed only on written orders, and will become an extra charge over and above the estimate. All agreements contingent upon weather, accidents, or delays beyond our control. Quotes to carry fire, tornado and other necessary insurances. Our workers are fully covered by Workmen's 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 \_\_\_\_\_  
 Signature \_\_\_\_\_

# Proposal/Contract

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages



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<br>Village of Lombard   | PHONE 630-620-3590<br>Fax 630-620-2374 | DATE<br>October 9, 2006 |
| STREET<br>2551 Wilson                         | JOB NAME                               |                         |
| CITY, STATE AND ZIP CODE<br>Lombard, IL 60146 | JOB LOCATION                           |                         |
| ARCHITECT<br>Attn: Linda                      | PLAN DATE                              | PLAN NO.                |
|   |  | EST. NO.                |

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

**Payment Terms:**

|                              | UNIT | TOTAL     |
|------------------------------|------|-----------|
| Amount due upon signing      |      | 11,990.00 |
| Amount due upon installation |      | 5,995.00  |
| Amount due upon removal      |      | 5,995.00  |

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 unreasonably warm temperatures and/or high winds.

Please sign and return one copy along with the amount due to begin processing your order.

Thank you. Deb Folgers

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 weather, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's 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 \_\_\_\_\_

Signature \_\_\_\_\_

**INVOICE**

**FOLGERS FLAG AND DECORATING, INC.**

274 W. YORK ST.  
 BLUE ISLAND, IL 60406  
 Ph. (708) 388-1596  
 Fax (708)388-9997  
 www.folgersflag.com

INVOICE NUMBER: 0010638-IN  
 INVOICE DATE: 10/09/2006  
 CUSTOMER NO: LOM001

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

SHIP TO:  
 Christmas 2006

CONFIRM TO:

| CUSTOMER P.O.  | SHIP VIA | F.O.B.  | TERMS       |          |            |           |
|--|----------|---------|-------------|----------|------------|-----------|
| Linda  |          |         | Net 15 Days |          |            |           |
| ITEM NO.   | UNIT     | ORDERED | SHIPPED     | BACK ORD | PRICE      | AMOUNT    |
| CHR000   | EACH     | 0.000   | 0.000       | 0.000    | 0.000      | 0.00      |
| Amount due for the 2006 Holiday Decorating Season per contract.<br>Please pay from this invoice.<br>No other invoice will be sent. |          |         |             |          |            |           |
| CHR000   | EACH     | 1.000   | 1.000       | 0.000    | 11,990.000 | 11,990.00 |
| Amount due upon signing  |          |         |             |          |            |           |
| CHR000   | EACH     | 1.000   | 1.000       | 0.000    | 5,995.000  | 5,995.00  |
| Amount due upon installation   |          |         |             |          |            |           |
| CHR000   | EACH     | 1.000   | 1.000       | 0.000    | 5,995.000  | 5,995.00  |
| Amount due upon removal  |          |         |             |          |            |           |

Net Invoice: 23,980.00  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
**Invoice Total: 23,980.00**