

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: Tim Sexton, Acting Village Manager

DATE: October 29, 2013 (B of T) Date: November 7, 2013

TITLE: Holiday Decorations 2013 Contract

SUBMITTED BY: Bridget Doyle, Communications Coordinator *BDD*

BACKGROUND/POLICY IMPLICATIONS:

Please find attached, a proposal from Folgers Flag and Decorating for a one year contract for 2013 holiday decorations including live greenery wreaths and roping, lights, and bow decorations per attached specifications.

Staff recommends a waiver of competitive bidding and award a contract to Folgers Flag and Decorating, the lowest responsible quote of the two quotes received (three companies contacted did not quote).

Please place this item on the consent agenda for the November 7, 2013 Board of Trustees meeting.

Fiscal Impact/Funding Source:

Hotel/Motel Tax Fund
Not to Exceed \$28,966

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X *Timothy Sexton* _____ Date 10/29/13

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.