

**MEMO TO** : William T. Lichter  
Village Manager

**FROM** : Carol A. Bauer  
Executive Coordinator

**DATE** : August 10, 2004

**SUBJECT** : **EMPLOYEE RECOGNITION AWARDS**

John Elmendorf has been providing employee recognition award services to the Village of Lombard from 1990 to 1998 as a representative of the O. C. Tanner Corporation and since 1998 as owner of Elite Recognition. Mr. Elmendorf has provided quality gifts for the employees and great customer service to insure that the gifts are here in a timely fashion. We have looked at other vendors over the years, but those vendors do not provide programs that allow as many award choices at a comparable cost. It is important for the Village to continue to provide the same quality of gift selection to the employees for this program.

I would like to request a waiver of bids and award of a contract to Elite Recognition in an amount not to exceed \$12,500 for the 2004 Employee Recognition Awards Program. This figure is based on the recognition of 53 employees totaling 805 years of service plus shipping of the items.

/cb

Attachment