

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

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

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Huliseberg, Village Manager

DATE: September 10, 2008 (B of T) Date: September 18, 2008

TITLE: Holiday Decorations Contract 2008

SUBMITTED BY: Department of Community Development *WFF*

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 2008 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 September 18, 2008 Board of Trustees meeting.

Fiscal Impact/Funding Source:
Hotel/Motel Tax Fund
Not to Exceed \$22,416.00
2590.756420 Proj# 0073

Review (as necessary):

Village Attorney X _____
Finance Director X *Patricia...*
Village Manager X *David A. Huliseberg*
Date 9/10/08
Date 9/11/08

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: David A. Hulseberg
Village Manager

FROM: William J. Heniff, AICP *WH*
Acting Director of Community Development

DATE: September 10, 2008

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 4 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 22nd Street
St. Charles Road, Elizabeth to Charlotte
22nd Street, Highland to Westmore-Meyers Rd. (single banners only)
St. Charles Road, Grace to Westmore-Meyers Road

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

Folger's Flag & Decorating: The quote is attached, in the amount of \$22,416. 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 \$22,416.

Please place this item on the consent agenda of the September 18, 2008 agenda of the Board of Trustees. If you have any questions, please feel free to contact me. Thank you.

Attachments
WJH/jmk

H:/CD/worduser/commpro/2008holidaydecorations

RESOLUTION

R _____ 08

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 2008 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 _____, 2008.

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2008.

William J. Mueller
Village President

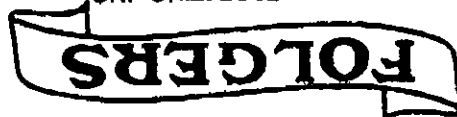
Attest:

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas Bayer
Village Attorney

Proposal/Contract



FLAG & DECORATING, INC.

2748 W. YORK STREET, BLUE ISLAND, IL 60406

Ph: (708) 388-1598
outside IL 1-800-344-7230
FAX: (708) 388-9997

Page No. _____ of _____ Pages

PROPOSAL SUBMITTED TO		Village of Lombard	
STREET		255 E. Wilson	
CITY, STATE AND ZIP CODE		Lombard, IL 60146	
ARCHITECT		Attn: Cindy Polak	
PHONE 630-620-5718	DATE	PLAN NO.	EST. NO.
630-629-2374	September 5, 2008		

UNIT	TOTAL
(63) Poles(35 on St. Charles from Grace to Westmore & 28 on main) to have a LIT 48" od balsam wreath with an overlay of red wrap & UNLIT balsam roping from a height of approx. 8' to 16'	11208.00
(92) Poles to have UNLIT wreath as above and UNLIT roping (48 on Cermak Road. / 35 on Highland, 3 in VH Parking lot & 4 in Library Parking lot)	5604.00
(57) Small lamposts with holiday banners on pole to be decorated with red wrap & LIT roping under banner	5604.00
Total cost for the above decorations	22416.00

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: FOLGERS IS PLEASED TO PROVIDE THIS CONTRACT AND AGREEMENT FOR THE 2008 HOLIDAY DECORATING SEASON. THIS ONE YEAR RENTAL CONTRACT INCLUDES INSTALLATION, MAINTENANCE, REMOVAL AND/ OR DISPOSAL.

(63) Poles(35 on St. Charles from Grace to Westmore & 28 on main) to have a LIT 48" od balsam wreath with an overlay of red wrap & UNLIT balsam roping from a height of approx. 8' to 16'

(92) Poles to have UNLIT wreath as above and UNLIT roping (48 on Cermak Road. / 35 on Highland, 3 in VH Parking lot & 4 in Library Parking lot)

(57) Small lamposts with holiday banners on pole to be decorated with red wrap & LIT roping under banner

Total cost for the above decorations

Payment Term: Amount due upon signing 11208.00
Amount due upon installation 5604.00
Amount due upon removal 5604.00

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 unseasonably 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 completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be assessed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon order, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

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: _____

Date of Acceptance: _____
Signature: _____