

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: William T. Lichter, Village Manager

DATE: October 22, 2007 (B of T) Date: November 1, 2007

TITLE: Holiday Decorations Contract 2007

SUBMITTED BY: Department of Community Development *Bob*

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 2007 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 November 1, 2007 Board of Trustees meeting.

Fiscal Impact/Funding Source:
Hotel/Motel Tax Fund
Not to Exceed \$27,059.00

Review (as necessary):

Village Attorney X _____
Finance Director X _____
Village Manager X *W.T. Lichter* _____
Date _____
Date _____
Date *10/24/07* _____

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
Assistant Village Manager/Director of Community Development

DATE: October 22, 2007

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 3 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 (pending construction)
Main Street, Willow to Grove
Highland Avenue, Butterfield to 22nd Street
St. Charles Road, Elizabeth to Charlotte
22nd 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: The quote is attached, in the amount of \$27,059. The price has not been raised in four years and has increased due to fuel and metal costs.

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 \$27,059.

Please place this item on the consent agenda of the November 1, 2007 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/2007/holidaydecorations

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 2007 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 _____, 2007.

Ayes: _____

Nays: _____

Absent: _____

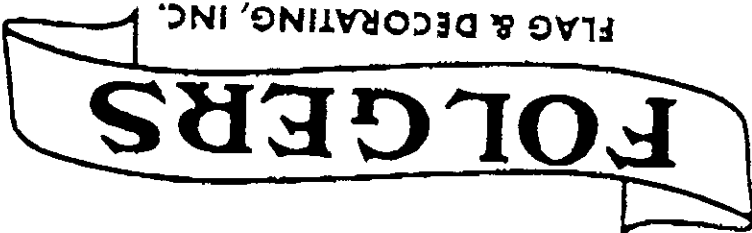
Approved this _____ day of _____, 2007.

Attest:
William J. Mueller
Village President

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas Bayer
Village Attorney



2748 W. YORK ST.
BLUE ISLAND, IL 60408
Ph: (708) 388-1598 FAX: (708) 388-9997
OUTSIDE IL 1-800-344-7230
www.folgersflag.com

October 9, 2007

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

Joelyn,

Thank you for the opportunity to provide you with a price quotation for the upcoming 2007 holiday season based on duplicating the same decor. The price was \$23,980.00 in 2004, 2005 and 2006. We are unable to absorb the increases of fuel and metal costs for 2007.

I would certainly hope that we can try to keep the cost consistent again in 2008 as we have in the past 3 years.

Total cost for 2007:
\$27,059.00 broken out as follows:

Amount due upon signing \$13,529.00
Amount due upon installation \$6,765.00
Amount due upon removal \$6,765.00

Thank you again and please give me a call with any questions.

Sincerely,

[Handwritten Signature]
Deb Folgers