

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 _____ Date _____

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.



TO: Tim Sexton
Acting Village Manager

FROM: Bridget Doyle *BWD*
Communications Coordinator

DATE: October 29, 2012

SUBJECT: 2013 Holiday Decorations

The following is a recommendation for seasonal holiday decorations to be displayed throughout Lombard.

Staff has researched and quoted the live greenery from vendors who provide live greenery, as has been the Village's tradition for the holiday decorations. The following vendors were solicited for quotes:

- Northern Lights Display
- Folgers Flag & Decorating
- McFarlane Douglass & Companies
- Temple Display
- T.O. Flag Services, Inc.

Specifications, which are attached and remained the same as last year, were sent to the above vendors. The quotations that were submitted from the above companies are attached for your information. The amounts are listed below.

<u>LIVE GREENERY & INSTALLATION</u>	<u>QUOTES</u>
Northern Lights Display	Did not quote
Folgers Flag & Decorating:	\$28,966
McFarlane Douglass & Companies:	\$30,150
Temple Display	Did not quote
T.O. Flag Services, Inc.	Did not quote

RECOMMENDATION

Staff recommends waiver of bids and award of a contract to Folgers Flag & Decorating for a price of \$28,966 for decorations as described in the attached quotation. Please place this item on the consent agenda of the November 7, 2013 Lombard Board of Trustees meeting. If you have any questions please feel free to contact me. Thank you.

Attachments

RESOLUTION

R _____ 13

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 and Decorating, to provide live greenery wreaths & roping, lights & bow holiday decorations for the 2013 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 _____, 2013.

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2013.

Keith Giagnorio,
Village President

Attest:

Janet Downer,
Deputy 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

October 24, 2013

Folgers Flag & Decorating is pleased to provide the following price quotation for holiday decorations for the Village of Lombard as follows:

OPTION A

(155) poles on St. Charles Rd. to be decorated with 12" wide natural balsam roping wound on wire center LIT with clear mini lights (100 lights total) over solid red poly wrap from under the lower banner arm to the bottom of the poles. There would be a red poly bow at top attachment facing street.

(190) tall poles on Main St. and Westmore-Meyers to be decorated with a 48" outside diameter double faced natural balsam wreath decorated with red poly bows and pine cones LIT with clear mini lights (200 lights total) mounted on lower banner arm using zip ties. There would be an overlay of 12" wide unlit natural balsam roping wound on wire center over solid red wrap from under the wreath down approx. 8'.

Total cost for Option A: \$28,966.00

OPTION B

(155) poles on St. Charles Rd. decorated as above

(90) tall poles on Main St. decorated as above

Total cost for Option B: \$17,986.00

The above pricing includes installation, maintenance, removal, insurance and disposal for the 2013 holiday season. Folgers Flag is fully insured and assumes full responsibility for any liabilities with the exception of theft, vandalism or extreme weather conditions such as high winds and warm weather.

Deb Folgers

FLAGS * BANNERS * FLAGPOLES * CHRISTMAS DECORATIONS * COMPLETE INSTALLATION SERVICE



McFarlane Douglass & Companies

143 Tower Drive, Burr Ridge, IL 60527
800-339-2900
630-325-2399 Fax

www.mcfarlanedouglass.com
info@mcfarlanedouglass.com

Quote Number: 40201
Quote Date: 10/26/13
Customer No.: MD101731
Page: 1
Salesperson Lori Schoenthaler

Billing information: Village of Lombard
255 E. Wilson
LOMBARD, IL 60146

Service address: Village of Lombard
255 E. Wilson
LOMBARD, IL 60146

Description	Item Location	Qty.	Unit Price	Total Price
Holiday Decorations 2013 OPTION B				
As per specs per bid minus 90 poles on Westmore-Meyers				
Holiday Decorations				
48" fresh WREATH W/LIGHTS	double faced with pine cones with red poly wrap underneath	1	22,000.00	22,000.00
12 in unlit balsam roping		90		
red poly bows	facing the street, included	90		
	<i>Main Street</i>			
	<i>Main Street</i>			
	<i>Main</i>			
12" lit balsam roping	with red poly wrap underneath	155		
red poly bows	facing the street, included	155		
	<i>St. Charles Rd</i>			
	<i>St. Charles Rd</i>			
Holiday Installation Labor	<i>included</i>	1		
Holiday Takedown labor	<i>included</i>	1		
Holiday Delivery, Pickup & Handl	For installation and takedown delivery/pickup <i>included</i>	1		
Equipmt rental, crew transpt	For installation and takedown <i>included</i>	1		

Installation completed by
November 22, 2013

Subtotal: \$ 22,000.00
Tax: \$ 0.00
Total Amount including Taxes: \$ 22,000.00

See "Terms and Conditions" attached



Quote Number: 40201
Quote Date: 10/26/13
Customer No.: MD101731
Page: 1

TERMS AND CONDITIONS:

- * Prices shown are PER YEAR.
- * Lead time: 8-10 weeks from receipt of order to shipment date.
- * Lead time is based on current raw material availability and McFarlane Douglass' current workload.
- * Building Engineers are responsible for all electrical work and hardware installation.
- * Any drawings, designs and/or samples developed by McFarlane Douglass for the above work remain the property of McFarlane Douglass.

Conditions of Poinsettia Purchases:

- a) Poinsettias serviced by McFarlane Douglass are guaranteed for 14 days from delivery date. We recommend additional deliveries if poinsettias are to look fresh and healthy throughout the Holiday Season.
- b) Service for Poinsettias: \$2.50 per week of service per poinsettia. Minimum \$25 per week.
- c) Cold/Heat damaged poinsettias will be replaced ONLY upon customer's agreement on replacement charges.
- d) Replacements will be done within 48 hrs.
- e) Poinsettias will not be serviced after December 24th.
- f) Delivery downtown: \$25, minimum charge.
- g) Delivery suburbs: \$75, minimum charge.

Payment Options:

- a. By Check mailed to our office: 143 Tower Dr. Burr Ridge, IL 60527
- b. Credit Card Payment Charges: 3% Bank fee +0.5% Administrative fee.
- c. Electronic Transfer Funds Payment available free of charge. Contact the office for details.

Please Note:

- * Quotation is valid for 30 days from quote date.
- * Terms: Deposit of 50% due with order. Balance upon installation.

The individual signing this agreement, does so as an Agent of the Client and fully obligates the Client to all the terms and requirements of this quote as clearly defined herein, including all typewritten or handwritten additions or amendments agreed to by the Client and Contractor.

ACCEPTED BY: _____

DATE: _____

PRINT NAME: _____

Email approvals are accepted for processing orders.



143 Tower Drive, Burr Ridge, IL 60527
 800-339-2900
 630-325-2399 Fax

www.mcfarlanedouglass.com
 info@mcfarlanedouglass.com

Quote Number: 40200
 Quote Date: 10/26/13
 Customer No.: MD101731
 Page: 1
 Salesperson Lori Schoenthaler

Billing information: Village of Lombard
 255 E. Wilson
 LOMBARD, IL 60146

Service address: Village of Lombard
 255 E. Wilson
 LOMBARD, IL 60146

Description		<u>Item Location</u>	Qty.	Unit Price	Total Price
Holiday Decorations 2013 OPTION A					
As per specs per bid					
Holiday Decorations			1	30,150.00	30,150.00
48" fresh WREATH W/LIGHTS	double faced with pine cones	Main Street	90		
48" fresh WREATH W/LIGHTS	double faced with pine cones	Westmore Ave	90		
12 in unlit balsam roping	with red poly wrap underneath	Main Street	90		
12 in unlit balsam roping	with red poly wrap underneath	Westmore Ave	90		
red poly bows	facing the street, included	Main	90		
red poly bows	facing the street, included	Westmore	90		
12" lit balsam roping	with red poly wrap underneath	St. Charles Rd	155		
red poly bows	facing the street, included	St. Charles Rd	155		
Holiday Installation Labor		included	1		
Holiday Takedown labor		included	1		
Holiday Delivery, Pickup & Handl	For installation and takedown delivery/pickup	included	1		
Equipmt rental, crew transpt	For installation and takedown	included	1		

Customer requests work to be finished by November 22nd, 2013

Subtotal: \$ 30,150.00
 Tax: \$ 0.00
Total Amount including Taxes: \$ 30,150.00

See "Terms and Conditions" attached



Quote Number: 40200
Quote Date: 10/26/13
Customer No.: MD101731
Page: 1

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ACCEPTED BY: _____

DATE: _____

PRINT NAME: _____

Email approvals are accepted for processing orders.