

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**  
**BIDS AND PROPOSALS**

TO: President and Village Board of Trustees  
FROM: William T. Lichter, Village Manager  
DATE: August 10, 2004 Agenda Date: August 19, 2004  
TITLE: Employee Recognition Awards

SUBMITTED BY: William T. Lichter, Village Manager

**RESULTS:**

Date Bids Were Published: N/A..... Date Bidding Closed: N/A  
Total Number of Bids Received: N/A  
Total Number of Bidders Meeting Specifications .....N/A  
Bid Security Required ..... Yes  No   
Performance Bond Required..... Yes  No   
Were Any Bids Withdrawn ..... Yes  No   
Explanation .....  
Waiver of Bids Requested?..... Yes  No   
If yes, explain: Sole Vendor for Federal Siren  
Award Recommended to Lowest Responsible Bidder..... Yes  No   
If no, explain: N/A

**FISCAL IMPACT:**

Engineer's estimate/budget estimate:

Amount of Award: \_\_\_\_\_

**BACKGROUND/RECOMMENDATION:**

Request for 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 Program.

Has Recommended Bidder Worked for Village Previously  Yes  No  
If yes, was quality of work acceptable  Yes  No  
Was item bid in accordance with Public Act 85-1295?  Yes  No  
Waiver of bids - Public Act 85-1295 does not apply  Yes

**REVIEW** (as needed):

Finance Director XX Richard J Flood Date 8/10/04  
Village Manager XX W. T. Lichter Date 8/10/04

**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.**



**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

**VILLAGE OF LOMBARD**

**Service Award Program  
10/22/02**

<b><u>YEARS OF SERVICE</u></b>	<b><u>AWARD</u></b>	<b><u>AVERAGE COST</u></b>	<b><u>2004 RECIPIENTS</u></b>	<b><u>TOTAL COST</u></b>
5	Level V	\$ 73.00	13	\$ 949.00
10	Level VII	\$ 151.50	9	\$ 1,363.50
15	Level X	\$ 245.50	11	\$ 2,700.50
20	Level XI	\$ 288.00	6	\$ 1,728.00
25	Level XII	\$ 346.50	12	\$ 4,158.00
30	Level XIII	\$ 437.50	1	\$ 437.50
35	Level XIV	\$ 537.50	1	\$ 537.50
			53	\$ 11,874.00

Elite Recognition Services

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