

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: David A. Hulseberg, Village Manager

DATE: October 26, 2011 (B of T) Date: November 3, 2011

TITLE: Holiday Decorations 2011 Contract

SUBMITTED BY: Joelyn Kott, Communications Coordinator

BACKGROUND/POLICY IMPLICATIONS:

Please find attached, a proposal from Folgers Flag & Decorating for a one year contract for 2011 holiday decorations including live greenery wreaths and roping, lights, and bow decorations per attached specifications. The contract will also include installation and removal of existing Village owned holiday banners on Westmore Avenue.

Staff recommends a waiver of competitive bidding and award a contract to Folgers Flag & Decorating based on the information attached. Folgers Flag & Decorating is our present vendor, has done acceptable work in the past, and provided the lowest quote of four quotes received.

Please place this item on the consent agenda for the November 3, 2011 Board of Trustees meeting.

Fiscal Impact/Funding Source:

Hotel/Motel Tax Fund
Not to Exceed \$30,000

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: David A. Hulseberg
Village Manager

FROM: Joelyn Kott
Communications Coordinator

DATE: October 24, 2011

SUBJECT: 2011 Holiday Decorations

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

Staff has researched and quoted the live greenery separate this year as we discovered additional vendors provided live greenery as compared to past years. The following vendors were solicited for quotes:

- Folger's Flag & Decorating
- McFarlane Douglass & Companies
- Temple Display
- Clesen Wholesale
- T.O. Flag Services, Inc.
- Supercolor Digital

Specifications on the desired decorations were developed (see attached) and sent to the above vendors. The quotations from the above companies that were submitted are attached for your information and the amounts are listed below. (Please note that Clesen Wholesale and Supercolor Digital declined to quote on the project.)

Folgers's Flag & Decorating:	\$28,050
McFarlane Douglass & Companies:	\$28,385
Temple Display:	\$42,817.50
T.O. Flag Services, Inc.	\$39,975.50

Staff will contract with Folger's also for the installation of holiday banners at select locations throughout the Village that will still accommodate the existing banner size (new poles do not fit the old banners.) These banners will be installed at the cost of \$30/pole and will cover installation and removal of the banners.

Staff recommends waiver of bids and award of a contract to Folger's Flag & Decorating for a price not to exceed \$30,000 for decorations as described in the attached quotation and to include banner installation at select locations in the Village. The total amount budgeted for holiday decorations is \$30,000.

Please place this item on the consent agenda of the November 3, 2011 Lombard Board of Trustees meeting. If you have any questions, please feel free to contact me. Thank you.

Attachments

Village of Lombard 2011 Holiday Decorations

SPECIFICATIONS

St. Charles Road light poles—Approximately 155 poles

12" lit balsam roping with white lights wound on wire center over solid red poly, wrapped from the lower banner arm to the bottom of the poles with red poly wrap bows facing the street at the top point of attachment.

Main Street--Approximately 90 poles

Westmore Avenue—Approximately 80 poles

48" lit outside diameter double faced balsam wreath decorated with red poly bows and pine cones with an overlay of red wrap and unlit balsam roping (wound on wire center) from a height of approximately 8' to 16'. Wreaths to be mounted with zip ties on banner arm.

The goal is to have live greenery with red bows lit with white lights on the light poles on St. Charles Road and matching live greenery lit with white lights with a live greenery wreath with a red bow on Main Street and Westmore Avenue.

Will consider substitutions upon review. Completed installation needed by November 26, 2011.

Sent to:

Clesen Wholesale

Folger's Flag & Decorating

McFarlane Douglass & Companies

Temple Display

T.O. Flag Services, Inc.

Supercolor Digital

Kott, Joelyn

From: Debra Folgers <folgersflag@att.net>
Sent: Tuesday, October 18, 2011 12:22 PM
To: Kott, Joelyn
Subject: 2011 Holiday

Joelyn,

Thank you for the opportunity to provide you with a price quote for the 2011 holiday season. All pricing includes installation, maintenance, removal, insurance and disposal. We are fully responsible for any liabilities with the exception of theft, vandalism or extreme weather conditions beyond our control such as high winds and warm weather.

Please also note that on the 48" double faced balsam wreaths the wreaths are not simply 2 single faced mounted back to back but are 1 heavy duty frame hand wrapped. We also install **FOUR** 100' light sets on the wreaths instead of two. In case of any bulbs falling out there will still be lighted wreaths. On the lighted balsam roping we install **TWO** 50's. In case of any bulbs falling out that there will still be lighted roping. We do a solid red poly wrap under the balsam roping instead of only in between the balsam. The roping is 12" in width.

ST. CHARLES RD: 155 poles - \$19,210.00

12" balsam roping wound on wire center LIT with (2) 50' strands clear lights wrapped over solid red poly wrap from under the lower banner arm to the bottom of the poles with red poly bow at top attachment facing street.

MAIN STREET: 90 POLES - \$4,680.00

WESTMORE AVE: 80 POLES - \$4,160.00

A 48" outside diameter double faced wreath decorated with red bows and pine cones LIT with (4) 100' strands of clear lights mounted on banner arm with zip ties with an overlay of solid red wrap under 12" balsam roping wound on wire center from approx. 8' to 16'.

TERMS:

60% upon signing of contract so we can forward to our balsam supplier

20% upon installation

20% upon removal

Thank you for accepting our proposal and we look forward to the possibility of working with you in the upcoming holiday season.

Sincerely,
Deb Folgers

CELEBRATING OUR 50TH YEAR!

Folgers Flag & Decorating, Inc.

2748 York St.

Blue Island, IL 60406

708-388-1598 Fax: 708-388-9997

www.folgersflag.com

Holiday decorations, flags, flagpoles, banners, hardware

Family owned and operated since 1961

Deb Folgers, Dan Folgers and remembering Wes



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: 33784
Quote Date: 10/17/11
Customer No.: MD101731
Page: 1
Salesperson

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 Proposal 2011					
24" FRESH WREATH W/LIGHTS	double faced with cones	<i>Main Street</i>	90	32.00	2,880.00
24" FRESH WREATH W/LIGHTS	double faced with cones	<i>Westmore Ave</i>	80	32.00	2,560.00
12 in unlit balsam roping	with red poly wrap underneath	<i>Main Street</i>	90	57.00	5,130.00
12 in unlit balsam roping	with red poly wrap underneath	<i>Westmore Ave</i>	80	57.00	4,560.00
red poly bows	facing the street, included	<i>Main</i>	90		
red poly bows	facing the street, included	<i>Westmore</i>	80		
12' lit balsam roping	with red poly wrap underneath	<i>St. Charles Rd</i>	155	57.00	8,835.00
red poly bows	facing the street, included	<i>St. Charles Rd</i>	155		
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		

*Note: Quote should have included 48" wreaths -- see attached email:
 90 @ \$58 = \$5,220
 80 @ \$58 = \$4,640
 This would add a difference of \$4,420 to original quote, total = \$28,385

Subtotal: \$ 23,965.00
 Tax: \$ 0.00
 * Total Amount Including Taxes: \$ 23,965.00

See "Terms and Conditions" attached



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) Poinsettias are NOT GUARANTEED unless Customer has an active SERVICE AGREEMENT and location is regularly serviced by technician.
- c) Service for Poinsettias for locations not under Service Agreement: \$1 per week of service per poinsettia. Minimum \$10 per week.
- d) Poinsettias will be replaced only if one of the above conditions apply.
- e) Cold/Heat damaged poinsettias will be replaced ONLY upon customer's agreement on replacement charges.
- f) If any of above conditions are met, Replacements will be done within 48 hrs.
- g) Poinsettias will not be serviced after December 31st.
- h) Delivery downtown: \$25, minimum charge.
- i) 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: _____

Kott, Joelyn

From: Elizabeth Stoler <elizabeth.stoler@mcfarlanedouglass.com>
Sent: Friday, October 21, 2011 3:44 PM
To: Kott, Joelyn
Subject: RE: Question

We can do 48 inch wreaths for \$58 each (including all the labor).

Thanks,

Liz

Elizabeth Stoler | Marketing

143 Tower Drive
Burr Ridge, IL 60527
(630) 325-5335 x114 Office | (630) 325-2399 Fax | (630) 514-3019 Cell
www.mcfarlanedouglass.com



McFarlane Douglass & Companies

Devoted to Full-Service Horticultural Design
for over Twenty Five Years

From: Kott, Joelyn [mailto:KottJ@villageoflombard.org]
Sent: Friday, October 21, 2011 3:34 PM
To: 'Elizabeth Stoler'
Subject: RE: Question

Thank you.

Joelyn Kott
Communications Coordinator
Village of Lombard
(630) 620-5718
www.villageoflombard.org

Kott, Joelyn

From: Antonio Orozco <toservices@yahoo.com>
Sent: Thursday, October 13, 2011 11:46 AM
To: Kott, Joelyn
Subject: Re: Please quote on the following specifications.

Greetings Joelyn,

This is a reply to your christmas decorating 2011 season per your request.

#1 WESTMORE AVE. 80 lite poles decorated as follows

48"double faced lit w/200 clear mini lights balsam wreath w/pine cones and red velowr ribbons, mounted on bracket

w/ an overlay of 12" balsam (unlit) roping wounded w/ wire in center, wrapped arround pole over solid red poly 8'off ground to top of wreath.

#2 MAIN STREET.90 lite poles decorated as WESTMORE AVE. but attached w/ black zip-ties avoiding rust

#3 ST.CHARLES RD.155 small pedestrian lite poles decorated w/12" lit balsam roping and solid wrapp red poly

from the bottom banner arm to as low as possible and a large red poly bow at top attachment facing the street.

PEASE NOTE: LIVE BALSAM WREATHS-ROPPING WOULD START TURNNING BROWN W/ WARM TEMP.

THEREFORE THERE ARE NO WARRANTIES AGAINST MOTHER NATURE..

All mentioned above,furnished , installed,maintained, and removed. FROM NOV.15-24th. TO JAN. 9-13th.

YOUR PRICE \$\$\$\$\$\$39,975.00

TERMS \$\$\$\$\$\$(50%down)=\$19,987.50

AT INSTALLATION \$\$\$10,000

AT REMOVAL \$\$\$ 9,987.50

TOTAL\$\$\$ 39,975.00

THANK YOU,,,we greatly appreciate the opportunity, Cincearly T.O.FLAG SERVICES INC. Tony Orozco

From: "Kott, Joelyn" <KottJ@villageoflombard.org>

To: Chris Bermes <cbermes@clesen.com>; "Deb Folgers (folgersflag@att.net)" <folgersflag@att.net>; Elizabeth Stoler <elizabeth.stoler@mcfarlanedouglass.com>; "Kott, Joelyn" <KottJ@villageoflombard.org>; Matthew Zondor <MatthewZ@supercolor.com>; "Polak, Cindy" <PolakC@villageoflombard.org>; Rob Tweety <sales@templdisplay.com>; "Tony Orosco (toservices@yahoo.com)" <toservices@yahoo.com>

Sent: Wednesday, October 12, 2011 11:36 AM

Subject: Please quote on the following specifications.

A reply is requested by October 21, 2011. Thank you.

Joelyn Kott

Communications Coordinator

Village of Lombard

(630) 620-5718

www.villageoflombard.org



Temple Display, Ltd.
 114 E. Kirkland Centre
 Oswego, IL 60543
 Phone 630-851-3331
 Fax 630-851-4144

SALES ORDER

Sales Order # TDLQ13192
 Date 10/19/2011
 Sales Rep. Robb

Sold To:

Lombard, Village of
 Joelyn Kott
 255 E. Wilson Ave
 Lombard, IL 60148-3926

Ship To:

Lombard, Village of
 Joelyn Kott
 255 E. Wilson Ave
 Lombard, IL 60148-3926

Best Way / ASAP

P.O.#	Ship Via/Date:	Terms:	NET 30	Shipping:	Prepay & Add
Qty	Part No.	Description	Unit Price	Ext. Price	
155		St Charles Road Light Poles	\$86.50	\$13,407.50	
		12" lit Balsam roping with white lights wound on wire center over solid red poly, wrapped from the lower banner arm to the bottom of the poles with red poly wrap bows facing the street at the top point of attachment			
170		Main Street 90 poles/Westmore Avenue 80 poles	\$173.00	\$29,410.00	
		48" Lit outside diameter double faced balsam wreaths decorated with red poly bows and pine cones with an overlay of red wrap and unlit balsam roping (wound on the wire center) from a height of approximately 8' to 16'. Wreaths to be mounted with zip ties on banner arm.			
			SubTotal	\$42,817.50	
			Sales Tax	\$0.00	
		Shipping Charges Will Be Added To Invoice			
			Total	\$42,817.50	

Authorized Signature _____ Joelyn Kott

Claims must be made within 5 days of receipt of goods. This order subject to acceptance from home office. Sales tax where applicable. Interest charges applicable on overdue accounts. Cancellations subject to sellers consent. FOB Factory.

RESOLUTION

R _____ 11

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 & roping, lights & bow holiday decorations for the 2011 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 _____, 2011.

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2011.

William J. Mueller
Village President

Attest:

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas Bayer
Village Attorney

Proposal/Contract

Page No. _____ of _____ Pages



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

FLAG & DECORATING, INC.
 2748 W. YORK STREET, BLUE ISLAND, IL 60406

PROPOSAL SUBMITTED TO Village of Lombard	PHONE 630-620-5718 Fax 630-629-2374	DATE October 26, 2011
STREET 255 East Wilson	JOB NAME	
CITY, STATE AND ZIP CODE Lombard, IL 60146	JOB LOCATION	
ARCHITECT Attn: Joelyn Kott	PLAN DATE	PLAN NO
		EST. NO

	UNIT	TOTAL
WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR Folgers is pleased to provide this CONTRACT and AGREEMENT for the 2011 Holiday Decorating Season. This One year RENTAL CONTRACT includes Installation, Maintenance, Removal and/ or disposal.		
ST. CHARLES RD: 155 poles 12" balsam roping wound on wire center LIT with (2) 50' strands clear lights wrapped over solid red poly wrap from under the lower banner arm to the bottom of the poles with red poly bow at top attachment facing street.		19210.00
MAIN STREET: 90 poles A 48" outside diameter double faced wreath decorated with red bows and pine cones LIT with (4) 100' strands of clear lights mounted on banner arm with zip ties with an overlay of solid red wrap under 12" balsam roping wound on wire center from approx. 8' to 16'		4680.00
WESTMORE AVE: 80 poles A 48" outside diameter double faced wreath decorated with red bows and pine cones LIT with (4) 100' strands of clear lights mounted on banner arm with zip ties with an overlay of solid red wrap under 12" balsam roping wound on wire center from approx. 8' to 16'.		4160.00
Installation and Removal of existing banners on WESTMORE AVE.		1950.00
Total cost for the above decorations		30000.00
Payment Term:		
Amount due upon signing		8000.00
Amount due upon installation		6000.00
Amount due upon removal		6000.00

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

Authorized Signature

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.

Signature _____

Date of Acceptance: _____

Signature _____



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

FLAG & DECORATING, INC.
 2748 W. YORK STREET, BLUE ISLAND, IL 60406

PROPOSAL SUBMITTED TO Village of Lombard	PHONE 630-620-5718 Fax 630-629-2374	DATE October 26, 2011
STREET 255 East Wilson	JOB NAME	
CITY, STATE AND ZIP CODE Lombard, IL 60146	JOB LOCATION	
ARCHITECT Attn: Joelyn Kott	PLAN DATE	PLAN NO.
		EST. NO

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

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

	UNIT	TOTAL
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All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature

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 _____

Signature _____