

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 *dh*

DATE: October 8, 2008 (B of T) Date: October 16, 2008

TITLE: Holiday Decorations Contract 2008

SUBMITTED BY: Department of Community Development *WJ*

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 October 16, 2008 Board of Trustees meeting.

Fiscal Impact/Funding Source:

Hotel/Motel Tax Fund  
Not to Exceed \$30,000.00 *2590.756420 Proj# 0073*

Review (as necessary):

Village Attorney *X* \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director *X* *Timothy Sexton* \_\_\_\_\_ Date *10/8/08*  
Village Manager *X* *David Hulseberg* \_\_\_\_\_ Date *10/08/08*

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 *WJH*  
Director of Community Development

**DATE:** October 8, 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; however, due to the installation of new street lights, additional areas are now available to be decorated.

The areas that have been decorated in past years are as follows:

- |  |           |   |
|--|-----------|---|
| A) Main Street--Grove to Washington                | 58 poles  | A & B--\$10,425 Wreath,                       |
| B) Main Street --Washington to Madison             | 17 poles  | Live greenery and lighting                    |
| C) Westmore-- St. Charles to Madison               | 34 poles  | C & D--\$10,008 Wreath,                       |
| D) Westmore-- Madison to Roosevelt                 | 38 poles  | Live greenery and lighting                    |
| E) St. Charles--Elizabeth to Grace                 | 110 poles | E--\$7,700 Wreath, Live greenery and lighting |
| F) Highland--Existing Banners Only                 | 32 poles  | F & G--\$1,920                                |
| G) 22 <sup>nd</sup> Street-- Existing Banners Only | 32 poles  |   |

### NEW AREAS TO CONSIDER

- |                                   |          |  |
|-----------------------------------|----------|--|
| Main Street--Madison To Wilson    | 32 poles | Wreath, Live greenery and lighting--\$9,951 (not budgeted) |
| Main Street --Wilson To Roosevelt | 32 poles |  |

The following quote from Folger's Flag & Decorating is attached for your information:

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)

**RECOMMENDATION:**

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 A through G above in all areas that were decorated in previous years.

Please place this item on the consent agenda of the October 16, 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





**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](http://www.folgersflag.com)

Village of Lombard  
ATTN: Joelyn Kott

October 8, 2008

Dear Joelyn,

For the poles on Main street that would have the LIT 48" outside diameter decorated double faced live balsam wreaths with an overlay of red wrap and unlit balsam roping from a height of approx. 8' to 16' the per pole cost would be \$139.00. We would mount the wreaths with zip ties on the built in banner arm.

For poles on 22<sup>nd</sup> street and Highland that would have UNLIT 48" outside diameter decorated double faced live balsam wreaths with an overlay of red wrap and balsam roping from a height of approx. 8' to 16' the per pole cost would be \$102.00

For the small lampposts that normally have LIT roping applied under the banners the per pole cost would be \$70.00 for the roping.

Any banner installation you could estimate approx. \$30.00 per pole.

As always the above would include installation, maintenance, removal, insurance and disposal for the holiday season.

We are fully insured with the exception of theft, vandalism or extreme weather conditions beyond our control such as high winds or warm weather for the natural balsam.

Please let me know of anything else you may need and thank you again for the opportunity to provide you with the above pricing.

Sincerely,

Deb Folgers