

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: Scott R. Niehaus, Village Manager
DATE: May 10, 2017 Agenda Date: May 18, 2017
TITLE: Recommendation for the Village's Banner Program

SUBMITTED BY: Avis Meade

RESULTS:

Date Bids Were Published: N/A.....Date Bidding Closed: N/A
Total Number of Bids Received: 3
Total Number of Bidders Meeting Specifications 3
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Were Any Bids Withdrawn.....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:

FISCAL IMPACT:

Engineer's estimate/budget estimate:

Amount of Award: \$15,950.00

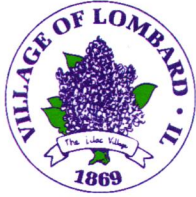
BACKGROUND/RECOMMENDATION:

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 No

REVIEW (as needed):


Finance Director XX _____ Date _____
Village Manager XX _____ Date _____

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.



#170234

MEMORANDUM

TO: Scott Niehaus, Village Manager
FROM: Avis Meade, Communications Coordinator 
DATE: May 18, 2017
SUBJECT: Banner install/takedown and storage service

Currently, the Village of Lombard maintains 340 banner signs that are seasonally replaced throughout the Village, five times per year. The Village has requested quotes from banner companies, pertaining to the seasonal take down and installation services, and storage for the Village's banner program.

We reached out to 4 banner companies for cost estimates and 3 companies provided quotes. The results are as follows:

Company Name	Total per year
Bannerville USA	\$19,200
Liberty Flag & Banner	\$15,950
Temple Display	\$98,685

Liberty Flag & Banner has provided the lowest quote, and will be extended the contract for the 2017-2018 storage and change out of the Village's Banner Program. This year's request for quotes also included the option to extend the agreement through 2018.

The Village and Liberty Flag & Banner have a positive working history. Prior to the 2015 request for quotes, the Village contracted Liberty Flag & Banner for many years. Additionally, Liberty Flag & Banner have supplied the Village's live holiday greenery for several years.

It is the recommendation of Village Staff that the Village Board would consider Liberty Flag & Banner as the Village's banner service company, due to their quoted price and experience.

2017 Banners Change Out Program

The Village of Lombard maintains approximately 300 banners which are stored by our banner vendor off site, and are changed out 5 times per year. Below are three quotes from area banner companies for the Village's Banner Program.

- **Bannerville**
 - **Total per year = \$19,200**
 - Storage per year: \$1200
 - If we change companies, we will have to pay additional \$300 for extended storage for April/May
 - Change out per banner: \$12
 - \$3,600
 - No charge for banner maintenance (damage/winds)
 - 4 Installation trucks
 - 2-3 days for change out

- **Liberty Flag & Banner**
 - **Total per year = \$15,950**
 - Storage per year: \$200
 - Change out per banner: \$10.50
 - No charge for service call maintenance
 - SS Straps/hardware as needed up to \$80 - \$100

- **Temple Display**
 - **Total per year = \$98,685**
 - Quoted us for 400 banners
 - Change out = \$20,000 or \$19,250
 - Installing brackets \$85.00