



MEMORANDUM

TO: Scott Niehaus, Village Manager

FROM: Avis Meade, Communications Coordinator

DATE: March 14, 2016

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 7 banner companies for cost estimates and 5 companies provided quotes. The results are as follows:

Company Name	Install/Removal of 340 Banners, 5 times per year	Each change out cost	Yearly change out Cost	Annual Storage Fees	Total Cost annually including storage	Installation Timing
Bannerville, USA	\$12 per banner	\$4,080	\$ 20,400.00	\$1,500	\$ 21,900.00	2-3 day
Liberty Flag	\$17 per banner	\$5,780	\$ 28,900.00	No cost	\$ 28,900.00	50-60 hours
New Sign	\$50 per banner	\$17,000	\$ 85,000.00	\$2,400.00	\$ 87,400.00	5 days
Temple Display	\$52 per banner	\$17,680	\$88,400	Included	\$88,400	2 weeks
Fast Signs	\$70 per banner	\$23,800	\$ 119,000.00	\$3,000	\$ 122,000.00	5 days

Bannerville, USA has provided the lowest quote. Bannerville USA, Inc. has been in business since 1973. Their clients include The Art Institute of Chicago, The Field Museum of Natural History, The Chicago Symphony Orchestra, and The Lincoln Park Zoo. Bannerville, USA is the banner manufacturer/installer company for the Village of LaGrange, the City of Wheaton, the Village of Bloomingdale, and the Elmhurst City Centre as well as the Lincoln Park Chamber of Commerce, the Central Lakeview Chamber of Commerce, the Lakeview Chamber of Commerce and the Uptown Chamber of Commerce to name a few. Our current banners would be picked up by Bannerville, USA and brought to their storage facility in Burr Ridge, for no additional cost. Additional maintenance calls for torn banners will be a minimum fee of \$12 per banner or a flat rate of \$100. (Whichever is greater.)

It is the recommendation of Village Staff that the Village Board would consider Bannerville, USA as the Village’s banner service company, due to their quoted price and experience.