

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda

  X   Resolution or Ordinance (Blue)   X   *Waiver of First Requested*  
       Recommendations of Boards, Commissions & Committees (Green)  
       Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: August 30, 2004 (B of T) Date: September 16, 2004

TITLE: Holiday Decorations Contract 2004 (Resolution)  
(Waiver of Bids)

SUBMITTED BY: Department of Community Development *WTL*

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 2004 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 have done acceptable work in the past. (ALL DISTRICTS)

Please place this item on the September 16, 2003 Board of Trustees consent agenda for direction.

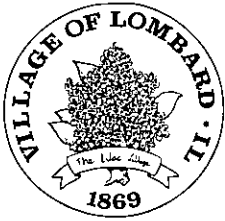
Fiscal Impact/Funding Source:

Hotel/Motel Tax Fund  
Not to Exceed \$23,980.00

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X *[Signature]* \_\_\_\_\_ Date 9/1/04  
Village Manager X *W. T. Lichter* \_\_\_\_\_ Date 9/1/04

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.



August 26, 2004

TO: William T. Lichter  
Village Manager

FROM: David A. Hulseberg, AICP *Dah*  
Director of Community Development

RE: Holiday Decorations

The following is a recommendation for holiday decorations to be displayed throughout the Village during the upcoming holiday season. Staff was instructed to quote the same decoration type as was approved last year, that of live greenery wreaths with red bows used with the current holiday banners the Village already owns.

The same area to be decorated was quoted as was completed last year. This includes:  
Westmore-Meyers Road, Roosevelt to St. Charles Road  
Main Street, Willow to Grove  
Highland Avenue, Butterfield to 22<sup>nd</sup> Street  
St. Charles Road, Elizabeth to Grace  
22<sup>nd</sup> Street, Highland to Westmore-Meyers Rd.  
St. Charles Road, Grace to Westmore-Meyers Road

The following quotes were received and are attached for your information:

**Folger's Flag & Decorating:** Has agreed to hold the pricing the same as last year's.  
\$23,980.00 per attached quote.

**Temple Display, Ltd.:**  
\$24,600.00 per attached quote.

Staff also was contacted by 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:

Display Sales (800-328-6195) Contact: Amy  
WGN Flag & Decorating Co. (773-768-8076) Contact: Carl "Gus" Porter III  
Dekra-Lite (714-436-0612) Contact: Bill Scholz

Staff recommends waiver of bids and award of a contract to Folger's Flag & Decorating for a price not to exceed the \$25,000 budgeted amount.

Please place this item on the consent agenda on the September 16, 2004 agenda of the Board of Trustees. If you have any questions, please feel free to contact me. Thank you.

Attachments

DAH/jmk/lo

H:/worduser/commpro/2004holidaydecorations



**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

Village of Lombard  
 ATTN: Linda

August 19, 2004

Dear Linda,

Prior to re-quoting out the holiday decorations for the upcoming holiday season, I wanted to once again review our specs for our natural balsam products. Our 12" fresh balsam roping is wound on 14 1/2 gauge wire - NOT 17 gauge or twine. Our 48" outside diameter double faced wreaths are made with a heavy 7 gauge 36" outer ring and 7 gauge 33" inner ring for a full look. Our double faced wreaths are not simply two wreaths tied together back to back. All balsam is hand wrapped using a 20 gauge wire for wrapping - not 22 gauge.

Again, Folgers is fully insured and assumes full responsibility with the exception of theft, vandalism and weather conditions beyond our control such as high winds and warm weather.

The pricing below is based on the same counts as last year. I have agreed to not pass along the rather large increases to us in the way of metal and gasoline and keep the pricing the same as last 2002 and 2003 for the natural products.

The total cost to duplicate from 2003 would be \$23,980.00 broken down as follows:

- 110 lighted 48" outside diameter balsam wreaths with an overlay of red wrap and unlit balsam roping from a height of approx. 8' to 16' @ \$120.00**  
 (52) on Westmore every pole (23) on Main street every pole (35) on St. Charles from Grace to Westmore
- 92 unlighted 48" outside diameter balsam wreaths with an overaly of red wrap and unlit balsam roping from a height of approx. 8' to 16' @ \$80.00**  
 48 on Cermak Rd. Highland to Westmore - every other pole  
 35 Highland Ave. every pole  
 5 Village Hall parking lot  
 4 Library on Maple street
- 57 small lampposts with holiday banners on pole to be decorated with red wrap and lit natural balsam roping applied under banner @ \$60.00**

Please give me a call with any questions or if the pole counts listed above have changed. If we would be adding more this year, I can adjust the cost to \$73.00 for unlit and \$110.00 for the lit.

We have appreciated working with you over the years and look forward to the opportunity to work with you again in the upcoming 2004 holiday season.

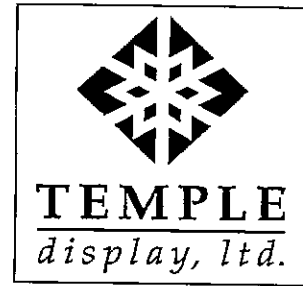
Sincerely,



Deb Folgers

# Temple Display, Ltd.

114-E Kirkland Circle  
Oswego, Illinois 60543  
(630) 851-3331  
Fax (630) 851-4144



## FAX COVER SHEET

Date:	August 25, 2004	Time:	
Send To:	Joelyn Kott	Company:	Lombard, Village of
Fax #:	629-2374	Pages (including cover):	2
From:	Robb Tweedy		

URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY

*Please call our office if transmission is incomplete.*

NOTES/COMMENTS:

Dear Joelyn,

Good morning. To follow is our quote for the holiday décor. I have given you the price for the entire job, but if you need a breakdown of each specific installation, I can provide one for you at your request. If you have any questions or concerns, please feel free to contact me at 800-722-2501. I look forward to hearing from you.

Best Regards,

Robb Tweedy



**TEMPLE**  
*display, ltd.*

### PRICE QUOTATION

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

**Submitted To:**  
Lombard, Village of  
William Mueller  
Phone (630)620-5700

**Address:**  
255 E. Wilson Ave  
Lombard, IL 60148-3926

**Quote #** TDLQ3844  
**Date** 08/25/04  
**Sales Rep.** Robb

Qty	Description	Unit Price	Ext. Price
1	Installation of 48" Outside diameter wreathes (both lit and unlit). Installation of red pole wrap and both lighted and unlighted garland, and installation of banners. This quote includes all items listed on attached Quote from the Village of Lombard	\$24,600.00	\$24,600.00
		SubTotal	\$24,600.00
		<b>Total</b>	<b>\$24,600.00</b>

Submitted by : Robb Tweedy

WE HEREBY SUBMIT OUR QUOTATION SUBJECT TO ALL TERMS AND CONDITIONS AS SET FORTH ABOVE OR ON ATTACHED SHEETS. SPECIAL NOTE: ANY APPLICABLE TAX IS NOT NOTED ON THIS QUOTE.

**VILLAGE OF LOMBARD  
HOLIDAY DECORATING QUOTE**

PLEASE PROVIDE A QUOTE ON THE FOLLOWING HOLIDAY DECORATIONS. THIS CONTRACT SHOULD INCLUDE 48" OUTSIDE DIAMETER DOUBLE-FACED LIVE NATURAL BALSAM WREATHS DECORATED WITH RED BOWS AND PINE CONES, HUNG ON POLES EXTENDING OVER STREET WITH AN OVERLAY OF RED WRAP AND UNLIT BALSAM ROPING FROM A HEIGHT OF APPROXIMATELY 8' TO 16'. WREATHS DESCRIBED AS LIT SHOULD HAVE 400 CLEAR MINIATURE LIGHTS ON THEM. INSTALLATION, MAINTENANCE, REMOVAL AND/OR DISPOSAL OF.

**110 LIT WREATHS (52 WESTMORE, 23 MAIN, 35 ST. CHARLES, GRACE TO WESTMORE)**

**92 UNLIT WREATHS (48 CERMAK, 35 HIGHLAND, 5 VILAGE HALL, 4 LIBRARY ON MAPLE)**

ALSO, WE NEED **57 HOLIDAY BANNERS (VILLAGE PROVIDES)** HUNG ON SMALL LAMPOSTS (DOWNTOWN LOMBARD AREA) ALONG WITH RED WRAP AND LIVE NATURAL BALSAM ROPING, LIT WITH 2 SETS OF 100 CLEAR MINIATURE LIGHTS UNDER EACH BANNER. INSTALLATION, MAINTENANCE, REMOVAL AND/OR DISPOSAL OF.

HOLIDAY DECORATIONS SHOULD BE UP BY FRIDAY, NOVEMBER 26. REMOVAL OF DECORATIONS, FIRST WEEK IN JANUARY.

PLEASE FAX PROPOSAL TO JOELYN M. KOTT, COMMUNICATION & MARKETING COORDINATOR AT 630-629-2374. ANY QUESTIONS, CALL JOELYN AT 630-620-5718 OR LINDA AT 630-620-5749.





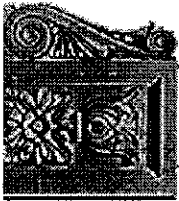
Joelyn Kott/VOL  
08/18/2004 09:47 AM

To Linda Opland  
cc  
bcc  
Subject Fw: Holiday Decorations

Here is the contact Dave wants us to call. Thanks.

Joelyn M. Kott  
Communications and  
Marketing Coordinator  
Village of Lombard  
(630) 620-5718 FAX: (630) 629-2374  
www.villageoflombard.org

----- Forwarded by Joelyn Kott/VOL on 08/18/2004 09:51 AM -----



David Hulseberg/VOL  
08/16/2004 02:34 PM

To Joelyn Kott/VOL@VOL  
cc  
Subject Re: Holiday Decorations

We should get the live bid and the Village Board can always reject it if they do not want to move forward.

Also please contact Amy with Display Sales, she left a message asking if she can bid for Village services. Her number is 1-800-328-6195.

**Fax 1-952-885-0099**

**DO NOT HAVE LIVE DECORATIONS - ONLY ARTIFICIAL.**

David A. Hulseberg, AICP  
Director of Community Development  
Village of Lombard  
630.620.5756 work  
630-629-2374 fax  
Joelyn Kott/VOL



Joelyn Kott/VOL  
08/12/2004 03:37 PM

To hulsebergd@villageoflombard.org  
cc  
Subject Holiday Decorations

I will need to bid the holiday decorations soon. Am I to assume we want to continue with the live greens as in the past? Please advise. Thanks.



"WGN Flag"  
<wgnflag@sbcglobal.net>  
08/19/2004 02:37 PM

To <OplandL@villageoflombard.org>  
cc  
bcc  
Subject holiday decorations

Linda,  
WGN Flag & Decorating Co. does not sell the wreaths and wraps, but we do offer installation and removal if you can acquire the garland & wreaths. I'd be happy to give you a quote for the labor portion of this if you would like. Should you have any questions or require any more information, please do not hesitate to contact me.

Thanks,  
Carl "Gus" Porter III  
WGN Flag & Decorating Co.

773-768-8076 ph  
773-768-3138 fax  
[sales@wgnflag.com](mailto:sales@wgnflag.com) or  
[wgnflag@sbcglobal.net](mailto:wgnflag@sbcglobal.net)

**DEKRA-LITE**



*Innovative Light & Creations*

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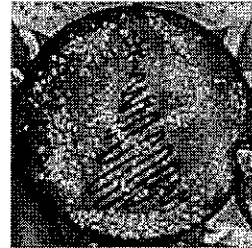
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As the Canadian leader in the Christmas lighting and décor industry, Dekra-Lite Industries' can offer a variety of lighting and commercial exterior display solutions for your holiday décor program. Dekra-Lite's services include sales, rentals and the installation of commercial and municipal lighting and seasonal displays. We provide our services and product line to cities and municipalities; shopping malls; commercial property managers; film industry; hotels; restaurants; and industrial / safety lighting consultants.

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[Toll Free 1-888-710-5483](tel:1-888-710-5483)

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Tel: 604-683-5483 Fax: 604-941-8692  
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*BILL SCHOLZ 1-800-436-3627 OF DEKRALITE CALLED TO SEE IF HE COULD QUOTE ON HOLIDAY DECORATIONS. HOWEVER, THEY DO NOT PROVIDE LIVE GREENERY, ONLY ARTIFICIAL.*

RESOLUTION

R \_\_\_\_\_ 05

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 2004 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 Deputy Village Clerk be and hereby is authorized to attest said agreement as attached hereto.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

\_\_\_\_\_  
William J. Mueller  
Village President

Attest:

\_\_\_\_\_  
Barbara A. Johnson  
Deputy Village Clerk

APPROVAL AS TO FORM:

\_\_\_\_\_  
Thomas Bayer  
Village Attorney

**Proposal/Contract**



Ph: (708) 388-1698  
 OUTSIDE IL 1-800-344-7230  
 FAX: (708) 388-9997

FLAG & DECORATING, INC.  
 2748 W. YORK STREET, BLUE ISLAND, IL 60408

PROPOSAL SUBMITTED TO Village of Lombard	PHONE 630-620-3590 Fax 630-629-2374	DATE August 31, 2004
STREET 255 E. Wilson	JOB NAME	
CITY, STATE AND ZIP CODE Lombard, IL 60146	JOB LOCATION	
ARCHITECT Attn: Linda	PLAN DATE	PLAN NO. EST. NO.

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Folgers is pleased to provide this Contract and Agreement for the 2004 Holiday Decorating Season. This one year rental contract includes installation, maintenance, removal and/or disposal.

Our 12" fresh balsam roping is wound on 14 1/2 gauge wire- NOT 17 gauge twine. Our 48" outside diameter double faced wreaths are made with heavy 7 gauge 36" outer ring and 7 gauge 33" inner ring for full look. Our double faced wreaths are not simply two wreaths tied together back to back. All balsam is hand wrapped using a 20 gauge wire for wrapping-not 22 gauge.

110 lighted 48" outside diameter balsam wreaths with an overlay of red wrap and unlit balsam roping from a height of approx. 8' to 16' @ \$120.00= \$ 13200.00

- (52) on WESTMORE EVERY POLE (23) MAIN STREET EVERY POLE
- (35) ST. CHARLES FROM GRACE TO WESTMORE

92 unlighted 48" outside diameter balsam wreaths with an overlay of red wrap and unlit balsam roping from a height of approx. 8' to 16' @ \$80.00=\$7360.00

- (48) on CERMAK ROAD. HIGHLAND TO WESTMORE-EVERY OTHER POLE
- (35) on HIGHLAND AVE.-EVERY POLE
- ( 5) VILLAGE HALL PARKING LOT
- ( 4) LIBRARY ON MAPLE STREET

57 small lampposts with holiday banners on pole to be decorated with red wrap and LIT NATURAL BALSAM ROPING APPLIED UNDER BANNER @ \$60.00= \$3420.00

UNIT TOTAL

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.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**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: \_\_\_\_\_

Proposal/Contract Page No. 2 of 2 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 630-620-3590	DATE August 31, 2004
STREET 255 E. Wilson	Fax 630-629-2374	JOB NAME
CITY, STATE AND ZIP CODE Lombard, IL 60146	JOB LOCATION	
ARCHITECT Attn: Linda	PLAN DATE	PLAN NO.
		EST. NO

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR.

TOTAL COST FOR THE ABOVE DECORATIONS FOR 2004

**PAYMENT TERMS:**

- Amount due upon signing
- Amount due upon installation
- Amount due upon removal

UNIT	TOTAL
	23,980.
	11,990.
	5995.0
	5995.0

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

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 Workers' 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 \_\_\_\_\_