

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: William T. Lichter, Village Manager

DATE: October 12, 2005 (B of T) Date: October 20, 2005

TITLE: Holiday Decorations Contract 2005 (Resolution)

SUBMITTED BY: Department of Community Development



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 2005 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 consent agenda for the October 20, 2005 Board of Trustees meeting.

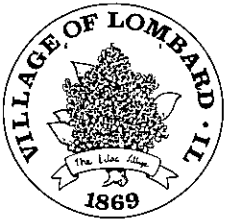
Fiscal Impact/Funding Source:

Hotel/Motel Tax Fund
Not to Exceed \$25,000.00

Review (as necessary):


Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X William T. Lichter _____ Date 10/12/05

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.



October 12, 2005

TO: William T. Lichter
Village Manager

FROM: David A. Hulseberg, AICP 
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 22nd Street
St. Charles Road, Elizabeth to Grace
22nd Street, Highland to Westmore-Meyers Rd.
St. Charles Road, Grace to Westmore-Meyers Road

The following quote was received and is attached for your information:

Folger's Flag & Decorating: Has agreed to hold the pricing the same as the last two years.
\$23,980.00 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:

WGN Flag & Decorating Co. (773-768-8076)
Four Seasons Display Inc. (815-477-4530)
DEKRA-Lite (800-436-3627)

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 of the October 20, 2005 agenda of the Board of Trustees. If you have any questions, please feel free to contact me. Thank you.

Attachments

DAH/jmk

H:/CD/worduser/commpro/2005holidaydecorations

RESOLUTION

R _____ 06

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 2005 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 _____, 2005.

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____ 2005.

William J. Mueller
Village President

Attest:

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas Bayer
Village Attorney



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 STREET 255 E. Wilson CITY, STATE AND ZIP CODE Lombard, IL 60146 ARCHITECT Attn: Linda	PHONE 630-620-3590 Fax 630-629-2374	DATE August 1, 2005
	JOB NAME	
	JOB LOCATION	
	PLAN DATE	PLAN NO.
		EST. NO.

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: Folgers is pleased to provide this Contract and Agreement for the 2005 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' at \$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' at \$80.00 = \$7360.00 48-On Cermak Road, Highland to Westmore every pole 35-On Highland Ave. every pole 5-Village Hall Parking Lot 4-Library on Maple Street 57- Small lamp posts with holiday banners on pole to be decorated with red wrap and Lit natural balsam roping applied under banner at \$60.00=\$3420.00 Total Cost For the above decorations for 2005 <th>UNIT</th> <th>TOTAL</th>	UNIT	TOTAL
		23,980.0

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.

Signature _____

Date of Acceptance: _____

Signature _____

Proposal/Contract



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 Fax 630-620-2374	DATE August 1, 2005
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:	UNIT	TOTAL
<p>Payment Terms:</p> <p>Amount due upon signing</p> <p>Amount due upon installation</p> <p>Amount due upon removal</p>		<p>11,990.</p> <p>5995.0</p> <p>5995.0</p>
<p>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.</p> <p>Please sign and return one copy along with the amount due to begin processing your order.</p> <p>Thank you. Deb Folgers</p>		

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 _____