



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve an agreement with Kramer Tree Services to provide tree lighting services for Holiday decorations.
Presenter:	Peter Suhr

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 01.28.13
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$21,150	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	
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If NO, please explain how item will be funded:

Executive Summary:

For decades, the City of St. Charles has decorated the Downtown area to celebrate the Holiday Season. Holiday lights and decorations have been placed along Main St., City Hall, Lincoln Park and most recently 1st Street and the Plaza. About five years ago, the City contracted a portion of the decoration to be installed by an outside vendor. In 2010, Kramer Tree Services was awarded a three year agreement to provide assistance with the program. Kramer has been a very reliable consultant and we have had several compliments about the lights that they install. This is the third and final year of their agreement.

Attachments: *(please list)*

Kramer Tree Specialists Invoice for Lighting Services
Request for Waiving Bid Procedure.

Recommendation / Suggested Action *(briefly explain):*

Recommendation to waive the formal bid procedure and approval of lighting services provided by Kramer Tree Specialists, Inc.

For office use only: Agenda Item Number: 5.q



Kramer Tree Specialists, Inc.

300 Charles Court

West Chicago, IL 60185

Office: (630) 293-5444

Fax: (630) 293-7667 www.kramertree.com

INVOICE

November 28, 2012

Page 1

Invoice #: 24543

Due Date: 12/28/2012

Invoice Date: 11/28/2012

Proposal #: 328468

Sales Rep: Jeff

Terms in Days: 30

Peter Suhr
City Of St. Charles Electric Dept.
200 Deveraux Way
St. Charles, IL 60174

Item#	Service(s) Performed	Qty	Plant Species	Completed	Unit Price	Item Amount
1	Holiday Lights Install holiday lights from top to bottom of tree crowns on approximately (16) trees, (11) shrubs, and approximately 168'X3' of hedges located at Baker Park. Lights are to be installed in the "traditional" style.		Holiday Lights	11/17/12		\$3,570.00
2	Holiday Lights Install holiday lights from top to bottom of tree crowns on approximately (19) trees located at City Hall and River Walk Areas. Lights to be installed in the "traditional" style. Install holiday lights on shrubbery around City Hall and River Walk Areas.		Holiday Lights	11/17/12		\$4,485.00
3	Holiday Lights Install, decorate, (1) 25'X8' artificial tree. Install (400) mini lights on (8) trees. Lights to be installed in the "traditional" style.		Holiday Lights	11/17/12		\$1,848.00
4	Holiday Lights Install holiday lights from top to bottom of tree crowns on approximately (43) trees located at Lincoln Park. Lights are to be installed in the "traditional" style.		Holiday Lights	11/17/12		\$7,860.00
5	Holiday Lights 1st street plaza (16) trees along the west side of the road from Route 64 to Illinois Street. City of St. Charles to provide equipment.		Holiday Lights	11/17/12		\$2,287.00
6	Holiday Lights Install mini-lights on all (10) evergreen trees. All lights and gear to be provided by the city of St. Charles.		Holiday Lights	11/17/12		\$1,100.00

PDF to Peter PO # 11/29/12

Thank you for your business and entrusting the care of your trees with Kramer Tree Specialists, Inc.

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Kramer Tree Specialists, Inc.
300 Charles Court
West Chicago, IL 60185

For the purchase of: Purchase and Installation of Holiday Lights for Downtown St. Charles.

At a cost of: \$ 21,150

Reason for the request to waive the bid procedure:

Kramer Tree Specialists have provided exceptional service for the past three years and have received several compliments about the lights they install. Kramer was awarded a 3-year agreement in 2010 based on competitive quotes from two other bidders.

Other Quotations Received: None

Date: 01/28/2013

Requested by: _____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.