

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**MARCH 27, 2007 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Heritage Festival Agreement – Generator Contract	✓ Resolution Ordinance Motion Discussion Only	Mary Scalzetti, Community Events Director

**SYNOPSIS**

A resolution has been prepared to authorize execution of a contract extension with Gen Power Inc. for the rental of generators and additional supplies in order to provide electrical power to the vendors and service providers at the 2007 Heritage Festival. The contract price is \$14,957. There is an option to rent additional equipment for any additional days at the same per unit price.

**STRATEGIC PLAN ALIGNMENT**

Downers Grove Vision 2021 identified the principles of an *Authentic Downtown and Hometown Feeling* with the supporting means of: *Vibrant Community Focal Point for Bringing Residents and Guests together; Destination for Eating and Entertainment Both Indoor and outdoor and Strong Community Events Bringing Residents and Generations Together.*

**FISCAL IMPACT**

The FY2007 general budget provides \$401,800 for Heritage Festival expenses and anticipates offsetting revenues of \$429,700. Of the anticipated HF expenses, \$15,000 was reserved for the generator rentals and related equipment.

**BACKGROUND**

Through a Request for Proposal sent out in 2006, Gen Power Inc. was the selected vendor and given two one-year options for renewal as a part of the contract. Under the 2006 RFP process, this is the first of two possible renewals to the contract.

The Community Events Commission, at their March 16, 2007 meeting, unanimously recommended extending the 2006 agreement with Gen Power, Inc., as the generator rental vendor for the 2007 festival.

At this time, it is possible that the Festival may include an opening Thursday event that would require additional generator rental equipment. Gen Power Inc. would provide the additional equipment at the same per unit cost, however, the total payment would exceed the parameters of the Village Council's Purchasing Policy that prohibit an increase in fees paid to a vendor of more than 2% when a contract is extend from one year to the next (the policy does not provide for a waiver when a change in scope of services create the increase in fees). Staff is specifically requesting Council waive the policy and permit the one-year extension of the contract with Gen Power Inc. due to the fact that the per unit price is unchanged.

**ATTACHMENTS**

Resolution

Extension to the Contract between the Village Of Downers Grove And Gen Power, Incorporated

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING EXECUTION OF AN EXTENSION TO THE CONTRACT  
BETWEEN THE VILLAGE OF DOWNERS GROVE AND  
GEN POWER, INCORPORATED**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Letter of Extension (the "Agreement"), between the Village of Downers Grove (the "Village") and Gen Power, Incorporated ("Gen Power"), extending an agreement for generators for the 2007 Heritage Festival, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Mayor and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_

Village Clerk

**EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS  
GROVE AND GEN POWER, INCORPORATED**

The Village of Downers Grove, Illinois (the "Village") and Gen Power, Incorporated ("Gen Power") entered into a Request For Proposal ("RFP") agreement for generators for Heritage Festival on or about March 8, 2006. Pursuant to the terms stated therein, the parties desire to extend that contract for the 2007 Heritage Festival to be held June 21-24, 2007 under the following terms:

1. All prior terms from the 2006 RFP Agreement remain in full force and effect, except as specified below in paragraph 2.
2.
  - a. The equipment shall be set up according to a schedule which will be documented after a joint meeting between the parties on or before Thursday, May 15, 2007.
  - b. The Village shall pay to Gen Power the sum of \$14,957.00 for rental of the equipment including labor to connect equipment.
  - c. Should additional equipment be needed for enhancing the event, Gen Power agrees to charge the same unit price per piece of equipment.
  - d. The rental payment shall be due upon receipt of final invoice after the event. The final check shall be mailed by approximately July 18, 2007, if invoice is received prior to July 3, 2007.
  - e. Removal of the equipment shall not begin before 10:30 p.m. on June 24, 2007 and must be completed by 4:00 a.m. on June 25, 2007.
  - f. Per the Village purchasing policy, both parties have the option to extend this contract for the 2008 Heritage Festival. Per the policy, this agreement shall be made in writing and agreed upon by both parties, provided the fee increase does not exceed 2% over the original 2006 price.

**Village of Downers Grove**

**Gen Power Incorporated**

\_\_\_\_\_  
Signature – Brian J. Krajewski  
Title – Mayor

\_\_\_\_\_  
Signature – Scott D. Harbaugh  
Title – Branch Manager

Attest: \_\_\_\_\_  
April Holden, Village Clerk

Attest: \_\_\_\_\_  
Corporate Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_