

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
APRIL 7, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Annual Heritage Festival Heritage Tent Rental Vendor Agreement	✓ Resolution Ordinance Motion Discussion Only	Mary Scalzetti Community Events Director

SYNOPSIS

A resolution has been prepared authorizing an agreement with Classic Party Rentals Inc. (f/k/a Chicago Party Rental) to provide tent rental and associated equipment at Heritage Festival in an amount of \$33,920.

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 FY08 General Fund Budget includes funds for the Heritage Festival Street Fair with \$459,470 projected in expenses and \$419,900 projected in revenue. Of the anticipated Heritage Festival expenses, \$33,000 was reserved for the tent rental vendor.

RECOMMENDATION

Approval on April 15, 2008, consent agenda.

BACKGROUND

Through a Request for Proposals (RFP) sent out in 2007, Classic Party Rentals Inc. (f/k/a Chicago Party Rental) was selected as the vendor and given two one-year options for renewal as a part of the contract. This is the first of two possible renewals to the contract. Classic Party Rentals has agreed to hold its pricing for 2008. The estimated total tent rental cost is \$32,868. Staff anticipates recovering approximately \$8,600 from vendors through tent rentals for their booth space. As plans for the layout of the street fair booths have not been finalized, the quantity of tents or other related items may vary slightly.

The Community Events Commission, at its March 20, 2008, meeting, unanimously recommended extending the 2007 agreement with Classic Party Rentals as the tent rental vendor for the 2008 festival.

ATTACHMENTS

Resolution

2008 Heritage Festival Tent Rental Vendor Agreement

Classic Party Rentals Inc., Tent Rental Extension Letter and Estimate

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING AN ADDENDUM TO THE CONTRACT BETWEEN
THE VILLAGE OF DOWNERS GROVE AND
CLASSIC PARTY RENTALS (F/K/A CHICAGO PARTY RENTAL)**

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 Agreement (the “Agreement”), between the Village of Downers Grove (the “Village”) and Phoenix Event Services, LLC d/b/a Chicago Party Rental, formerly known as Classic Party Rentals (“Vendor”), for tent rental and related equipment for the 2008 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

**ADDENDUM TO THE CONTRACT BETWEEN
THE VILLAGE OF DOWNERS GROVE AND CLASSIC PARTY RENTALS
(F/K/A CHICAGO PARTY RENTAL)**

The Village of Downers Grove, Illinois (the "Village") published a Request for Proposal ("RFP") for a table, tent and chair vendor for the 2007 Heritage Festival and Phoenix Event Services, LLC d/b/a Chicago Party Rental submitted a response on or about March 25, 2007. Pursuant to the terms stated therein, the parties desire to extend that contract for the 2008 Heritage Festival to be held June 26-29, 2008 under the following terms:

1. Chicago Party Rental has changed their business name to Classic Party Rentals.
2. All dates mentioned in the 2007 agreement will be changed to reflect 2008 for the purposes of the 2008 Heritage Festival. The dates for the 2008 Heritage Festival are June 26-29, 2008. All prior terms from the 2007 agreement shall remain in full force and effect, except as specified below.
3. Classic Party Rentals agrees to provide to the Village tables, tents, chairs and labor at the 2007 pricing structure for the 2008 Heritage Festival.
4. Per the Village purchasing policy, both parties have the option to extend this contract for the 2009 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 2007 price.

Village Of Downers Grove

Classic Party Rentals

Cara Pavlicek, Village Manager

Patti Brogmus

Its: _____

Attest: _____
April Holden, Village Clerk

Subscribed to and sworn before me this
_____ day of _____, 2008.

Notary Public

Date: _____

Date: _____



9480 W. 55TH STREET
MCCOOK, IL 60525
PHONE: (708) 485-8010
FAX: (708) 352-0909
WWW.CLASSICPARTYRENTALS.COM

March 21, 2008

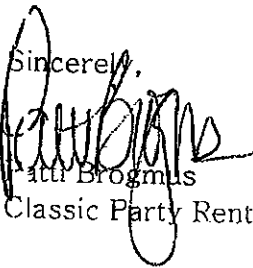
Mary Scalzetti
Heritage Festival
Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515

Dear Mary,

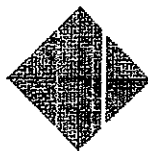
On behalf of Classic Party Rentals (formerly Chicago Party Rental), I would like to extend our proposal for the equipment needs of the 2008 Heritage Festival.

For your review, I have enclosed the 2008 pricing. Please note that we have held the pricing for this year based on similar equipment and labor needs from the last year's event.

Please don't hesitate to call if you have any questions. We look forward to working with you and being a part of your celebration again this year.

Sincerely,

Pathi Brogmus
Classic Party Rentals

Order



Chicago Party Rental
A Classic Party Rentals Company
 9480 W. 55th St., McCook, IL 60525-3636
 TEL (708) 485-8010 / FAX (708) 352-0909
 www.chicagopartyrental.com

EVENT 105765

Order 105765-1
Invoice 0
Date //
Customer 4602
Printed by PB

B I L L T O	HERITAGE FESTIVAL 301 BURLINGTON AVENUE ATTN: ACCOUNTS PAYABLE DOWNERS GROVE, IL 60515 TEL: (630) 434-5500 FAX: (630) 434-5571	S H I P T O	HERITAGE FESTIVAL 801 BURLINGTON AVENUE ATTN: ACCOUNTS PAYABLE DOWNERS GROVE, IL 60515 TEL: (630) 434-5500 FAX: (630) 434-5571 CURTISS STREET
---	---	---	---

Day: WED Event: THU Pick-Up: SUN	Date: 06/25/2008 Date: 06/26/2008 Date: 06/29/2008	Time: detail Time: 6/26-29 Time: arr 10pm	PO#: Order Descr: FESTIVAL Referred by: Telephone #:	Ordered by: MARY # of Guests: 0 Salesperson: Patti Entered by: Debbie
--	--	---	---	--

Quantity	Return	Description	Unit Price	Total
		EVENT DATE: 6/26-29/08 DEL; 6/25/08 WED P/U; 6/29/08 SUN **ARR 10PM** ORDERED BY: MARY SCALZITTI (CELL) 630-918-7233		
78		TENT, 10X10 FRAME B	105.00	8,190.00
6		TENT, 10X10 FRAME B WITH 40' SIDEWALL EACH	105.00	630.00
24		SIDEWALL, 7X10 SOLID B	10.00	240.00
8		TENT, 10X20 FRAME B	210.00	1,680.00
1		TENT, 10X20 FRAME B WITH 60' SIDEWALL	210.00	210.00
2		SIDEWALL, 7X20 SOLID B	20.00	40.00
2		SIDEWALL, 7X10 SOLID B	10.00	20.00
1		TENT, 10X30 FRAME B	280.00	280.00
2		TENT, 15X15 FRAME B	228.00	456.00
2		TENT, 20X20 FRAME B	275.00	550.00
1.5		FRAME TENT, 20X30 CENTURY	410.00	6,150.00
2		FRAME TENT, 20X40 CENTURY	546.00	1,092.00
4		SIDEWALL, 8X30 SOLID B	45.00	180.00
		DIVIDING CURTAIN		
9		STAGE, BILJAX "BLK", 4'X4' 12'X12'X12" STAGE	27.30	245.70
9		SETUP/DOWN STAGE	6.25	56.25
10		STAGE, BK VNYL 4'X8'X8"	36.75	367.50
10		DECK, VINYL BLACK 4'X8'WE	0.00	0.00



Chicago Party Rental

A Classic Party Rentals Company

9480 W. 55th St., McCook, IL 60525-3636

TEL (708) 485-8010 / FAX (708) 352-0909

www.chicagopartyrental.com

Order 105765-1

Invoice 0

Date / /

Customer 4602

Printed by PB

Quantity	Return	Description	Unit Price	Total
60		LEG, 8" ALU. WENGER	0.00	0.00
10		FINISHED SIZE, STAGE	0.00	0.00
		12'X12'X8" STAGE		
10		SETUP/DOWN STAGE	6.25	62.50
16		STAGE, BILJAX "BLK", 4'X4'	27.30	436.80
		16'X16'X16" STAGE		
16		SETUP/DOWN STAGE	6.25	100.00
4		STAGE, BILJAX "BLK", 4'X4'	27.30	109.20
		2 - 4'X8'X16" SOUND WINGS		
4		SETUP/DOWN STAGE	6.25	25.00
12		SKIRT, STAGE BLACK 16"X8'	14.55	174.60
192		*VELCRO, COIN HOOK	0.10	19.20

2		LIGHT, CHANDELIER 3ARM WHITE	60.00	120.00
36		LIGHT, 84' STRING 8 GLOBE	75.00	2,700.00
7		LIGHT, 12" LUNAR DROP	40.00	280.00

12		TABLE, 6'X30" WOOD TOP	7.20	86.40
164		TABLE, 8'X30" WOOD TOP	7.50	1,230.00
148		TABLE, ROUND 48" FOLD LEG	7.80	1,154.40
4		TABLE, 8'X18" WOOD TOP	7.80	31.20

1355		CHAIR, CHARCOAL FOLDING	1.20	1,626.00
10		CHAIR, NAT.WOOD CLOTH SEAT	4.00	40.00
100		CHAIR, WHITE WOOD	3.60	360.00

24		STANCHION, RETRACTABLE BLACK	17.85	428.40

245		BARREL, 20 GAL. PLASTIC	1.00	245.00
		15 GALLOON PLASTIC		
1		BARREL, 55 GAL. PLASTIC	1.00	1.00

1		DELIVERY/PICKUP CHARGE	3,250.00	3,250.00
		SPECIAL HANDLING		

Please remit upon receipt of this invoice. Thank you!

RENTAL TOTAL	:	29,354.20
SALES TOTAL	:	19.20
MISC. TOTAL	:	3,493.75
TAX TOTAL	:	1.40
GRAND TOTAL	:	\$32,868.55