

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:**

**Contract #:**

**Start date:**

**End date:**

**Amount:**

**Department:**

**Contract Type:**

**Contractors Name:**

**Status of Ownership:**

**Status of Sub:**

**Certification:** Attached [ ] Self-Certifying [ ] Did not disclose

**Contract Description:**



**ADDENDUM A TO HOLIDAY LIGHTING SERVICES, DATED APRIL 4, 2022,  
BETWEEN  
THE VILLAGE OF ORLAND PARK AND ARTISTIC HOLIDAY DESIGNS, LLC**

WHEREAS, on April 4, 2022, a certain Agreement between the VILLAGE OF ORLAND PARK (hereinafter referred to as "Village") and Artistic Holiday Designs, LLC (hereinafter referred to as "Contractor") for the performance of certain professional services for the Village in connection with Holiday Lighting Services (hereinafter referred to as the "Project", the "Work", or the "Services") was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, the Village wishes to modify PAYMENT, CONTRACT DOCUMENTS, and TERM OF THE CONTRACT.


NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. In the event of any conflict or inconsistency between the provisions of this Addendum A and the Agreement, the provisions of this Addendum A shall control.
2. **SECTION 2: COMPENSATION** in said Agreement shall be amended to check the 3<sup>rd</sup> box in section A as it was not originally selected at the time of contract execution due to an oversight, and add the words "not-to-exceed amount of \$140,226.31 for 2022; \$140,226.31 for 2023; \$142,136.98 for 2024; \$142,136.98 for 2025; and \$144,238.70 for 2026.
3. **SECTION 4: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include Addendum A, dated October 7, 2024.
4. **SECTION 5A: TERM OF THE CONTRACT** of said Agreement shall be amended to exercise the option to extend two (2) additional years; and to add a revised contract termination date of December 31, 2026.
5. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
6. This Addendum A may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum A, made and entered into effective the **7<sup>th</sup> day of October, 2024**, shall be attached to and form a part of the Agreement dated the April 4, 2022, and shall take effect upon signature below by duly authorized agents of both parties.

IN WITNESS WHEREOF, the parties have caused this Addendum A to be executed by their duly authorized officer in quadruplicate counterparts, each of which shall be considered as an original.


ARTISTIC HOLIDAY DESIGNS, LLC

By: 

Name: Derek Norwood

Its CEO and Authorized Agent

VILLAGE OF ORLAND PARK

By: 

Name: Jim Culotta

Title: Interim Village Manager

ATTEST: \_\_\_\_\_

**From:** [Brandi Watson](#)  
**To:** [Samantha Cooper](#); [Ivana Lisnich](#)  
**Subject:** FW: PW COW/BOT Meeting Notes/Approval  
**Date:** Thursday, October 17, 2024 8:54:25 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Brandi Watson | Management Analyst  
Village of Orland Park  
14700 Ravinia Avenue | Orland Park, Illinois 60462  
Ph. 708.403.6195 | [bwatson@orlandpark.org](mailto:bwatson@orlandpark.org)



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**From:** Anne M. Skrodzki <[AMSkrodzki@ktjlaw.com](mailto:AMSkrodzki@ktjlaw.com)>  
**Sent:** Wednesday, October 16, 2024 4:48 PM  
**To:** Joel Van Essen <[jvanessen@orlandpark.org](mailto:jvanessen@orlandpark.org)>; Brandi Watson <[bwatson@orlandpark.org](mailto:bwatson@orlandpark.org)>  
**Subject:** RE: PW COW/BOT Meeting Notes/Approval

[External Mail] Use caution with links and attachments.

Hi all,

Confirming the following approvals:

1. Professional MEP and Architectural services contract renewals: 2 additional years for Cordogan Clark Associates, Farnsworth Group, Inc., Kluber Architects Engineers, Valdes Engineering Company, Tria Architecture and Williams Architects. Extensions will take contracts thru to EOY 2026. NO FINANCIAL AUTHORIZATION. MSA EXTENSION ONLY.
2. Mineral Masters Contract Amendment new NTE \$55,475.00 to cover final invoice (no contingency)
3. 2024 Fall Tree Removal – Homer Tree Service approved for \$25,815.00 base plus \$2581.50 contingency for NTE of \$28,396.50
4. 2024 Fall Tree Planting—Davey Tree Expert Company approved for \$217,770 plus \$21,777 contingency for NTE of \$239,547
5. Holiday Lights –exercise pre-existing option with Artistic Holiday Design for 2025 and 2026. \$286,375.68 total option pickup (\$142,136.98 and \$144,238.70.
6. OPHFC Emergency Repairs (wall and tile)—R. Carlson and Sons, Inc. approved for \$77,956.25 plus \$15,000 for NTE of \$92,956.25
7. T-Mobile Lease-updated exhibit B to reflect equipment upgrade. NO FINANCIAL AUTHORIZATION.
8. SCADA system-Concentric Integration approved for NTE of \$52,800 (No contingency)



ANNE M. SKRODZKI

[amskrodzki@ktjlaw.com](mailto:amskrodzki@ktjlaw.com)  
o: 312.984.6413

15010 S. RAVINIA DRIVE, STE 10  
Orland Park, IL 60462 | p: 312.984.6400

[ktjlaw.com](http://ktjlaw.com)

**From:** Joel Van Essen <[jvanessen@orlandpark.org](mailto:jvanessen@orlandpark.org)>  
**Sent:** Tuesday, October 15, 2024 10:24 AM  
**To:** Brandi Watson <[bwatson@orlandpark.org](mailto:bwatson@orlandpark.org)>; Anne M. Skrodzki <[AMSkrodzki@ktjlaw.com](mailto:AMSkrodzki@ktjlaw.com)>  
**Subject:** FW: PW COW/BOT Meeting Notes/Approval  
**Importance:** High

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. -IT Department

Anne,  
Please review video so we can proceed with the tree contracts.  
Below is the consent items approved so they didn't read a motion.

Thanks.

Joel

**From:** Joel Van Essen  
**Sent:** Monday, October 7, 2024 11:46 PM  
**To:** Mike Mazza <[mmazza@orlandpark.org](mailto:mmazza@orlandpark.org)>; Patrick McLaughlin <[PMcloughlin@orlandpark.org](mailto:PMcloughlin@orlandpark.org)>; Ken Dado <[kdado@orlandpark.org](mailto:kdado@orlandpark.org)>; Sean Faulkner <[sfaulkner@orlandpark.org](mailto:sfaulkner@orlandpark.org)>; Scott Hiland <[shiland@orlandpark.org](mailto:shiland@orlandpark.org)>; Cody Rannells <[crannells@orlandpark.org](mailto:crannells@orlandpark.org)>; Brandi Watson <[bwatson@orlandpark.org](mailto:bwatson@orlandpark.org)>; Anne Skrodzki <[amskrodzki@ktjlaw.com](mailto:amskrodzki@ktjlaw.com)>  
**Cc:** Ivana Lisnich <[ilisnich@orlandpark.org](mailto:ilisnich@orlandpark.org)>; Samantha Cooper <[scooper@orlandpark.org](mailto:scooper@orlandpark.org)>; Brian Fei <[bfei@orlandpark.org](mailto:bfei@orlandpark.org)>; Jack Neven <[jneven@orlandpark.org](mailto:jneven@orlandpark.org)>; Andrew Folkerts <[afolkerts@orlandpark.org](mailto:afolkerts@orlandpark.org)>; Samuel Brokop <[SBrokop@orlandpark.org](mailto:SBrokop@orlandpark.org)>  
**Subject:** PW COW/BOT Meeting Notes/Approval

In the COW: The Holiday light had no discussions. The Generator Fence was approved for certificate of appropriateness.

In the BOT:

The following items were on consent between A-P and were read between 21:14- 22:14 on YouTube. All were approved by vote at 22:30 on YouTube.

<u>Item</u>	<u>Div</u>	<u>Action</u>
Professional MEP and Architectural Services-contract extension	NRF	Contract Extension
Mineral Masters- Contract Amendment	NRF	Contract Amendment
2024 Fall Tree Removal Project	NRF	MSA
2024 Fall Tree Planting Project	NRF	MSA
Holiday Lights Services-Contract extension	NRF	Contract Extension
OPH&FC Emergency Wall and Tile Repairs	NRF	Already started mobilizing
T-Mobile Lease Agreement Amendment #1 for Tower #1	UT	Agreement Amendment
Installation of redundant PLC for SCADA system	UT	Concentric contract

All,

For Information:

1. 143<sup>rd</sup> Triangle was approved for the TIF and redevelopment agreement so should see work out there in the future.
2. Doogan Park Design approved for CBBEL. Will need to start designing right away to make a tight schedule.
3. Job Fair and Public Safety Form- Will be at the Tinley Park Conference Center- Group event with Tinley Park, Orland Township, and Cook County



# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
www.orlandpark.org

## Master

File Number: 2022-0213

File ID: 2022-0213	Type: MOTION	Status: PASSED
Version: 0	Reference:	Controlling Body: Board of Trustees
		File Created Date : 03/08/2022
Agenda Entry: RFP 22-015 - Holiday Lighting Services		Final Action: 04/04/2022
Title: RFP 22-015 - Holiday Lighting Services		

**Notes:**

**Sponsors:**

**Res/Ord Date:**

**Attachments:** RFP 22-015 Audit Report, RFP 22-015 Tabulation, RFP-22-015 Artistic Holiday Designs proposal

**Res/Ord Number:**

**Drafter:**

**Hearing Date:**

**Department**

**Effective Date:**

**Contact:**

**Related Files:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Public Works Department	03/08/2022	INTRODUCED TO BOARD	Board of Trustees			
0	Board of Trustees	04/04/2022	APPROVED				Pass

### Text of Legislative File 2022-0213

**Title/Name/Summary**

RFP 22-015 - Holiday Lighting Services

**History**

RFP 22-015 Holiday Lighting Services was issued on March 3, 2022, and closed on March 18, 2022. The project scope of work consists of the installation, removal and storage of existing Village-owned holiday decorations, the installation and removal of tree lighting, and the maintenance of holiday lighting and decorations for a period of three (3) years, with the option to extend the contract for an additional two (2) years. This service includes the holiday decorations primarily displayed at Village Hall and Crescent Park, as well as the holiday lighting installed on trees located in Crescent Park, Centennial Park, and LaGrange Road medians.

While fifteen (15) vendors fully or partially downloaded the RFP documents, only one (1) vendor submitted a proposal. The RFP audit report and bid tabulation are attached for reference. Due to

the specialized nature of this work, a limited number of bidders was expected.

The sole proposal was submitted by Artistic Holiday Designs, LLC, who is the Village's current holiday lighting service provider. A summary of their 2022 - 2026 proposal prices is provided below. It should be noted that, due to the time of year that the Village requested proposals, the Village qualifies for a 10% Early Renewal Discount from Artistic Holiday Designs.

**Artistic Holiday Designs, LLC.**

2022: \$140,226.31 (\$155,807.02 without Early Renewal Discount)  
2023: \$140,226.31 (\$155,807.02 without Early Renewal Discount)  
2024: \$142,136.98 (\$157,929.98 without Early Renewal Discount)  
2025: \$142,136.98 (\$157,929.98 without Early Renewal Discount)  
2026: \$144,238.70 (\$160,265.23 without Early Renewal Discount)

Artistic Holiday Designs has been the Village's holiday lighting contractor since 2016, which is when the Village made the original investment in holiday decorations and lighting. The Village's decorations were manufactured by Leblanc Illuminations, which operated out of Le Mans, France. Artistic Holiday Designs, based in Lemont, IL, has extensive experience in both public and private holiday lighting designs, and holds the distribution rights for Leblanc Illuminations throughout the United States. Their clients include Naperville, New Lenox, Rosemont, El Paso, and Virginia Beach. They have provided high quality customer service to the Village, and Public Works Staff have a positive experience working with their management and installation teams.

As such, Staff recommends awarding RFP 22-015 Holiday Lighting Services to Artistic Holiday Designs, LLC for the 2022 - 2024 holiday seasons, with the option to extend the contract for an additional two (2) years, in an amount not to exceed the Board approved annual budgeted amount.

It should be noted that the Village's holiday decorations, which were purchased by the Village in 2016, have a five to ten (5-10) year life expectancy, meaning it will be necessary to budget for the refurbishment of this equipment in the near future. Village Staff will work with Artistic Holiday Designs in 2022 to evaluate the equipment and determine a refurbishment timeline and associated cost estimates. Refurbishment would reset the decorations back to a "new" condition, and would include a two (2) year warranty.

**Financial Impact**

Funds for this project in the amount of \$150,000.00 were approved for Fiscal Year 2022 in account 010-1700-442990.

**Recommended Action/Motion**

I move to approve awarding RFP 22-015 to Artistic Holiday Designs, LLC. of Lemont, IL for a three (3) year contract (2022, 2023, & 2024), with the option to extend an additional two (2) years in an amount not to exceed the Board approved budgeted amount;

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.