

MEMO 22-41

TO: Susan Como, Assistant City Administrator
FROM: James Kowalski, Director of Public Services
DATE: September 15, 2022
SUBJECT: Purchase - Mack Avenue Holiday Decorations

J.K.

At the Committee of the Whole meeting on September 12, 2022, a discussion was held about updating the decorations for the 2022 holiday season with installing light up snowflake decorations on the streetlights.

I received the following quotes to purchase two 3' teardrop snowflakes and two 4.5' starburst snowflakes for the 2022 holiday season:

Evangeline Specialties & Esco Signs	\$1,934.06
Northern Lights Display	\$2,515.00

The snowflakes would mount on the ornamental light poles. Two would be installed at Mack Avenue and Vernier Road and two installed in front of the Robert E. Novitke Municipal Center.

Therefore, I recommend the purchase of two 3' teardrop snowflakes and two 4.5' starburst snowflakes in the amount of \$1,934.06 from Evangeline Specialties & Esco Signs, 1825 Bertrand Dr., Lafayette LA 70506-2056. This is not a budgeted item in the Fiscal Year 2022/2023 budget and will require a budget amendment and transfer from account no. 101-000-699.000, Transfer from prior year Reserve Fund Balance into DPW Equipment Maintenance and Repairs account no. 101-441-850.000.

Please contact me if you have any questions regarding this matter.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council consideration.

Susan Como
Susan Como, Assistant City Administrator

9/16/22
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

Shawn Murphy
Shawn Murphy, Treasurer/Comptroller

9-16-22
Date

RECEIVED

SEP 16 2022




CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT



Evangeline Specialties & Esco Signs

1825 Bertrand Dr, Lafayette LA 70506-2056
Tel: 337-232-3898 :: 800-451-0364
Sales@EvangelineSpecialties.com
www.EvangelineSpecialties.com
Mon.-Thurs. 8-5 Fri. 8-4 (CST)

Quote# W463
Name: James Kowalski
Email: jkowalski@gpwm.us

Product	Quantity	Price	Extended
 4.5' Starburst Snowflake - Lamp Post Decoration	2	\$393.66	\$787.32
 3' Deluxe Teardrop Snow Flake - Pole Mount Decoration	2	\$365.87	\$731.74
 Shipping Cost	1	\$415.00	\$415.00
			Subtotal: \$1,934.06

Quotes are only valid for 5 days. Orders will not be processed without customers approval.