



VILLAGE OF SCHAUMBURG

AGENDA

Septemberfest Committee

Monday, January 8, 2024

**7:00 PM - Al Larson Prairie Center for the Arts Meeting Room A
and B**

CALL TO ORDER

APPROVAL OF MINUTES

1. November 6, 2023

CONSENT AGENDA

1. January 8, 2024 Septemberfest Agenda

NEW BUSINESS

1. Alcohol Fees for Participating Vendors Discussion
2. Contract extension status update for shuttle bus service, pony rides, private security, tables, chairs, tents, carnival & novelty vendor, beer & malt beverage provider/sponsor, and main stage production.
3. Review of generators & light towers quote results and vote.
4. Review of temporary labor quote results and vote.
5. Review of electrical services bid results and vote.
6. Review of sanitation bid results and vote.
7. Review of fireworks and/or drone display service proposal results and vote.

UNFINISHED BUSINESS

UNFINISHED BUSINESS

DEFERRALS

COMMENTS FROM THE PUBLIC

ADJOURNMENT

NEXT MEETING

February 5, 2024

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the meeting will be accessible to individuals with

disabilities. Persons requiring auxiliary aids and/or services should contact the Village Manager's Office at 847.923.4705, preferably no later than five days before the meeting.



November 6, 2023
1/8/2024
Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:

ATTACHMENTS:

Description	Type
▣ November 6, 2023	Minutes

**SEPTEMBERFEST MINUTES
MONDAY, NOVEMBER 6, 2023**

COMMITTEE ROLL CALL

Chair Wiskirchen presiding. Committee members Awick, Braheny, D'Amelio, Flesch, Flynn, Fraser, Hamilton, B. Hansen, N. Hansen, Johnson, Lange, Lenoci, Mytych, Prette, Richter-Papaproko, Sanderson, Todd, and Webber present. Committee members DeLisa, Mendez, and Mussman absent.

STAFF ROLL CALL

Roxane Benvenuti (Special Events Coordinator), *Department of Cultural Services*; Tiana Weiler (Director), *Department of Cultural Services*; Michael Rons, *Fire Department*; and Adrian Marquez, *EPW* present. Tom Wisniewski, *Community Development*; Bob Mamrot, *EPW*; and Sgt. Adam Wis, *Police Department* absent.

STUDENT REPRESENTATIVES ROLL CALL

Isabella Ocampo, *Hoffman Estates High School*; Leyla Ozbey, *Schaumburg High School*; and Chekiya Willis, *Conant High School* present.

GUEST ROLL CALL

Mike Lange, *Arts & Crafts Show Assistant*; Melanie Brown, *Arts & Crafts Show Assistant*; Marc Concialdi, *Main Stage Entertainment Assistant*; Crystal Schuster, *Sponsorship & Marketing Assistant*; Carol Brey, *Schaumburg-Hoffman Lions Club*; Jack Brey, *Schaumburg-Hoffman Lions Club*; and several Parade trophy recipients.

CALL TO ORDER

Chair Wiskirchen called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

1. September 18, 2023. **Motion to approve made by Mr. Fraser, seconded by Mr. Flesch. Voice vote taken, all ayes. Motion carries.**

NEW BUSINESS

1. Student Representatives posed for a photo with Sons and Daughters of Italy in America members for their scholarship.

2. Presentation of Septemberfest Labor Day Parade trophies

The Septemberfest Parade team presented trophies to this year's parade winners who were able to attend the meeting.

3. Septemberfest 2024 Meeting Schedule Review

The committee reviewed and approved the 2024 meeting schedule.

4. Septemberfest Critique List Discussion

SEPTEMBERFEST MINUTES

Monday, November 6, 2023

Page 2 of 3

The committee discussed all the items on the critique list and some items will be discussed in greater detail at future meetings.

APPROVAL OF EXPENDITURES

1. None

CHAIR REPORT

1. No report.

COORDINATOR REPORT

1. Mrs. Benvenuti reported that she is working on tying out the budget to complete the final report for the November FLAGG meeting.

COMMITTEE REPORTS

1. Arts & Crafts Show: Mrs. Lange introduced Mrs. Melanie Brown who has participated in the Septemberfest arts & crafts show for 23 years, and has requested appointment as the new Arts & Crafts Show Co-Chair.
2. Craft Beer & Wine: No report.
3. Layout & Carnival: No report.
4. Local Stages Entertainment: No report.
5. Main Stage Entertainment: Mr. Todd informed the group that Mr. Marc Concialdi has requested appointment as the new Main Stage Entertainment Co-Chair, and Mr. Mendez's role will continue to be Sponsorship & Marketing Co-Chair and Septemberfest Photographer.
6. Maintenance & Fireworks: No report.
7. Not-for-Profit Day: Mr. Sanderson mentioned Ms. Chekiya Willis, Student Representative, is interested in joining the committee as a junior member or assistant.
8. Parade: No report.
9. Sponsorship & Promotions: Mr. Flynn reported that cash and in-kind sponsorship totals are \$117,770 and \$24,900, respectively. Mr. Flynn mentioned that the Sponsorship & Promotions title is changing to Sponsorship & Marketing, and Ms. Crystal Schuster has requested appointment as a new Sponsorship & Marketing Co-Chair.
10. Student Representatives: No report.
11. Taste of Schaumburg: No report.
12. Volunteer: No report.

SEPTEMBERFEST MINUTES

Monday, November 6, 2023

Page 3 of 3

STAFF REPORTS

1. Community Development Department (CDD): No report.
2. Engineering Public Works Department (EPW): No report.
3. Fire Department: No report.
4. Police Department: No report.

COMMENTS FROM THE AUDIENCE

1. Mrs. Brey mentioned the Schaumburg-Hoffman Lions Club will be donating a bench to the Village of Schaumburg.
2. Ms. Weiler brought the Village's annual holiday ornament that features Septemberfest this year and said that it is available for purchase at the Prairie Center for \$20. Ms. Weiler also informed the committee about the Prairie Center Foundation raffle opportunity.

ADJOURNMENT

Chair Wiskirchen entertained a motion to adjourn. Motion made by Ms. Prette, seconded by Mrs. Hamilton. Voice vote taken, all ayes. Motion carries. Meeting adjourned at 8:35 p.m.



**January 8, 2024 Septemberfest Agenda
1/8/2024
Septemberfest Committee**

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:

ATTACHMENTS:

Description	Type
▣ January 8, 2024 Septemberfest Agenda	Exhibit

AGENDA

SEPTEMBERFEST COMMITTEE

MONDAY, JANUARY 8, 2024

7:00 PM - AL LARSON PRAIRIE CENTER FOR THE ARTS - MEETING ROOM A

COMMITTEE ROLL CALL

STAFF ROLL CALL

STUDENT REPRESENTATIVES ROLL CALL

GUEST ROLL CALL

CALL TO ORDER

APPROVAL OF MINUTES

1. November 6, 2023

NEW BUSINESS

1. Alcohol Fees for Participating Vendors Discussion

APPROVAL OF EXPENDITURES

1. Contract extension status update for shuttle bus service, pony rides, private security, tables, chairs, tents, carnival & novelty vendor, beer & malt beverage provider/sponsor, and main stage production.
2. Review of generators & light towers quote results and vote.
3. Review of temporary labor quote results and vote.
4. Review of electrical services bid results and vote.
5. Review of sanitation bid results and vote.
6. Review of fireworks and/or drone display service proposal results and vote.

CHAIR REPORT

COORDINATOR REPORT

COMMITTEE REPORTS

1. Arts & Crafts Show
2. Craft Beer & Wine
3. Layout & Carnival
4. Local Entertainment
5. Main Stage Entertainment
6. Maintenance & Fireworks
7. Not-for-Profit Day
8. Parade
9. Sponsorship & Marketing
10. Student Representatives
11. Taste of Schaumburg
12. Volunteers

STAFF REPORTS

1. Community Development Department (CDD)
2. Engineering Public Works Department (EPW)
3. Fire Department
4. Police Department

COMMENTS FROM THE AUDIENCE

ADJOURNMENT - NEXT SEPTEMBERFEST MEETING: 2/5/2024



Alcohol Fees for Participating Vendors Discussion
1/8/2024
Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:



Contract extension status update for shuttle bus service, pony rides, private security, tables, chairs, tents, carnival & novelty vendor, beer & malt beverage provider/sponsor, and main stage production.

1/8/2024

Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:



Review of generators & light towers quote results and vote.

1/8/2024

Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:

ATTACHMENTS:

Description	Type
▫ Review of generators & light towers quote results and vote.	Exhibit



MEMORANDUM

RB #01-2024

Date: January 5, 2024
To: Septemberfest Committee
From: Roxane Benvenuti, Special Events Coordinator
Subject: Request for Quote (RFQ): Septemberfest Generators & Light Towers Service
For: Discussion

Introduction

On December 12, 2023, the quotes submitted for the provision of four generators, two spider boxes with 50’ 6/4 cable, and ten light towers at Septemberfest for the year 2024, with options for years 2025, 2026 and 2027 were due. Fourteen requests were distributed. The results are listed below.

Discussion

Companies Submitting a Quote:	2024	2025, 2026 & 2027
Special Event Services Group Inc. Lombard, IL Subcontracting with Sunbelt Rentals, Atlanta, GA; Mt. Prospect, IL & Chicago, IL	\$7,200	Cost may be tied to the Consumer Price Index (CPI)
Charles Equipment Energy Systems Des Plaines, IL	\$7,200	Cost may be tied to the Consumer Price Index (CPI)
AmeriTemp Ltd. Johnsburg, IL	~\$12,989 \$9,989 + estimated \$3,000 prepaid freight cost to deliver, drop-off & pick-up added to invoice. It is possible for the Engineering & Public Works Department to pick-up and return the rental if they have trucks to pull and if using flatbeds for light towers with supply chains and ratcheting load binders. Pintle hitch is required. Bigger generators are about 10,000 lbs.	Cost may be tied to the Consumer Price Index (CPI)
Altorfer Cat Addison, IL	\$13,225	Cost may be tied to the Consumer Price Index (CPI)

Gen Serve Carol Stream, IL	\$14,658	Cost may be tied to the Consumer Price Index (CPI)
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Previous provider (2022-2023):	Charles Equipment Energy Systems
Previous provider (2013-2021; fest cancelled in 2020):	AmeriTemp, Ltd.
Previous provider (2010-2012):	Gen Power, Inc.
Previous provider (2004-2009):	Kohler Rental Power, Inc.
Previous provider (2003):	Patten Power Systems
Previous provider (1990-2002):	Forces, Inc. (now Herc Rentals)

Amount paid in 2023 for four generators, two spider boxes with 50’ 6/4 cable, six 4000-Watt light towers (four fewer light towers), delivery and pick-up: \$5,817.04.

Due to three of the six rented generators and several light towers for Septemberfest not working properly and requiring replacement or repair this year that could have delayed the main stage performance and the craft beer and wine area opening, the Septemberfest Committee voted to not extend the current agreement with Charles Equipment Energy Systems and requote this contract. The following requirements were added to the Request for Quotation:

- Proof of maintenance within the last 30 days for each generator.
- The company representative delivering the generators needs to check-in with an Engineering and Public Works (EPW) Foreman for drop-off locations and to confirm that the generators have been serviced and are in proper working condition. Delivery must be completed before 3 p.m. on the Wednesday prior to the festival, and pick-up must be before 3 p.m. on the Tuesday following the festival.
- All equipment is expected to be in working order at delivery and at all times during the event; however, replacement generators and light towers must be made immediately available within one hour should the situation warrant.

Special Event Services Group Inc. subcontracting with Sunbelt Rentals and Charles Energy Services submitted the lowest quotes with the same amount of \$7,200 for Septemberfest of the five quotes received. References for Special Event Services Group Inc. subcontracting with Sunbelt Rentals for the Windy City Smokeout, Live Nation - Northerly Island, and Goose Island Block Party are each favorable. Last years’ experience with Charles Energy Services was poor.

Recommendation

Based on last years’ experience, cost considerations and exceptional references, I recommend that the Septemberfest Committee approve the quote from Special Event Services Group Inc. subcontracting with Sunbelt Rentals of Lombard, Mt. Prospect, and Chicago, IL at a cost not to exceed \$7,200 for 2024.



Review of temporary labor quote results and vote.

1/8/2024

Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:

ATTACHMENTS:

	Description	Type
▣	Review of temporary labor quote results and vote.	Exhibit



MEMORANDUM
RB #02-2024

Date: January 5, 2024
To: Septemberfest Committee
From: Roxane Benvenuti, Special Events Coordinator
Subject: Request for Quote (RFQ): Temporary Labor Service for Septemberfest
For: Discussion

Introduction

On December 12, 2023, the quotes submitted for the provision of temporary labor service for Septemberfest totaling 843 hours for the year 2024, with options for years 2025, 2026 and 2027, were due. Eight requests were distributed. The results are listed below.

Discussion

Companies Submitting a Quote:	2024	2025, 2026 & 2027
KTG Illinois, LLC (Kleen Teem Group) Niles, IL	\$18,963.75 total for 843 hours \$22.25/hr. for each worker (807 hours) \$28/hr. for each supervisor (36 hours)	Cost may be tied to the Consumer Price Index (CPI)
Avanti American Services Inc. Lemont, IL	\$20,606.31 total for 843 hours \$24.33/hr. for each worker (807 hours) \$27/hr. for each supervisor (36 hours)	Cost may be tied to the Consumer Price Index (CPI)
People Ready Chicago, IL	\$26,984.43 total for 843 hours \$32.01/hr. for each worker (807 hours) \$32.01/hr. for each supervisor (36 hours)	Cost may be tied to the Consumer Price Index (CPI)
Special Event Services Group Inc. Lombard, IL	\$31,781.88 total for 843 hours \$36-37.50/hr. for each worker (807 hours) \$45.83/hr. for each supervisor (36 hours)	Cost may be tied to the Consumer Price Index (CPI)

Previous provider (2016-2023; fest cancelled in 2020):
 Previous provider (2014-2015):

Avanti American Services Inc.
 Just in Time Staffing LLC

Previous provider (2009-2013):
Previous provider (2006-2008):

Liberating Solutions
Labor Network

Amount paid in 2023 for 849 hours (6 more hours):

\$15,822.08
\$18.52/hr. for each worker
\$20.52/hr. for each supervisor

The evening shift will end at 12 a.m instead of 2 a.m. for a reduction in six hours this year as discussed. KTG Illinois, LLC (Kleen Teem Group) submitted the lowest responsible quote for Septemberfest of the four quotes received. References for KTG Illinois, LLC (Kleen Teem Group) for Star Events, Taste of Park Ridge, and Taste of Elmwood Park are each favorable. The second lowest quote submitted by Avanti American Services Inc. provided exceptional service to Septemberfest the last seven years and the company is familiar with the Septemberfest layout.

Recommendation

Based on cost considerations and exceptional references, I recommend that the Septemberfest Committee approve the quote from KTG Illinois, LLC (Kleen Teem Group) of Niles, IL at a cost not to exceed \$18,963.75 for 843 hours for 2024.



Review of electrical services bid results and vote.

1/8/2024

Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:

ATTACHMENTS:

	Description	Type
▣	Review of electrical services bid results and vote.	Exhibit



MEMORANDUM
 RB #03-2024

Date: January 5, 2024
To: Septemberfest Committee
From: Roxane Benvenuti, Special Events Coordinator
Subject: **Invitation for Bid (IFB): Septemberfest Electrical Services**
For: Discussion

Introduction

On December 15, 2023, the bids submitted for the provision of electrical services at Septemberfest for the year 2024, with options for years 2025, 2026 and 2027 were opened. Thirteen invitations were distributed, and the bid was available on the Village’s website. The results are listed below.

Discussion

Companies Submitting a Bid:	2024	2025, 2026 & 2027
McWilliams Electric Company, Inc. Schaumburg, IL	\$36,364.98	Cost may be tied to the Consumer Price Index (CPI)
All Industrial Electric Schaumburg, IL	\$40,992.00	Cost may be tied to the Consumer Price Index (CPI)

Previous provider (2010-2023; fest cancelled in 2020): McWilliams Electric Company, Inc.
 Previous provider (2007-2009): Power Up, Inc.
 Previous provider (1994-2001 & 2003-2006): Q Electric, Inc.
 Previous provider (2002): Production Power Systems Inc.

Amount paid in 2023: \$35,306.06

McWilliams Electric Co., Inc. submitted the lowest responsible bid for Septemberfest of the two bids received. In addition, McWilliams Electric Co., Inc. provided exceptional service to Septemberfest the last thirteen years.

Recommendation

Based on cost considerations, exceptional service, and quality staff who are familiar with the Septemberfest layout, I recommend that the Septemberfest Committee approve the bid submitted by McWilliams Electric Co., Inc. of Schaumburg, IL at a cost not to exceed \$36,364.98 for 2024. The contract will need to be submitted to the Village Manager for final approval.



Review of sanitation bid results and vote.

1/8/2024

Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:

ATTACHMENTS:

Description	Type
▣ Review of sanitation bid results and vote.	Exhibit



MEMORANDUM
 RB #04-2024

Date: January 5, 2024
To: Septemberfest Committee
From: Roxane Benvenuti, Special Events Coordinator
Subject: **Invitation for Bid (IFB): Festival Sanitation Services**
For: Discussion

Introduction

On December 15, 2023, the bids submitted for the provision of sanitation services at Septemberfest and the Prairie Arts Festival for the year 2024, with options for years 2025, 2026 and 2027 were opened. Ten invitations were distributed, and the bid was available on the Village’s website. The results are listed below.

Discussion

Companies Submitting a Bid:	2024	2025, 2026 & 2027
Oui Oui Enterprises, Ltd. Chicago, IL	Septemberfest: \$29,690 Prairie Arts Festival: \$1,065.28	Cost may be tied to the Consumer Price Index (CPI)
Service Sanitation, Inc. Gary, IN	Septemberfest: \$89,500 Prairie Arts Festival: \$2,800 Service Sanitation can provide 22-gallon portable sinks. They do not have 40-gallon portable sinks available.	Cost may be tied to the Consumer Price Index (CPI)

Previous provider (2010-2023; fest cancelled in 2020): Oui Oui Enterprises
 Previous provider (1994-1996 & 1998-2009): Service Sanitation, Inc.
 Previous provider (1997): Waste Management

Amount paid for Septemberfest in 2023: \$23,130.92
 Amount paid for the Prairie Arts Festival in 2023: \$ 1,044.35

Oui Oui Enterprises submitted the lowest responsible bid of the two bids received for both Septemberfest and the Prairie Arts Festival. In addition, Oui Oui Enterprises provided exceptional service to both Septemberfest and the Prairie Arts Festival the last thirteen years.

Recommendation

Based on cost considerations, impeccable service, and quality staff who are familiar with the Septemberfest and Prairie Arts Festival layouts, I recommend that the Septemberfest Committee approve the bid submitted by Oui Oui Enterprises of Chicago, IL at a cost not to exceed \$29,690 for Septemberfest for 2024. Oui Oui Enterprises also submitted a bid on the Prairie Arts Festival for \$1,065.28 and should be awarded the contract for that festival as well.



Review of fireworks and/or drone display service proposal results and vote.

1/8/2024

Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action:

ATTACHMENTS:

Description	Type
▫ Review of fireworks and/or drone display service proposal results and vote.	Exhibit



MEMORANDUM
 RB #05-2024

Date: January 5, 2024
To: Septemberfest Committee
From: Special Events Coordinator
Subject: Request for Proposal (RFP): Fireworks and/or Drone Display Service
For: Discussion

Introduction

On December 15, 2023, the proposals submitted for the provision of either a 15-minute fireworks display or a minimum of ten (10) minute drone display for Septemberfest for the year 2024, with options for years 2025, 2026 and 2027 with a total cost not to exceed \$25,000 for 2024 and currently for each of the optional years, were opened. Twenty-four requests were distributed, and the proposal was available on the Village’s website. The results are listed below.

Discussion

Companies Submitting a Proposal:	2024	2025, 2026 & 2027
Johnny Rockets Fireworks Vernon Hills, IL	Fireworks \$24,995 15-minute show	\$24,995 per year
Mad Bomber Fireworks Productions & Separate Company / Subcontractor: Chicago Drone Light Shows La Porte, IN	Fireworks, Drones or Hybrid \$25,000 for Fireworks 15-minute show \$25,000 for 200 drones at \$125 each 15 designs Hybrid Display fireworks \$10,000 & \$15,000 for 125 drones at \$120 each	\$25,000 for 2024 & 2025 Pricing for 2026 & 2027 may increase

<p>Celestial Drone Shows Fort Lauderdale, FL</p>	<p>Drones \$25,000 125 drones at \$200 each 11-12 designs 12-15-minute show</p>	<p>\$25,000 per year</p>
<p>Fantasy Drone Shows & J&M Displays, Inc. Fireworks Shows Norfolk, NE</p>	<p>Fireworks or Drones \$25,000 15-minute show \$24,960 160 drones at \$156 each 15-16-minute show</p>	<p>\$24,960 - 25,000 per year</p>
<p>Firefly Drone Shows Waterford, MI</p>	<p>Drones \$25,000 (\$18,000 discount on the \$43,000 value) 200 drones at \$125 each 9 designs 18-minute show</p>	<p>\$25,000 per year</p>
<p>Open Sky Productions Park City, UT</p>	<p>Drones \$24,750 150 drones at \$165 each 13-minute show Open Sky will also provide COIs for aviation liability insurance with a minimum coverage of \$2,000,000</p>	<p>\$24,750 per year</p>
<p>Sky Elements Drone Displays North Richland Hills, TX</p>	<p>Drones \$24,990 210 drones at \$119 each 12 designs - each letter of a word uses approximately 13 drones per letter. 15-minute show</p>	<p>\$24,990 per year</p>

Previous provider (2005-2008, 2010-2015 & 2019-2023; fest cancelled in 2020):	Johnny Rockets Fireworks
Previous provider (2016-2018):	Krueger Pyrotechnics & Fireworks Displays
Previous provider (2009):	Mad Bomber Fireworks Productions
Previous provider (2002-2004):	Pyrotecnico
Previous provider (1999-2001):	Melrose Pyrotechnics

Amount paid in 2023 for a 15-minute fireworks show: \$19,500

Recommendation

The fireworks and/or drone display selection team will review the optional presentations on Monday, January 8 prior to the regular meeting and four of the seven vendors that submitted a proposal will give a presentation in person, while three vendors chose not to provide a presentation. The proposal is currently under evaluation. The selection team will narrow their choices and plan to discuss their findings at the January 8 meeting.



February 5, 2024
1/8/2024
Septemberfest Committee

Presenter:

Lead Department: Cultural Services

Executive Summary:

Recommended Action: