
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: BRENT EICHELBERGER, VILLAGE ADMINISTRATOR
ALISON MURPHY, ASSISTANT TO THE VILLAGE ADMINISTRATOR/
VILLAGE CLERK
SUBJECT: APPROVAL: PURCHASE OF POLICE CHAIRS
AGENDA: MARCH 1, 2022 REGULAR BOARD MEETING
DATE: FEBRUARY 18, 2022

ISSUE

Should the Village Board approve the purchase of office chairs for the Police Department.

DISCUSSION

At the December 7, 2021 Village Board meeting, the Board discussed additional expenditures in FY2022 based on the mid-year budget projections. The Board reached consensus to move forward with the purchase of office furniture for Village Hall including tables and chairs for the Administration side and office chairs for the Police Department, as well as painting and small remodeling work, for an amount not to exceed \$40,000.00. The Village Board approved the purchase of the Administration furniture at the February 15 Board Meeting.

Police officers demoed several chairs to determine the best fit for their needs. The selected chairs come with a one year warranty from Henricksen and a lifetime warranty on the cylinder and 12 years on all other parts from the manufacturer.

COST

The cost of the furniture is \$8,570.00 as detailed in the attached quote. The total cost of the project is expected to be under budget totalling approximately \$25,000.00 including all furniture, painting and electrical work.

RECOMMENDATION

That the Village Board approve the purchase of eleven (11) office chairs for the Police Department for \$8,570.00 from Henricksen.



Quote

Quoted To:

VILLAGE OF SUGAR GROVE

10 MUNICIPAL DRIVE
SUGAR GROVE, IL 60554

Account Executive:

PHIL WOLVERTON

P.WOLVERTON@HENRICKSEN.COM
630.875.1057

Date: 2/16/2022

Quote # 22020824

SEATING

Ship To:

VILLAGE OF SUGAR GROVE

10 MUNICIPAL DRIVE
SUGAR GROVE, IL 60554

Project Coordinator:

MWL TEAM

MWLTEAM@HENRICKSEN.COM
630.875.0288

1101 West Thorndale Avenue
Itasca, Illinois 60143

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
1	RFM	11	MP844-50CONT	Sienna Task Chair with Fold Away Arms - Grade B Fabric Cross Check Slate Black Single Tone Black	\$745.00	\$8,195.00
2	RFM	1	FREIGHT	INCLUDES FREIGHT	\$0.00	\$0.00
3	SHE	1	INSTALL	INSTALLATION	\$375.00	\$375.00

Total: \$8,570.00

50% Down Payment Required Upon Order Placement

We appreciate the opportunity to be of service to your organization. Respectfully submitted by Henricksen.

Please sign below accepting Terms & Conditions authorizing Henricksen to proceed with order placement.

Signature:_____ Organization:_____ Date:_____

Due to unprecedented temporary global supply chain interruptions, product lead times may be extended and are subject to change on short notice. Henricksen will request the best available lead times, communicate to all stakeholders, and manage delays with diligence. We appreciate your continued business, patience, and understanding.

Pricing on this quote will be held for 15 days from the date of issue.

Terms + Conditions

The Terms and Conditions of Sale apply to this contract and quotation unless amended or changed in writing and attached hereto.

1. Prices quoted are held for a period of 15 days.
2. Installation pricing is based upon non-union labor rates, unless otherwise specified.
3. Freight, delivery, installation, and taxes are not included in the price of the products and will be added to invoices, if applicable.
4. A 50% deposit shall be provided upon entering of any order. No interest shall accrue against such deposit. The remaining 50% of total will be invoiced upon product being shipped by manufacturer.
5. Terms of sale are net 15 days from date of invoices. Invoices will be tendered in full on all items received or being held at our warehouse. A service charge of 1.5% per month (18% annual percentage rate) will be added to all unpaid invoices beyond 30 days from invoice date. Payment by credit card will result in the additional costs to be passed on to the Customer.
6. Design and product application services are included in product pricing within two revisions. Additional design work is to be billed at an hourly rate.
7. No payment shall be withheld on any invoice beyond the selling price of the specific merchandise not delivered or subject to repair and/or replacement.
8. All sales are final. Orders cannot be cancelled except by mutual consent. Resulting cancellation and/or restocking charges imposed by the manufacturer shall be paid by the Customer.
9. All requests for changes in quantity or specification shall be in writing and are subject to our approval.
10. We will coordinate shipments to arrive just before the scheduled installation date and provide warehousing for merchandise shipped to our warehouse for a period of no greater than 30 days beyond the original installation date, without charge to you. Beyond 30 days, we will provide warehousing at a rate to be agreed upon.
11. Direct power connection to building circuitry to be provided through owner. Some facilities may require union electrician to hardwire building electric to furniture base feed and panel to panel electrical connections. Owner assumes the cost for any electrical permits that need to be pulled and additional labor required. Permit fees incurred for installing the furniture may result in an additional charge to the Customer.
12. In the event that construction delays or other causes not within our control force postponement of the installation, the merchandise will be stored until installation can be resumed and will be considered accepted by you for purpose of payment. In such event, you have the right to withhold 5% of the invoice amount against completion of delivery.
13. On direct shipments, not including installation, the Customer will receive and install. It will be Customer's responsibility to inspect the merchandise and file freight claims. We cannot be held liable for cost of repairs and/or replacement of damaged goods.
14. Delivery and installation will be made during normal working hours of 7:00 - 4:00. Additional labor costs resulting from overtime work performed at your request or after 4:00 and on weekends will be paid by the Customer.
15. Installation is to include merchandise purchased on this order only and does not include moving or handling of existing furnishings, machines, etc.
16. When furnishings are delivered and brought onto the job site, they shall be inspected and conditionally accepted by you. The responsibility for the security and the protection of the delivered goods shall pass to you. Any exceptions shall be reported in writing immediately.
17. The job site shall be clean, clear, and free of debris prior to installation. Exceptional delivery and installation encumbrances will result in extra charges. The job site shall also be free of the interference of all trades in the work areas.
18. Electric current, light, heat, hoisting and/or elevator service and suitable unobstructed dock space and secured staging areas will be furnished by the Customer without charge.
19. If staging / storage areas provided at the job site are inconveniently located, are on another floor from where the work is to be done, or if products must be walked up or down stairs, or if the merchandise must be moved due to the progress of other trades, or at your request or if we are required to move, or handle existing furniture, the additional cost of moving and transporting shall be paid by the Customer.
20. Our ability to erect or assemble furnishings is dependent upon jurisdictional agreements between trade unions at the job site. If trade regulations require employing tradesmen to complete the installation, the additional cost will be paid by the Customer.
21. We agree to completely install the furnishings according to the final floor plan. Any changes to the final plan will be provided prior to the installation date. Once the installation has begun, the Customer agrees to assume any expenses incurred by us due to changes made at your request or for any reason beyond our control. Work will not be completed until there is a signed change order to approve the work.
22. All furnishings will be left clean and in working order. All cartoning and packaging materials will be removed, and the premises will be left broom clean.
23. All furnishings are warranted to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery. We will arrange for the repair or replacement of defective items or those inadvertently damaged by us during installation. We will act as your agent in the event claims concerning damaged and/or defective materials and/or workmanship made within the warranty periods as stated by the particular manufacturer, supplier, or fabricator. There are no expressed or implied warranties.
24. No liability shall accrue against Henricksen as a result of any breach of these Terms and Conditions resulting from any strike, lockout, work stoppage, accident, act of God or other delays beyond our control. We do not assume any liability for consequential damages or loss of anticipatory profits resulting from the use of the merchandise or delay in its delivery and installation, or for the misuse or abuse by the Customer.
25. There are no express or implied warranties. All warranties (statutory, express or implied), including without limitation any warranty of fitness for a particular purpose, are specifically disclaimed. Any warranties by the manufacturer of the merchandise ("Manufacturer") are hereby assigned to the customer ("Customer") to the extent such warranties can be assigned. Any warranty claims by Customer must be brought against Manufacturer. All sales are final. All requests for changes in quantity or specification shall be in writing and subject to the approval of Manufacturer and/or Henricksen. Any resulting charges imposed by Manufacturer will be paid by Customer.

These Terms and Conditions of Sale supersede any terms and conditions appearing on the Customer's purchase order, or any other documents, and all verbal communications and/or understandings related thereto.





Henricksen Deposit and Payment Information

Notify Henricksen via email at ach@henricksen.com of your ACH deposit amount and include the Henricksen quote number

ACH or EFT Payments

Bank name and address:	Fifth Third Bank 3 Yorktown Center Lombard, IL 60148
ACH or EFT Routing/ABA:	071923909
Our Account Number:	0069266999

Domestic Wire Transfer Payments and International Wire Transfer sent in US Dollars

Bank Number and address:	Fifth Third Bank 5050 Kingsley Drive Cincinnati, OH 45227
Wire Transfer ABA:	042000314
Fifth Third Swift Code:	FTBCUS3C
For Credit To:	Henricksen & Company Inc 1101 W. Thorndale Avenue Itasca, IL 60143

International Wire sent in foreign currency

Information varied depending upon type of currency

If you have questions, please feel free to contact Anita Xenos at Fifth Third Bank at 630-932-3117

Please send all remittance advice to: ACH@HENRICKSEN.COM

Police Chair Warranty

RFM PRODUCT WARRANTY

RFM Seating products are engineered to provide many years of use under normal conditions when cared for properly. Normal conditions are defined as an office environment during a single shift consisting of 8-hour days, 5 days a week for a user weighing 300 pounds or less. Products manufactured by RFM carry the following limited lifetime warranties to the original purchaser:

- **SEAT AND BACK FABRIC IS COVERED FOR FIVE YEARS AND NOT WARRANTED OR MULTI-SHIFT OPERATIONS**

All ergonomic, task & conference chairs:

Lifetime warranty on cylinder, 12 years on all other parts.

All Multi-Shift and Nurse's Station:

7 year warranty on all parts.

All Big and Tall chairs:

Lifetime warranty on cylinder, 7 years on all other parts.

All guest and lobby chairs:

Lifetime warranty on all steel and wood frames,
5 years on all other components.

Essentials chairs:

5 years on all components.

THE ABOVE WARRANTIES EXCLUDE THE FOLLOWING:

- Any product, which has been repaired or altered by the customer.
- Any variation in color, grain, or texture of wood, leather, or fabric.
- Any incidental damage resulting from the neglect or inability to use RFM products properly with regular maintenance.
- Any normal wear and tear. The warranty is a protection from defects only.
- **Warranties are NOT transferable.**

To make claim under this warranty, the claim must be processed through the original dealer of purchase. The dealer will inspect for warranty qualifications and may obtain a return material authorization (RMA) number from RFM. RFM shall provide, at our option, parts, replacements

or monetary adjustments. Labor is not covered under warranty. The warranties indicated above are the only warranties made by RFM and no other warranties expressed or implied are given on products manufactured by RFM.

The return of products will NOT be accepted without an RMA number issued by RFM Customer Service. All returned products must be protected to prevent damage in transit and shipped pre-paid.