
**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: RESOLUTION: AUTHORIZING THE PURCHASE OF OFFICE
FURNITURE FOR 160 S. MUNICIPAL DRIVE
AGENDA: SEPTEMBER 20, 2022 REGULAR BOARD MEETING
DATE: SEPTEMBER 13, 2022

ISSUE

Should the Village Board approve the purchase of office furniture for the new Administration and Finance offices at 160 S. Municipal Drive.

DISCUSSION

In July, the Village signed a leased for office space to house the Administration and Finance Departments at 160 S. Municipal Drive. At the August 16, 2022 Village Board meeting, the Board discussed the costs associated with moving into the new location including office furniture. Staff has worked with Henricksen to furnish the new space including offices, conference room, lunch room and common spaces.

COST

The cost of the furniture is \$24,999.52 as detailed in the attached quote. The current FY22-23 Budget does not include any specific budget for these necessary costs, however, the budget does include a transfer to the Capital Fund (30) of \$700,000 for future Village Hall uses. A portion of this money will be shifted to cover the costs of the improvements the Village is responsible for as well as the Lease payments for the building. It is anticipated for FY22-23 \$100,000 will be used for these purposes, while \$600,000 is still to be transferred to the Capital Fund.

RECOMMENDATION

That the Village Board approve a resolution authorizing the purchase of office furniture for the new Administration and Finance offices at 160 S. Municipal Drive for \$24,999.52.00 from Henricksen.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 20220920A

**RESOLUTION OF AUTHORIZATION PURCHASE OF OFFICE FURNITURE FROM
HENRICKSEN**

WHEREAS, the Village of Sugar Grove Board of Trustees finds that it is in the best interest of the Village to engage the services of Henricksen for the purchase of office furniture for the Administration and Finance offices at 160 S. Municipal Drive, and to execute an agreement;

NOW, THEREFORE, BE IT RESOLVED, by the President and the Board of Trustees for the Village of Sugar Grove, Kane County, Illinois, as follows:

The Village President and Village Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement..

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 20th day of September, 2022.

Jennifer Konen
President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST:

Alison Murphy
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Matthew Bonnie	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Michael Schomas	_____	_____	_____	_____
Trustee Ryan Walter	_____	_____	_____	_____
Trustee James F. White	_____	_____	_____	_____



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: 9/14/2022

Quote # 22060491

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

Front Reception

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
1	HCG	2	HLPLDS7230 .LSE1	Mod 72Wx30Dx29H Rectangular Desk Shell Sepia Walnut	\$169.65	\$339.30
2	HCG	2	HLPLRS4224 .LSE1	Mod 42Wx24Dx29H Return Shell Sepia Walnut	\$109.27	\$218.54
3	HCG	2	HLPLPSBBF .LSE1	Mod 15Wx20Dx28H B/B/F Support Pedestal Sepia Walnut	\$178.77	\$357.54
4	HCG	2	HLPLPSFF .LSE1	Mod 15Wx20Dx28H F/F Support Pedestal Sepia Walnut	\$178.77	\$357.54
Group Subtotal:						\$1,272.92

Office 1

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
5	HCG	1	HLPLDS7236 .LSE1	Mod 72Wx36Dx29H Rectangular Desk Shell Sepia Walnut	\$172.53	\$172.53
6	HCG	1	HLPLPSBBF .LSE1	Mod 15Wx20Dx28H B/B/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
7	HCG	1	HLPLTACK48 .CN02	Mod 48Wx18H Tackboard Cool Neutral	\$55.12	\$55.12
8	HCG	1	HLPLLF3620L2 .LSE1	Mod 36Wx20Dx29H 2-Drawer Lateral File removable top Sepia Walnut	\$288.99	\$288.99
9	HCG	1	HLPLCL7220TOP .LSE1	Mod 72Wx20D Low Credenza Top Sepia Walnut	\$73.33	\$73.33
10	HCG	2	HLPLCEAT3620 .CN02	Mod Credenza Cushion 36Wx20D Cool Neutral	\$101.13	\$202.26
11	HCG	2	HLPLCL3620BF .LSE1	Mod 36Wx20Dx21H Low 2-Drawer Personal Credenza (no top) Sepia Walnut	\$296.18	\$592.36
Group Subtotal:						\$1,563.36

Office 2

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
22060491						Page 1 of 7

12	HCG	1	HLPLDS7230 .LSE1	Mod 72Wx30Dx29H Rectangular Desk Shell Sepia Walnut	\$169.65	\$169.65
13	HCG	1	HLPLRS4824 .LSE1	Mod 48Wx24Dx29H Return Shell Sepia Walnut	\$114.55	\$114.55
14	HCG	1	HLPLPSBBF .LSE1	Mod 15Wx20Dx28H B/B/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
15	HCG	1	HLPLPSFF .LSE1	Mod 15Wx20Dx28H F/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
16	HCG	1	HLPLTACK48 .CN02	Mod 48Wx18H Tackboard Cool Neutral	\$55.12	\$55.12
17	HCG	1	HLPLTBL36RND .LSE1	Mod 36" Round Conference Table Top Sepia Walnut	\$92.97	\$92.97
18	HTL	1	HBTTX30S \$(P1) .P8V	Seated height X-base for support of 30 36" tops P1 Paint Opts Textured Titanium	\$147.52	\$147.52

Group Subtotal: \$937.35

Office 3

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
19	HCG	1	HLPLDS7230 .LSE1	Mod 72Wx30Dx29H Rectangular Desk Shell Sepia Walnut	\$169.65	\$169.65
20	HCG	1	HLPLRS4824 .LSE1	Mod 48Wx24Dx29H Return Shell Sepia Walnut	\$114.55	\$114.55
21	HCG	1	HLPLPSBBF .LSE1	Mod 15Wx20Dx28H B/B/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
22	HCG	1	HLPLPSFF .LSE1	Mod 15Wx20Dx28H F/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
23	HCG	1	HLPLTACK48 .CN02	Mod 48Wx18H Tackboard Cool Neutral	\$55.12	\$55.12
24	HCG	1	HLPLWMH48 .LSE1	Mod 48Wx14Dx13.5H Open Wall Mounted Storage Sepia Walnut	\$194.10	\$194.10
25	HCG	1	HLPLDR48LM .LSE1	Mod Laminate Doors for HLPLWMH48 (3 pack) Sepia Walnut	\$31.63	\$31.63

Group Subtotal: \$922.59

Office 4

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
26	HCG	1	HLPLDS7230 .LSE1	Mod 72Wx30Dx29H Rectangular Desk Shell Sepia Walnut	\$169.65	\$169.65
27	HCG	1	HLPLPSBBF .LSE1	Mod 15Wx20Dx28H B/B/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
28	HCG	1	HLPLPSFF .LSE1	Mod 15Wx20Dx28H F/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
29	HCG	1	HLPLTACK72 .CN02	Mod 72Wx18H Tackboard Cool Neutral	\$67.58	\$67.58
30	HCG	1	HLPLCS7224 .LSE1	Mod 72Wx24Dx29H Credenza Shell Sepia Walnut	\$154.80	\$154.80

31	HCG	1	HLPLB4824 .LSE1	Mod 48Wx24Dx29H Bridge Sepia Walnut	\$92.97	\$92.97
32	HCG	1	HLPLTBL36RND .LSE1	Mod 36" Round Conference Table Top Sepia Walnut	\$92.97	\$92.97
33	HTL	1	HBTXX30S \$(P1) .P8V	Seated height X-base for support of 30 36" tops P1 Paint Opts Textured Titanium	\$156.82	\$156.82

Group Subtotal: \$1,092.33

Office 5

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
34	HCG	1	HLPLDS7230 .LSE1	Mod 72Wx30Dx29H Rectangular Desk Shell Sepia Walnut	\$169.65	\$169.65
35	HCG	1	HLPLRS4824 .LSE1	Mod 48Wx24Dx29H Return Shell Sepia Walnut	\$114.55	\$114.55
36	HCG	1	HLPLPSBBF .LSE1	Mod 15Wx20Dx28H B/B/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
37	HCG	1	HLPLPSFF .LSE1	Mod 15Wx20Dx28H F/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
38	HCG	1	HLPLTACK48 .CN02	Mod 48Wx18H Tackboard Cool Neutral	\$55.12	\$55.12
39	HCG	1	HLPLWMH48 .LSE1	Mod 48Wx14Dx13.5H Open Wall Mounted Storage Sepia Walnut	\$194.10	\$194.10
40	HCG	1	HLPLCL6020TOP .LSE1	Mod 60Wx20D Low Credenza Top Sepia Walnut	\$68.05	\$68.05
41	HCG	2	HLPLCSEAT3020 .CN02	Mod Credenza Cushion 30Wx20D Cool Neutral	\$25.00	\$50.00
42	HCG	2	HLPLCL3020BF .LSE1	Mod 30Wx20Dx21H Low 2-Dwr Personal Credenza (no top) Sepia Walnut	\$10.00	\$20.00
43	HCG	1	HLPLDR48LM .LSE1	Mod Laminate Doors for HLPLWMH48 (3 pack) Sepia Walnut	\$31.63	\$31.63

Group Subtotal: \$1,060.64

Office 6

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
44	HCG	1	HLPLDS7230 .LSE1	Mod 72Wx30Dx29H Rectangular Desk Shell Sepia Walnut	\$169.65	\$169.65
45	HCG	1	HLPLRS4824 .LSE1	Mod 48Wx24Dx29H Return Shell Sepia Walnut	\$114.55	\$114.55
46	HCG	1	HLPLPSBBF .LSE1	Mod 15Wx20Dx28H B/B/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
47	HCG	1	HLPLPSFF .LSE1	Mod 15Wx20Dx28H F/F Support Pedestal Sepia Walnut	\$178.77	\$178.77
48	HCG	1	HLPLTACK48 .CN02	Mod 48Wx18H Tackboard Cool Neutral	\$55.12	\$55.12
49	HCG	1	HLPLWMH48 .LSE1	Mod 48Wx14Dx13.5H Open Wall Mounted Storage Sepia Walnut	\$194.10	\$194.10

50	HCG	1	HLPLDR48LM .LSE1	Mod Laminate Doors for HLPLWMH48 (3 pack) Sepia Walnut	\$31.63	\$31.63
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Group Subtotal: \$922.59

Small Conf.

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
51		4	SQ-RH	Special T - Post Legs - Silver	\$121.00	\$484.00
			.	SQUARE POST LEG WITH CORNER MOUNTING PLATE		
			.	COLUMN SIZE, 2-3/8" X 2-3/8", LEVELING GLIDE		
			.	27.75"H; POWDER COAT		
52	HCG	1	HLPLTBL3672RCT .LSE1	Mod 36Wx72L Rectangular Conference Table Top Sepia Walnut	\$153.36	\$153.36
53	HCG	1	HLPLXS72 .BLKP	Mod External Stiffener for 72" Black	\$43.62	\$43.62
54	SOI	4	1011FT2.US	Lumin, Wire Rod Frame, Upholstered Seat & Plastic Back, Armless	\$195.00	\$780.00
			FC15	Chrome Frame		
			G0	No Glides		
			~	No Tablet Upgrade		
			SC8	Slate		
			~	No Selection		
			FG2	Fabric Grade 2		
			SLIDE	Slide Standard Color Selection		
			NICKEL	Slide Nickel		
			~	Std Packaging		

Group Subtotal: \$1,460.98

Conf

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
55	NLT	1	WWN4896BTL	WAVEWORKS,48DX96W,CONFERENCE TOP,BOAT,HPL	\$1,611.40	\$1,611.40
			V793	SOFTENED PVC,ACORN		
			CUT-G15C	CUTOUT-G15,CENTER		
			X	NO MODIFIED DEPTH (STANDARD)		
			X	NO MODIFIED WIDTH (STANDARD)		
			STD	STANDARD LAMINATE		
			793	ACORN		
56	NLT	1	10N96PNKL	UNIVERSAL,FOR 96W TOP,PANEL BASE KIT,LAMINATE	\$1,515.12	\$1,515.12
			P1	BASIC		
			X	NO MODIFIED WIDTH (STANDARD)		
			793	ACORN		
57	HENS	1	Power Grommet	Power Grommet	\$350.00	\$350.00
58		1		Center Conduit Leg for Power	\$300.00	\$300.00
59	HSN	8	HIWMU	Ign 2.0 Mid-back Upholstered (non lumbar)	\$325.00	\$2,600.00
			.Y2	Advanced Synchro- Tilt		
			.F	Arm: Fixed		
			.H	Hard Caster		
			\$(1)	Gr 1 UPH		
			.CU	Centurion		
			19	COLOR: Iron Ore		
			.NL	No Lumbar		
			.SB	Base: Standard Base		

Group Subtotal: \$6,376.52

Printer Cabinet

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
60	HCG	2	HLPLSC3620 .LSE1	Mod 36Wx20Dx29H Storage Cabinet Sepia Walnut	\$204.16	\$408.32
61	HCG	1	HLPLCL7220TOP .LSE1	Mod 72Wx20D Low Credenza Top Sepia Walnut	\$73.33	\$73.33
62	HCG	1	HLPLWMH72 .LSE1	Mod 72Wx14Dx13.5H Open Wall Mounted Storage Sepia Walnut	\$216.15	\$216.15
63	HCG	1	HLPLDR72LM .LSE1	Mod Laminate Doors for HLPLDH72 / HLPLWMH72 (2 Pack) Sepia Walnut	\$21.57	\$21.57

Group Subtotal: \$719.37

Guest Chair

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
64	OTG	14	OTG11760B	Black Mesh Back & Black Mesh Fabric Seat, Fixed Arms, 4 Legged Base, Gli	\$145.00	\$2,030.00

Group Subtotal: \$2,030.00

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
65	SIT	1	FREIGHT	INCLUDES FREIGHT	\$0.00	\$0.00
66	WLTK	1	INSTALL	INSTALLATION	\$6,375.00	\$6,375.00

Group Subtotal: \$6,375.00

Plus National Surcharge

\$265.87

\$265.87

Total: \$24,999.52

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