

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-26**

**RESOLUTION AUTHORIZING THE PURCHASE OF A DESK/CHAIR FOR THE
TOWNSHIP ADMINISTRATOR FROM OFFICE FURNITURE SOURCE
IN THE AMOUNT OF \$6,243.46.**

WHEREAS: The Administrator would like to purchase a desk and chair for her office; and

WHEREAS: This purchase will make her more efficient in her daily duties and allow her to store files, personal belongings and daily used materials at her desk;

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of Fairfield Township, Butler County, Ohio, as follows:

SECTION 1: The Board of Trustees hereby approves the purchase of one (1) new desk and chair for the Township Administrator in the total amount of \$6,243.46, to be paid out of the General Fund 1000, from Office Furniture Source, as set forth on the attached Exhibit A.

SECTION 2: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 3: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 4: This resolution shall take effect at the earliest period allowed by law.

Adopted: February 11, 2025

Board of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

Vote of Trustees

yes

yes

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 11th day of February, 2025.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Katherine Barbieri
Katherine Barbieri, Township Law Director



Proposal

Office Furniture Source
 2920 E. Kemper Road
 Cincinnati, OH 45241
 Phone: 513.531.0900
[https://officefurnituresource.com/
 contact-us/](https://officefurnituresource.com/contact-us/)

Order Number	71386
Date	02/05/2025
Customer PO No	
Customer Name	Fairfield Township
Salesperson	Cathy Alsfelder
Project Number	
Terms	NET 10
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T Fairfield Township
 O 6032 Morris Rd
 Fairfield Township, OH 45011

 ATTN: KIMBERLY LAPENSEE

S Fairfield Township
 H 6032 Morris Rd
 I Fairfield Township, OH 45011
 P

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 O

Prepared for : Cathy Alsfelder

Group	Quantity	Description	Unit Price	Extended Amount
Kimberly Office	1.0	Kimberly Office	6,008.46	6,008.46

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	ESI Ergonomic Solutions Cord Manager Spine GRY:Gray	65.00	65.00
2	1.00 Each	Hon Industries 72 Tack Board for 72W Hutch \$(A):Grd A Fab ~:Undecided FABRIC Option \$(P1):P1 Paint Opts .P8T:Titanium	342.91	342.91
3	1.00 Each	Hon Industries Stack-on Full Clearance 13 1/2Dx72Wx34 3/4x25H \$(P1):P1 Paint Opts .P8T:Titanium	646.08	646.08
4	1.00 Each	Hon Industries 38000 2 with 36w x 15h flipper doors w/ lock .L:Standard Random Key Lock \$(P1):P1 Paint Opts .P8T:Titanium	381.67	381.67
5	1.00 Each	Hon Industries Tasklight 60W	118.47	118.47
6	1.00 Each	Hon Industries Dual Dynamic Monitor Arm .SVR:Silver Generic	391.71	391.71
7	2.00 Each	Hon Industries 24'D End-Panel Supports: Freestanding \$(P1):P1 Paint Opts .P8T:Titanium	87.78	175.56
8	1.00 Each	Hon Industries Half Hgt 14Hx72W Mod Pnl \$(P1):P1 Paint Opts .P8T:Titanium	96.36	96.36
9	1.00 Each	Hon Industries Systems Rectangular Worksurface Edgeband 24D x 72W \$(L2STD):Grd L2 Standard Laminates	238.26	238.26



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		.LPE1:Phantom Ecu .PE:Phantom Ecu .T1:Platinum		
10	1.00 Each	Hon Industries Systems Rectangular Worksurface Edgeband 24D x 36W \$(L2STD):Grd L2 Standard Laminates .LPE1:Phantom Ecu .PE:Phantom Ecu .T1:Platinum	157.41	157.41
11	1.00 Each	Hon Industries 72x48x24x24 Corner Cove - RH \$(L2STD):Grd L2 Standard Laminates .LPE1:Phantom Ecu .PE:Phantom Ecu .G2:2 Grommets - Offset T1:Platinum .P:Black	365.97	365.97
12	1.00 Each	Hon Industries Max 3 Stage 3 Leg T Foot \$(P2):P2 Paint Opt .PR6:Silver .X:Standard Glide .MEM:Memory Preset	834.90	834.90
13	1.00 Each	Hon Industries Flat Bracket 18D .S:Charcoal	28.38	28.38
14	1.00 Each	Hon Industries Abode Shared Leg \$(P1):P1 Paint Opt .P8T:Titanium	166.98	166.98
15	1.00 Each	Hon Industries Acrylic Modesty 13h x 60w \$(P1):P1 Paint Opt .P8T:Titanium	332.64	332.64
16	1.00 Each	Hon Industries 36" Cable Management Tray - Black Only .P:Black	39.93	39.93
17	1.00 Each	Hon Industries Contain 28Hx30Wx18D 2H Lateral Plinth MtFrnts .BK:Flush Plinth .S:Square PR6:Silver \$(P1):P1 Paint Opt .P8T:Titanium \$(MATCH):Match Case .NA:Match Case .L:Lock	638.40	638.40
18	1.00 Each	Hon Industries Pull 3 Pack .S:Square PR6:Silver	28.38	28.38



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19	1.00 Each	Hon Industries 27Hx15Wx18D Mob Ped Mil Front BBF .A:Arch PR0:Anodized Silver \$(P1):P1 Paint Opts .P8T:Titanium \$(MATCH):Match Case .NA:Match Case .L:Lock	457.37	457.37
20	1.00 Each	Hon Industries Ignition 2 Task Mid-back, ilira back .Y2:Advanced Synchro-Tilt SeatSlDr .V:All-Adjustable Arm .S:Black All-Surface Caster .IT:4-Way Titanium \$(2):Grade 2 Uph ~:Undecided FABRIC Option .NL:No Lumbar .SB:Standard Base .TI:Titanium	502.08	502.08

Individual Items		235.00
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Line	Quantity	Description	Unit Price	Extended Amount
21	1.00 Each	ESI Ergonomic Solutions Freight	35.00	35.00
22	1.00 Hours	Office Furniture Source Design Time	200.00	200.00

Order Sub-Total :	\$6,243.46
TOTAL ORDER :	\$6,243.46
Required Deposit 50.00% :	\$3,121.73

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE
 A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



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Terms & Conditions Agreement

1. **Deposits:**
 - All orders are subject to a minimum 50% deposit with the order.
2. **Payment Terms:**
 - Net 10 days subject to approval by the Credit Department of Office Furniture Source, LLC.
 - Without credit approval, full payment is due upon delivery/at time of order.
 - Service charges of 1.5% per month will be assessed to all past-due invoices.
 - Buyer may hold back delivery and installation labor, without penalty, until all Punch List items are completed and/or corrected to the Buyer's satisfaction. It is indisputably understood the remaining portion of the invoice is due and payable under the terms of the credit extension.
 - Title to the merchandise passes to the Buyer when the full purchase price and all other charges subject to the terms of the agreement have been paid in full. In the event of a payment default, Office Furniture Source has the right of repossession of all merchandise 90 days following the due date on the invoice.
3. **Taxes:**
 - All sales are subject to appropriate sales tax unless Buyer provides Office Furniture Source, LLC with a sales-tax exemption certification.
4. **Customer Orders:**
 - Order acceptance requires a signed copy of these Terms and Conditions, a signed quote or binding purchase order from the buyer, and the completion of any documents required by the Credit Department of Office Furniture Source, LLC for deposit or payment.
5. **Changes & Cancellations:**
 - Orders cannot be changed or cancelled without the written consent of Office Furniture Source, LLC. The costs of approved changes and/or cancellation are the responsibility of the Buyer. Approved changes and cancellations may be subject to a restocking fee, freight change fees or other fees assessed to Office Furniture Source due to the change or cancellation.
6. **Delivery & Installation:**
 - Normal working hours 8:00AM – 4:00PM Monday – Friday.
 - Buyer responsible for overtime premium required prevailing wage, or union labor.
 - It is the responsibility of the buyer to make electrical connections from the building power supply to the furniture and/or panel systems.
 - Buyer representative needs to be present at time of installation/delivery to acknowledge the receipt and condition of furniture.
 - Buyer agrees to pay Office Furniture Source, LLC a handling fee of 20% of the agreed delivery fee, should a scheduled delivery be turned away, facility is unavailable, or is rescheduled without 24 hour advanced notice.
7. **Conditions of Job Site:**
 - The job site will be clean and free of all construction debris prior to installation, with sufficient electric, heat, secure staging area and elevator service. Any costs associated with inadequate site conditions are the responsibility of the Buyer.
 - Job site shall be free and clear of existing fixtures and furnishing prior to installation. Buyer is responsible for moving computers and related equipment.
8. **Invoicing:**
 - Customer will be billed at time of delivery. If originally scheduled delivery date is delayed beyond two (2) weeks product will be invoiced in full.
 - Product stored at Office Furniture Source, LLC warehouse more than 14 days due to customer delays will be charged a storage fee of \$1.50 per square foot, per month.
9. **Warranty:**
 - Office Furniture Source will provide the necessary product or service to correct material defects caused by manufacturer or Office Furniture Source, as well as parts or recalls covered by the manufacturer's warranty.
 - Product repairs and service, beyond the labor warranty, will be provided by Office Furniture Source at quoted labor rates.

I certify that I am empowered to enter into contracts and agreements on behalf of the entity listed below.

Accepted by:

Name (Print): _____

Title: _____

Signature: _____

Company Name: _____

Date: _____