RESOLUTION NUMBER: 20-41

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE AND AUTHORIZE THE PURCHASE AND INSTALLATION OF OFFICE WORKSTATIONS AND SEATING WITH BOSS OFFICE PRODUCTS

WHEREAS, the Village of Poplar Grove, Illinois ("Village") has determined it is necessary to replace workstations and seating for purposes of employee safety necessitated by the COVID-19 pandemic; and

WHEREAS, pursuant to Section 1-10-3 of the Village of Poplar Grove Code of Ordinances ("Village Code"), in accordance with Subsection C, Category B, Non-Emergency purchases, "Purchases between $2,501.00 and the state limit require three written quotes and the approval of the Village Administrator, Village Treasurer and Village President. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Administrator, Village Treasurer, and Village President must be obtained prior to purchase."; and

WHEREAS, in accordance with the Village Code, the Village solicited three (3) quotes for the purchase and installation of the workstations and seating; and

WHEREAS, Boss Office Products, Inc. ("Boss") is a company that sells and installs office products and equipment; and

WHEREAS, Boss submitted the lowest quote for the purchase and installation workstations and seating; and

WHEREAS, the Village desires to enter into a contract with Boss for the purchase and installation of the work stations and seating; and

WHEREAS, the Village and Boss have reached an accord as to the terms and conditions upon which Boss will provide and install the workstations and seating and have memorialized the same in the agreement attached hereto as Exhibit A and incorporated herein ("Agreement"); and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to enter into the Agreement.

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

2. The Village hereby accepts and approves the Agreement with Boss Office Products, Inc. in the amount of $9,824.47 attached hereto as Exhibit A, or one in substantially similar form.

3. The Village President and Village Clerk are hereby authorized to execute and attest the Agreement.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED _____, 2020

_____
VILLAGE PRESIDENT

ATTEST:

_____
VILLAGE CLERK

EXHIBIT A: AGREEMENT