Interoffice - Memorandum

To: Judith C. Boyko, Township Administrator

From: Barbara Wilson

Date: February 21, 2014

RE: **REQUISITION ITEM: ORDERUP EQUIPMENT - $4,977.97 – PURCHASE OF COMMERCIAL GRADE REFRIGERATOR/FREEZER FOR THE MUHLHAUSER BARN**

The Muhlhauser Barn has proven to be a successful rental facility enjoyed by the community April through November. Each year since 2011 the Barn has achieved net profits as a result of rentals ($18,979 in 2011; $29,948 in 2012; $52,841 in 2013).

To date the Township has not invested in Barn amenities that cater to the rental audience and when surveying customers, the lack of a refrigerator/freezer is one of the complaints heard. The lack of refrigeration causes renters added burden in attempting to keep food items cool during the hottest times of the year.

A commercial-grade refrigerator/freezer at a cost of $4,977.97 (CIP #1140) for the Muhlhauser Barn has been budgeted.

The appliance under consideration is manufactured by True Manufacturing and is built to withstand the wear and tear of commercial use. The appliance will not have an icemaker, but the renter can store bags of ice during their rental which reduces the need for large coolers being dragged across the floor. The cleaning of the refrigerator/freezer between rentals can be accommodated within current agreements with the cleaning crew.

We anticipate an increase of approximately $270 in electricity with the new appliance.

Currently, every Friday and Saturday during the 2014 season is booked and only a few Sundays remain available.

FEB 18,2014

QUOTE

JPKOU14

Project:
2014 Order Up General

To:

From: Sales 7

* Prices good 30 days.
* Free freight on this quote
* No sales tax charged when shipped outside California.
* Prices are based off the entire package being ordered; individual items purchased separately may be subject to a re-quote.

Item	Qty	Description	Sell Each	Sell Total
26		Madeleine Morey West Chester Township 9113 Cininnati-Dayton Road West Chester, OH 45069 513 759 7301 mmorey@westchesteroh.org		
28	1 ea	REFRIG/FREEZER, REACH-IN True Food Service Equipment Model No. T-49DT Refrigerator/Freezer, Reach-in, two-section, stainless steel doors, stainless steel front, aluminum sides, white aluminum interior with stainless steel floor, (6) adjustable PVC-coated wire shelves, interior lighting, 4" castors, refrigerator 1/3 HP, freezer 1/3 HP, 115/208-230V/60/1, 14.1 amps, NEMA 14-20P, 9' cord, MADE IN USA	4,827.97	4,827.97
	1	Self-contained refrigeration standard		
	1	Warranty - 5 year compressor (self-contained only), please visit www.Truemfg.com for specifics		
	1	4" Swivel castors, standard (adds 5" to OA height)		

Item	Qty	Description	Sell Each	Sell Total
	1	Warranty - 3 year parts and labor, please visit www.Truemfg.com for specifics		
	1	Left door hinged left, right door hinged right standard		
		Extended Total for Item No. 28 4,827.97		
29	1	True Food Service Equipment Model No. LIFT_GATE NON Commercial Lift-gate service	150.00	150.00
			Total	4,977.97
			Grand Total	4,977.97

RETURN POLICY:
*30% re-stocking fee applied on returned product/equipment.
*Returns are for unused equipment in original crating/packaging only.
*All returns must be authorized or will not be accepted. Returns must be shipped pre-paid within 30 days of authorization.
*Special order custom equipment is non-returnable.

DELIVERY & FREIGHT POLICY:
*Deliveries are standard common carrier, which is tailgate/curbside only.
*Unloading, inside delivery, uncrating and/or install by others.
*Liftgate delivery (unloading from truck to ground) can be requested for an additional fee if you do not have a forklift or loading dock.
*Liftgate pricing: $150 for Non-Commercial Zones (schools, churches, homes, home-based businesses, etc.) or $50 for Commercial Zones
*All deliveries must be inspected for freight damage at time of delivery. Any damage must be refused at time of delivery.
*BigTray cannot be held accountable for any freight damages. The freight carrier who delivers is responsible for loss or damages.

*NOTE: The equipment quoted is in accordance with the specified manufacturer's standard specs. It is believed that the equipment and accessories shown on this quote are equal to the bid specs.
*NOTE: Only the equipment and accessories shown on this quotation may be purchased at the price quoted. Items are limited to the price and quantity shown.
*NOTE: Equipment not indicated on this quote will not be included.
*NOTE: Please compare this quotation to your required equipment as buyer is ultimately responsible for confirming equipment meets required specs.
*NOTE: We will do everything to meet required delivery date, but final delivery times are based on availability from specified manufacturers.
*NOTE: Payment terms are in advance.

Agenda Items: Items Over $2500.00

Trustee Meeting: 2/25/14

PURCHASE ORDER	S140606		
VENDOR:	ORDER UP EQUIPMENT		
TOTAL ENCUMBRANCE	**$4,977.97**		
ACCOUNT	101-PK11-5705-000-000000		
	REFRIGERATOR/FREEZER FOR MUHLHAUSER	PRICE	$4,977.97
	BARN - CIP 1140	PRICE	$0.00