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## BOARD OF DIRECTORS MEETING

February 10, 2026

5:30 P.M.

Auburn Hills City Hall, Administrative Conference Room • 1827 N. Squirrel Road, Auburn Hills, MI  
Minutes of the TIFA Board Meeting will be on file in the City Clerk's Office • 248-370-9402

### **MEETING CALLED TO ORDER**

**1) ROLL CALL**

**2) PERSONS WISHING TO BE HEARD**

**3) APPROVAL OF MINUTES**

- a) TIFA Regular Meeting Minutes – January 20, 2026

**4) CORRESPONDENCE AND PRESENTATIONS**

**5) CONSENT AGENDA**

All items listed are considered to be routine by the Tax Increment Finance Authority and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) FY 2025 Adopted Budget and YTD Summary – January 31, 2026

**6) UNFINISHED BUSINESS**

**7) NEW BUSINESS**

- a) Dutton Farm Incentive Grant Approval
- b) Purchase of Community Center Tables

**8) EXECUTIVE DIRECTOR REPORT**

**9) BOARD MEMBER COMMENTS**

**10) ADJOURNMENT**

Next Meeting is Scheduled for March 10, 2026 at 5:30 p.m.



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 10, 2025

AGENDA ITEM NO \_\_\_\_\_

TAX INCREMENT FINANCE AUTHORITY

"Not Yet Approved"  
**CITY OF AUBURN HILLS**  
**TAX INCREMENT FINANCE AUTHORITY MEETING**

**January 20, 2025**

**CALL TO ORDER:** Chairman Kneffel called the meeting to order at 5:32 PM.

<b>ROLL CALL:</b>	Present:	Kneffel, Goodhall, Barash, Fletcher, Ferro, Long
	Absent:	None
	Also Present:	Andrew Hagge, Assistant to the City Manager/Executive Director; Steve Baldante, Director of Public Works; Jason Hefner, Manager of Fleet & Roads
	Guests:	None

**LOCATION:** Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, MI 48326

**PERSONS WISHING TO BE HEARD**

The Board of Directors, and those in attendance, took this time to introduce themselves to the newest Board member, Michael Long. Additionally, Michael Long introduced himself to the rest of those in attendance.

**APPROVAL OF MINUTES**

**A. TIFA Regular Meeting Minutes – December 17, 2025**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Board of Directors Regular Meeting Minutes from December 17, 2025, as presented.**

**Seconded by Dr. Fletcher**

Yes: Kneffel, Goodhall, Fletcher, Barash, Ferro, Long  
No: none

**Motion Carried**

**B. TIFA Informational Meeting Minutes – December 17, 2025**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Board of Directors Informational Meeting Minutes from December 17, 2025, as presented.**

**Seconded by Dr. Fletcher**

Yes: Kneffel, Goodhall, Fletcher, Barash, Ferro, Long  
No: none

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**Motion Carried**

**CORRESPONDENCE & PRESENTATIONS**

None

**CONSENT AGENDA**

**A. FY 2025 Adopted Budget and YTD Summary – December 31, 2025**

There was no discussion of the Consent Agenda.

**Moved by Mr. Goodhall to approve the Consent Agenda.**

**Seconded by Mr. Barash**

Yes: Kneffel, Goodhall, Fletcher, Barash, Ferro, Long  
No: None

**Motion Carried**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Funding Request for Wetland Bank Credits to Support the Riverwalk Pathway Project**

Mr. Baldante presented the agenda item regarding the funding request for wetland bank credits in support of the Riverwalk Pathway Project. Mr. Baldante explained to the Board how and why the wetland credits were necessary to purchase to move forward with the Riverwalk Pathway Project. The Board inquired broadly about the project, like where it will connect, how far along the project is, and when the project will be completed. The Riverwalk Pathway project will extend essentially from Adams Road to Riverside Park. Additionally, the Riverwalk Pathway Project is still a couple of years away from all phases being completed.

**Moved by Mr. Barash to authorize a budget amendment to the 2026 TIF-A budget increasing appropriations by \$71,000.**  
**Seconded by Mr. Long**

Yes: Kneffel, Goodhall, Barash, Fletcher, Ferro, Long  
No: None

**Motion Carried**

**B. Design Services for City Campus Infrastructure Improvements**

Mr. Hefner presented the agenda item regarding design services for the City Campus Infrastructure Improvements. Mr. Hefner summarized all the work that will take place on the City's Civic Campus, which includes the Campus Fuel Island, reconstruction of both the Community Center and Library parking lots, reconstruction of a portion of Seyburn Drive, and the Seyburn water main. While design services will take place for all those project components, the TIFA is providing funding to support only the Campus Fuel Island, both parking lot projects, and the portion of Seyburn Drive. The Board inquired about specific aspects of the Campus Fuel Island project and what will happen with the playground adjacent to the Community Center. All Board questions were answered to satisfaction.

**Moved by Mr. Ferro to approve the OHM Advisors engineering services scope for the 2026 Civic Campus Improvements including the Fuel Island, Seyburn Drive, & Parking Lots in the not to exceed amount of \$185,000, material testing to G2**

**Consulting in the estimated amount of \$15,000, and Fuel Island Design to Oscar W Larson in the amount of \$64,546.30 totaling \$264,56.30 with funding to be provided from the accounts as broken down in the body of this memo.**

**Seconded by Dr. Fletcher**

Yes: Kneffel, Goodhall, Barash, Fletcher, Ferro, Long  
No: None

**Motion Carried**

**C. Funding Request to Support the Auburn Hills Celebrates America's 250<sup>th</sup> Birthday Event**

Mr. Hagge presented the agenda item regarding the funding request for the "Auburn Hills Celebrates America's 250<sup>th</sup> Birthday" event. Mr. Hagge summarized the details of the event, which is set to take place on Thursday June 18<sup>th</sup> from 9:00 PM to 11:00 PM. The event will include a drone show plus additional entertainment to celebrate the corporate community, but primarily the country's 250<sup>th</sup> birthday. The Board inquired about specific event details, like parking, seating, and further arrangements for those in attendance.

**Moved by Mr. Long to authorize a budget amendment to the 2026 TIF-D budget increasing appropriations in account 253-737-885.000 by \$25,000 in support of the "Auburn Hills Celebrates America's 250<sup>th</sup> Birthday" event.**

**Seconded by Mr. Goodhall**

Yes: Kneffel, Goodhall, Barash, Fletcher, Ferro, Long  
No: None

**Motion Carried**

**EXECUTIVE DIRECTOR REPORT**

Mr. Hagge briefed the Board of Directors about an upcoming item that will appear on the February 10<sup>th</sup> Regular TIFA Board of Directors meeting. The City of Auburn Hills has been in discussion with Dutton Farm on a grant to assist with their buildout and to support additional programming. Dutton Farm is an organization that helps adults with disabilities to become more included and a part of the workplace, schools, government, etc. Dutton Farm provides training, education, and much more to those adults with disabilities so they can find work and purpose in those areas of society. The grant would go a long way so that Dutton Farm could better provide their services and provide them to a larger number of individuals.

**BOARD MEMBER COMMENTS**

None

**ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, February 10, 2026, at 5:30 p.m. in the City Hall Administrative Conference Room located at, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

**ADJOURNMENT**

**Moved by Mr. Goodhall to adjourn the TIFA Board meeting.**  
**Seconded by Dr. Fletcher**

Yes: Kneffel, Goodhall, Barash, Fletcher, Ferro, Long  
No: None

**Motion carried**

The TIFA Board of Directors meeting adjourned at 6:40 p.m.

Steve Goodhall  
Secretary of the Board

Andrew Hagge  
Assistant to the City Manager



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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director;

DATE: February 2, 2026

SUBJECT: FY 2026 Adopted Budget and YTD Summary – January 31, 2026

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#### **STATEMENT OF NET POSITION**

##### TIF-A

- \$2.7 million cash
- \$1,108,379 million invested
  - \$624,662 – MiClass
  - \$480,830 – MiClass Edge
  - \$2,887 – Insight

##### TIF-B

- \$12.4 million cash
- \$3.5 million invested
  - \$3.4 million – MiClass Edge
  - \$80,334 – Insight

##### TIF-D

- \$5.6 million cash
- \$13,871 invested
  - \$13,871 – Insight

#### **TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 16% of budgeted revenues have been received for TIF-A in fiscal year 2026.

Property Taxes:	\$221,460
Building Rental:	\$0
Interest:	\$950
EV Charging Fees:	\$0
	<b>\$222,410</b>

- Approximately 2% of budgeted expenditures have been utilized for fiscal year 2026.

#### **TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 9% of budgeted revenues have been received for TIF-B in fiscal year 2026.

Property Taxes:	\$190,711
Interest:	\$(4,300)
	<b>\$186,411</b>

- Approximately 0% of budgeted expenditures have been utilized for fiscal year 2026.

#### **TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 2% of budgeted revenues have been received for TIF-D in fiscal year 2026.

Property Taxes:	\$18,997
Interest:	\$1,518
EV Charging Fees:	\$0
	<b>\$20,515</b>

- Approximately 0% of budgeted expenditures have been utilized for fiscal year 2026.

An appropriate motion is:

**Move to receive and file the TIFA Financial Report for period ending January 31, 2026.**

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 01/31/2026

GL Number	Description	YTD Balance
		01/31/2026
<b>Fund: 251 TIFA A</b>		
*** Assets ***		
251-000-001.000	CASH	2,704,582.81
251-000-017.002	INVESTMENT MANAGER - INSIGHT	2,887.00
251-000-017.004	CASH - MICLASS	624,661.62
251-000-017.005	CASH - MICLASS EDGE	480,829.62
251-000-040.000	ACCOUNTS RECEIVABLE	0.80
251-000-062.000	Lease Receivable	85,269.00
251-000-130.000	LAND	6,336,254.47
251-000-132.000	LAND IMPROVEMENTS	5,523,510.43
251-000-133.000	ACCUM DEPREC-LAND & IMPROV	(2,734,101.10)
251-000-136.000	BLDGs, BLDG ADDITIONS AND	6,409,122.17
251-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(1,807,960.75)
251-000-146.000	OFFICE EQUIPMENT AND FURN	164,753.78
251-000-147.000	ACC. DEPR. - OFFICE EQUIP	(164,754.07)
251-000-159.000	MACHINERY & EQUIPMENT	167,877.38
251-000-160.000	ACCUM DEPREC-MACH & EQUIP	(115,993.32)
251-000-163.000	ROADS & INFRASTRUCTURE	17,713,486.23
251-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(10,118,433.48)
<b>Total Assets</b>		25,271,992.59
*** Liabilities ***		
251-000-275.000	DUE TO TAXPAYERS	13,823.95
251-000-360.001	Deferred Inflow of Resources	85,269.00
<b>Total Liabilities</b>		99,092.95
*** Fund Equity ***		
251-000-390.000	FUND BALANCE	24,835,511.87
<b>Total Fund Equity</b>		24,835,511.87
<b>Total Fund 251:</b>		
<b>TOTAL ASSETS</b>		25,271,992.59
<b>BEG. FUND BALANCE - 2025</b>		24,835,511.87
+ NET OF REVENUES/EXPENDITURES - 2025		205,355.83
+ NET OF REVENUES & EXPENDITURES		132,031.94
= ENDING FUND BALANCE		25,172,899.64
+ LIABILITIES		99,092.95
= TOTAL LIABILITIES AND FUND BALANCE		25,271,992.59

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 01/31/2026

GL Number	Description	YTD Balance
		01/31/2026
<b>Fund: 252 TIFA B</b>		
*** Assets ***		
252-000-001.000	CASH	12,433,269.37
252-000-017.002	INVESTMENT MANAGER - INSIGHT	80,334.00
252-000-017.004	CASH - MICLASS	0.19
252-000-017.005	CASH - MICLASS EDGE	3,485,080.71
252-000-132.000	LAND IMPROVEMENTS	1,415,205.92
252-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,129,076.26)
252-000-159.000	MACHINERY & EQUIPMENT	34,200.00
252-000-160.000	ACCUM DEPREC-MACH & EQUIP	(20,520.00)
252-000-163.000	ROADS & INFRASTRUCTURE	9,772,855.05
252-000-164.000	ACCUM DEPREC-ROAD & INFRASTRUCTURE	(3,584,609.29)
<b>Total Assets</b>		22,486,739.69
*** Liabilities ***		
252-000-275.000	DUE TO TAXPAYERS	(793.50)
<b>Total Liabilities</b>		(793.50)
*** Fund Equity ***		
252-000-390.000	FUND BALANCE	22,957,845.15
<b>Total Fund Equity</b>		22,957,845.15
<b>Total Fund 252:</b>		
<b>TOTAL ASSETS</b>		22,486,739.69
BEG. FUND BALANCE - 2025		22,957,845.15
+ NET OF REVENUES/EXPENDITURES - 2025		(652,121.10)
+ NET OF REVENUES & EXPENDITURES		181,809.14
= ENDING FUND BALANCE		22,487,533.19
+ LIABILITIES		(793.50)
= TOTAL LIABILITIES AND FUND BALANCE		22,486,739.69

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 01/31/2026

GL Number	Description	YTD Balance
		01/31/2026
<b>Fund: 253 TIFA D</b>		
*** Assets ***		
253-000-001.000	CASH	5,613,280.63
253-000-017.002	INVESTMENT MANAGER - INSIGHT	13,871.00
253-000-017.004	CASH - MICLASS	1.33
253-000-019.000	TAXES RECEIVABLE	(76,579.77)
253-000-130.000	LAND	2,017,211.00
253-000-132.000	LAND IMPROVEMENTS	3,726,962.87
253-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,543,314.80)
253-000-136.000	BLDGs, BLDG ADDITIONS AND	20,940,615.53
253-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(10,497,535.98)
253-000-146.000	OFFICE EQUIPMENT AND FURN	25,794.03
253-000-147.000	ACC. DEPR. - OFFICE EQUIP	(15,475.74)
253-000-158.000	CONSTRUCTION-IN-PROGRESS	68,829.17
253-000-159.000	MACHINERY & EQUIPMENT	42,919.48
253-000-160.000	ACCUM DEPREC-MACH & EQUIP	(38,886.21)
253-000-163.000	ROADS & INFRASTRUCTURE	8,984,067.60
253-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,975,684.59)
<b>Total Assets</b>		26,286,075.55
*** Liabilities ***		
253-000-275.000	DUE TO TAXPAYERS	(47,340.20)
253-000-339.000	UNEARNED (DEFERRED) REVENUE	(76,579.77)
<b>Total Liabilities</b>		(123,919.97)
*** Fund Equity ***		
253-000-390.000	FUND BALANCE	25,791,591.90
<b>Total Fund Equity</b>		25,791,591.90
<b>Total Fund 253:</b>		
<b>TOTAL ASSETS</b>		26,286,075.55
BEG. FUND BALANCE - 2025		25,791,591.90
+ NET OF REVENUES/EXPENDITURES - 2025		602,133.83
+ NET OF REVENUES & EXPENDITURES		16,269.79
= ENDING FUND BALANCE		26,409,995.52
+ LIABILITIES		(123,919.97)
= TOTAL LIABILITIES AND FUND BALANCE		26,286,075.55

**REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS**

Balance As of 01/31/2026

\*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026	YTD Balance	Activity For	Available Balance	% Bdgt Used		
		Amended Budget	01/31/2026	01/31/2026	01/31/2026			
<b>Fund: 251 TIFA A</b>								
<b>Account Category: Revenues</b>								
<b>Department: 735 TIFA A</b>								
20	PROPERTY TAXES	945,566.00	221,459.77	221,459.77	724,106.23	23.42		
25	STATE SHARED REVENUE	192,335.00			192,335.00	0.00		
35	CHARGES FOR SERVICES	300.00			300.00	0.00		
28	INTEREST REVENUE	104,514.00	(918.19)	(918.19)	105,432.19	0.88		
39	OTHER REVENUE	80,537.00	1,868.00	1,868.00	78,669.00	2.32		
38	TRANSFERS FROM FUNDS	100,000.00			100,000.00	0.00		
Total Dept 735 - TIFA A		1,423,252.00	222,409.58	222,409.58	1,200,842.42	15.63		
Revenues		1,423,252.00	222,409.58	222,409.58	1,200,842.42	15.63		
<b>Account Category: Expenditures</b>								
<b>Department: 735 TIFA A</b>								
251-735-708.000-TREELIGHTING	OVERTIME WAGES	2,600.00			2,600.00	0.00		
251-735-715.000-TREELIGHTING	SOCIAL SECURITY	200.00			200.00	0.00		
251-735-722.000	WORKERS COMPENSATION	22.00			22.00	0.00		
251-735-729.000	PRINTING	1,500.00			1,500.00	0.00		
251-735-730.000	POSTAGE	250.00			250.00	0.00		
251-735-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	10,000.00			10,000.00	0.00		
251-735-799.000	EQUIPMENT UNDER \$5,000	2,800.00			2,800.00	0.00		
251-735-800.199	LANDSCAPE/GEN MAINT	10,000.00			10,000.00	0.00		
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	5,000.00			5,000.00	0.00		
251-735-802.000-THEDEN_3388	CONTRACTED SERVICES	5,000.00			5,000.00	0.00		
251-735-810.000	INVESTMENT MANAGEMENT FEES	425.00			425.00	0.00		
251-735-817.000	CONSULTANT SERVICES	5,000.00			5,000.00	0.00		
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,231.00			1,231.00	0.00		
251-735-885.000	COMMUNITY RELATIONS	3,000.00			3,000.00	0.00		
251-735-885.000-TREELIGHTING	COMMUNITY RELATIONS	15,000.00			15,000.00	0.00		
251-735-921.000-CHAMBER_3395	ELECTRIC	2,280.00			2,280.00	0.00		
251-735-921.000-PKSTRUC_3381	ELECTRIC	35,000.00			35,000.00	0.00		
251-735-921.000-THEDEN_3388	ELECTRIC	2,570.00			2,570.00	0.00		
251-735-922.000	STREET LIGHTING	52,000.00			52,000.00	0.00		
251-735-922.000-RIVERSD_3311	STREET LIGHTING	11,000.00			11,000.00	0.00		
251-735-922.000-SKATEPRK_202	STREET LIGHTING	325.00			325.00	0.00		
251-735-923.000-CHAMBER_3395	HEAT	2,000.00			2,000.00	0.00		
251-735-923.000-PKSTRUC_3381	HEAT	250.00			250.00	0.00		
251-735-923.000-THEDEN_3388	HEAT	2,000.00			2,000.00	0.00		
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,600.00			1,600.00	0.00		
251-735-924.000-THEDEN_3388	CABLE TV SERVICES	3,200.00			3,200.00	0.00		
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00			1,000.00	0.00		
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	4,200.00			4,200.00	0.00		
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	730.00			730.00	0.00		
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	27,800.00			27,800.00	0.00		
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,300.00			1,300.00	0.00		
251-735-927.000-THEDEN_3388	WATER CONSUMPTION	1,100.00			1,100.00	0.00		
251-735-929.000	IRRIGATION WATER AND MAINT.	45,000.00			45,000.00	0.00		
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	3,752.64	3,752.64	2,500.36	60.01		
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	10,000.00	5,625.00	5,625.00	4,375.00	56.25		
251-735-931.000-THEDEN_3388	BLDG. MAINTENANCE	2,000.00			2,000.00	0.00		

**REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS**

Balance As of 01/31/2026

\*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026	YTD Balance	Activity For	Available Balance	% Bdgt Used		
		Amended Budget	01/31/2026	01/31/2026	01/31/2026			
<b>Fund: 251 TIFA A</b>								
<b>Account Category: Expenditures</b>								
<b>Department: 735 TIFA A</b>								
251-735-935.005	BRIDGE REPAIRS AND MAINTENANCE	3,500.00			3,500.00	0.00		
251-735-937.000	PARKING LOT MAINTENANCE	2,500.00			2,500.00	0.00		
251-735-937.001	PATHWAY MAINTENANCE	81,000.00	81,000.00	81,000.00	0.00	100.00		
251-735-937.003	SIDEWALK MAINTENANCE	10,000.00			10,000.00	0.00		
251-735-957.000	MISC/CONTINGENCY	1,000.00			1,000.00	0.00		
251-735-957.002	LIABILITY INSURANCE	7,642.00			7,642.00	0.00		
251-735-959.000	PROPERTY TAXES	2,000.00			2,000.00	0.00		
251-735-967.100	SITE IMPROVEMENT GRANTS	100,000.00			100,000.00	0.00		
251-735-972.000	LAND AND IMPROVEMENTS	100,000.00			100,000.00	0.00		
251-735-975.000	BLDG. ADDITIONS & IMPROVEMENTS	25,000.00			25,000.00	0.00		
251-735-975.000-THEDEN_3388	BLDG. ADDITIONS & IMPROVEMENTS	350,000.00			350,000.00	0.00		
251-735-995.004	ADMINISTRATIVE CHARGES	64,878.00			64,878.00	0.00		
251-735-995.007	INTERFUND SERVICES	42,255.00			42,255.00	0.00		
251-735-995.101-PKSTRU_3381	TRANSFER TO GENERAL FUND	3,000,000.00			3,000,000.00	0.00		
Total Dept 735 - TIFA A		4,063,411.00	90,377.64	90,377.64	3,973,033.36	2.22		
Expenditures		4,063,411.00	90,377.64	90,377.64	3,973,033.36	2.22		
<b>Fund 251 - TIFA A:</b>								
TOTAL REVENUES		1,423,252.00	222,409.58	222,409.58	1,200,842.42	15.63		
TOTAL EXPENDITURES		4,063,411.00	90,377.64	90,377.64	3,973,033.36	2.22		
NET OF REVENUES & EXPENDITURES:		(2,640,159.00)	132,031.94	132,031.94	(2,772,190.94)			

**REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS**

Balance As of 01/31/2026

\*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026	YTD Balance	Activity For	Available Balance	% Bdgt Used		
		Amended Budget	01/31/2026	01/31/2026	01/31/2026			
<b>Fund: 252 TIFA B</b>								
<b>Account Category: Revenues</b>								
<b>Department: 736 TIFA B</b>								
20	PROPERTY TAXES	1,754,202.00	190,711.18	190,711.18	1,563,490.82	10.87		
25	STATE SHARED REVENUE	81,340.00			81,340.00	0.00		
28	INTEREST REVENUE	261,862.00	(4,300.20)	(4,300.20)	266,162.20	1.64		
Total Dept 736 - TIFA B		2,097,404.00	186,410.98	186,410.98	1,910,993.02	8.89		
Revenues		2,097,404.00	186,410.98	186,410.98	1,910,993.02	8.89		
<b>Account Category: Expenditures</b>								
<b>Department: 736 TIFA B</b>								
252-736-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	30,000.00			30,000.00	0.00		
252-736-800.199	LANDSCAPE/GEN MAINT	10,000.00			10,000.00	0.00		
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,700.00			6,700.00	0.00		
252-736-885.000	COMMUNITY RELATIONS	16,000.00			16,000.00	0.00		
252-736-901.000	ADVERTISING/MARKETING	1,000.00			1,000.00	0.00		
252-736-922.000	STREET LIGHTING	12,500.00			12,500.00	0.00		
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00			40,000.00	0.00		
252-736-957.000	MISC/CONTINGENCY	500.00			500.00	0.00		
252-736-967.100	SITE IMPROVEMENT GRANTS	100,000.00			100,000.00	0.00		
252-736-972.000	LAND AND IMPROVEMENTS	2,000,000.00			2,000,000.00	0.00		
252-736-973.005	NON MOTORIZED PATHWAYS	10,000.00			10,000.00	0.00		
252-736-995.004	ADMINISTRATIVE CHARGES	30,086.00			30,086.00	0.00		
252-736-995.007	INTERFUND SERVICES	38,295.00			38,295.00	0.00		
252-736-995.101	TRANSFER TO GENERAL FUND	109,875.00			109,875.00	0.00		
252-736-995.203-CENTRERD_SAD	TRANSFER TO LOCAL STREETS	1,200,000.00			1,200,000.00	0.00		
252-736-995.203-INNOVATION	TRANSFER TO LOCAL STREETS	550,000.00			550,000.00	0.00		
252-736-995.301	TRANSFER TO PATROL DEPT	386,622.00	4,601.84	4,601.84	382,020.16	1.19		
Total Dept 736 - TIFA B		4,541,578.00	4,601.84	4,601.84	4,536,976.16	0.10		
Expenditures		4,541,578.00	4,601.84	4,601.84	4,536,976.16	0.10		
<b>Fund 252 - TIFA B:</b>								
TOTAL REVENUES		2,097,404.00	186,410.98	186,410.98	1,910,993.02	8.89		
TOTAL EXPENDITURES		4,541,578.00	4,601.84	4,601.84	4,536,976.16	0.10		
NET OF REVENUES & EXPENDITURES:		(2,444,174.00)	181,809.14	181,809.14	(2,625,983.14)			

**REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS**

Balance As of 01/31/2026

\*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026	YTD Balance	Activity For	Available Balance	% Bdgt Used		
		Amended Budget	01/31/2026	01/31/2026	01/31/2026			
<b>Fund: 253 TIFA D</b>								
<b>Account Category: Revenues</b>								
<b>Department: 737 TIFA D</b>								
20	PROPERTY TAXES	358,906.00	18,996.97	18,996.97	339,909.03	5.29		
25	STATE SHARED REVENUE	587,927.00			587,927.00	0.00		
35	CHARGES FOR SERVICES	500.00			500.00	0.00		
28	INTEREST REVENUE	76,932.00	(1,981.93)	(1,981.93)	78,913.93	2.58		
39	OTHER REVENUE	0.00	3,500.00	3,500.00	(3,500.00)	100.00		
Total Dept 737 - TIFA D		1,024,265.00	20,515.04	20,515.04	1,003,749.96	2.00		
Revenues		1,024,265.00	20,515.04	20,515.04	1,003,749.96	2.00		
<b>Account Category: Expenditures</b>								
<b>Department: 737 TIFA D</b>								
253-737-703.000	WAGES - TEMPORARY & PART-TIME	24,000.00	1,866.59	1,866.59	22,133.41	7.78		
253-737-715.000	SOCIAL SECURITY	1,836.00	142.80	142.80	1,693.20	7.78		
253-737-720.000	PENSION DC	0.00	32.86	32.86	(32.86)	100.00		
253-737-799.000	EQUIPMENT UNDER \$5,000	45,000.00			45,000.00	0.00		
253-737-800.199	LANDSCAPE/GEN MAINT	6,000.00			6,000.00	0.00		
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,500.00			1,500.00	0.00		
253-737-885.000	COMMUNITY RELATIONS	27,000.00			27,000.00	0.00		
253-737-922.000	STREET LIGHTING	75,000.00			75,000.00	0.00		
253-737-927.000	WATER CONSUMPTION	350.00			350.00	0.00		
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00			6,000.00	0.00		
253-737-927.000-FIREADM_3410	WATER CONSUMPTION	300.00			300.00	0.00		
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00			4,000.00	0.00		
253-737-927.000-SEYBURN MNSN	WATER CONSUMPTION	8,000.00			8,000.00	0.00		
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	8,000.00			8,000.00	0.00		
253-737-929.000	IRRIGATION WATER AND MAINT.	50,000.00			50,000.00	0.00		
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	275,000.00	2,150.00	2,150.00	272,850.00	0.78		
253-737-935.000	ROAD MAINTENANCE	25,000.00			25,000.00	0.00		
253-737-937.000	PARKING LOT MAINTENANCE	1,200,000.00			1,200,000.00	0.00		
253-737-937.003	SIDEWALK MAINTENANCE	5,000.00			5,000.00	0.00		
253-737-957.000	MISC/CONTINGENCY	150.00			150.00	0.00		
253-737-957.002	LIABILITY INSURANCE	270.00	53.00	53.00	217.00	19.63		
253-737-972.000	LAND AND IMPROVEMENTS	900,000.00			900,000.00	0.00		
253-737-972.000-CAMPUSSIGNXX	LAND AND IMPROVEMENTS	150,000.00			150,000.00	0.00		
253-737-977.000	MACHINERY & EQUIPMENT	12,000.00			12,000.00	0.00		
253-737-995.004	ADMINISTRATIVE CHARGES	26,080.00			26,080.00	0.00		
253-737-995.007	INTERFUND SERVICES	10,938.00			10,938.00	0.00		
253-737-995.203-SEYBURNDRIVE	TRANSFER TO LOCAL STREETS	425,000.00			425,000.00	0.00		
Total Dept 737 - TIFA D		3,286,424.00	4,245.25	4,245.25	3,282,178.75	0.13		
Expenditures		3,286,424.00	4,245.25	4,245.25	3,282,178.75	0.13		
<b>Fund 253 - TIFA D:</b>								
TOTAL REVENUES		1,024,265.00	20,515.04	20,515.04	1,003,749.96	2.00		
TOTAL EXPENDITURES		3,286,424.00	4,245.25	4,245.25	3,282,178.75	0.13		
NET OF REVENUES & EXPENDITURES:		(2,262,159.00)	16,269.79	16,269.79	(2,278,428.79)			
<b>Report Totals:</b>								

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 01/31/2026

\*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2026	YTD Balance	Activity For	Available Balance	% Bdgt Used
		Amended Budget	01/31/2026	01/31/2026	01/31/2026	
TOTAL REVENUES - ALL FUNDS		4,544,921.00	429,335.60	429,335.60	4,115,585.40	9.45
TOTAL EXPENDITURES - ALL FUNDS		11,891,413.00	99,224.73	99,224.73	11,792,188.27	0.83
NET OF REVENUES & EXPENDITURES:		(7,346,492.00)	330,110.87	330,110.87	(7,676,602.87)	



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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director

DATE: February 4, 2026

SUBJECT: Request to Approve Development Incentive Grant to Dutton Farm

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#### **INTRODUCTION AND HISTORY**

Dutton Farm is a nonprofit organization located in Southeast Michigan dedicated to empowering and supporting adults with intellectual and developmental disabilities (I/DD). Furthermore, Dutton Farm recently expanded into a location within the Oakland University West Center at 1500 University Drive, Suite 100, Auburn Hills, MI 48326, which is positioned inside the TIF district B boundary. Dutton Farm has become a recognized leader in disability inclusion and workforce development, providing comprehensive programs in Adult Education, Community Involvement, Art, Workforce Development, Supported Employment and Job Readiness.

The state of Michigan contains one of the highest unemployment rates for individuals with I/DD in the country. Approximately, 81% of adults with I/DD are unemployed, compared to the national average of 21%. Moreover, while Dutton Farm recently moved into an additional location within TIF-B, further buildout and expansion would allow their organization to expand services that would directly, and positively, impact both Auburn Hills residents and Auburn Hills businesses.

With the assistance of the Auburn Hills Tax Increment Finance Authority, Dutton Farm plans to expand its Job Readiness Program through the buildout of a new training hub in their TIF-B location. This new, and expanded location, will serve as a space for job readiness and digital literacy training, designed to prepare participants for evolving workforce demands. The lab would be equipped with state-of-the-art technology and adaptive learning software to provide hands-on accessible instruction. This expanded location will enhance Dutton Farm's capacity to meet the growing demand for workforce development programming in Auburn Hills, bridging the gap between skill development and employment opportunities.

The buildout and expanded range of services contain three main goals which will contribute to the betterment of Auburn Hills.

1. Provide personalized job readiness training, coaching, and job placement for at least five (5) Auburn Hills residents.
2. Strengthen partnerships with local businesses and community organizations to advance inclusive hiring practices.
3. Enhance workforce development and digital skills training tailored to employer needs and participant abilities.

In total, the grant request contains four main aspects. The computer lab within the classroom space, renovations to existing office and classroom spaces, the two-year lease term of the new classroom, and the Job Development Manager position to be tasked with cultivating new relationships and employment opportunities in Auburn Hills. Detailed information regarding grant summary, grant budget, and separate quotes for aspects of the grant can be found in the February 2026 TIFA packet.

**STAFF RECOMMENDATION**

Based on the direct impact this proposed buildout and expansion would have on both Auburn Hills residents and Auburn Hills businesses; staff recommend an incentive grant to be awarded to Dutton Farm in the amount of \$246,445.00

An appropriate motion is:

**Move to adopt the attached resolution providing a grant to Dutton Farm in the amount of \$246,445.00 and paid in accordance with the provisions contained therein; and authorize the Chairman and Executive Director to sign the Resolution on behalf of the Board.**

Note regarding the above motion: Dutton Farm shall submit an invoice to the Auburn Hills Tax Increment Finance Authority for the grant in the amount and shall be reimbursed from such invoices. Supporting documentation for costs incurred for the work for which the grant applies shall be attached.



## RESOLUTION GRANTING EXPANSION INCENTIVES

**WHEREAS**, Dutton Farm has an existing location at 1500 University Drive, Suite 100, Auburn Hills, MI 48326, which is located within the boundary of the Auburn Hills Tax Increment Finance Authority's District B, and

**WHEREAS**, the City and TIFA are aware of the types of services that Dutton Farm provide to adults with intellectual and developmental disabilities (I/DD), which include workforce development, community involvement, job readiness programs, and much more, and

**WHEREAS**, with the assistance of an Auburn Hills Tax Increment Finance Authority grant, Dutton Farm would be able to expand its job readiness program through the buildout of a new training hub within the TIF-B boundary, and

**WHEREAS**, this new and expanded location will serve as a space for job readiness and digital literacy training, which is designed to prepare participants for evolving workforce demands, and

**WHEREAS**, this buildout and expansion of services will contribute to the betterment of Auburn Hills through three main goals, which are; (1) Provide personalized job readiness training, coaching, and job placement for at least five Auburn Hills residents, (2) Strengthen partnerships with local businesses and community organizations to advance inclusive hiring practices, (3) Enhance workforce development and digital skills training tailored to employer needs and participant abilities, and

**WHEREAS**, the Tax Increment Finance Authority desires to assist the development and expansion by contributing to the costs associated with the project in the form of a grant.

**THEREFORE, BE IT RESOLVED**, that the Auburn Hills Tax Increment Finance Authority authorizes a grant to Dutton Farm in the amount of \$246,445.00 to assist in the organization's buildout and expansion of services that will have a direct impact on both Auburn Hills residents and Auburn Hills businesses. Such grant requires no repayment.

**BE IT FURTHER RESOLVED** that the grant shall be released in one reimbursement payment upon the Auburn Hills Tax Increment Finance Authority receiving copies of invoices, which contain the necessary supporting documentation for costs incurred for the work for which the grant applies.

This resolution is adopted on this, the 10<sup>th</sup> day of February 2025.

### AUTHORIZED SIGNATURES:

By: \_\_\_\_\_  
Michael Kneffel

By: \_\_\_\_\_  
Andrew Hagge

Its: Chairman of the Board

Its: Executive Director



**Great Lakes Elite**      Phone: 248.214.2847  
7380 Bishop Rd      E-mail:  
Brighton, MI 48116      ryan@conroyla.com

**Jenny Brown**      **Dutton Farm, OU Expansion**  
2290 Dutton Rd      1500 University Dr  
Rochester Hills, MI 48306      Auburn Hills, MI 48326

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## Classroom Area

- Remove existing carpeting, install new LVP flooring throughout classroom area, including commercial grade base molding. Style and color tbd by client.
- Install custom desks/ cabinets in classroom perimeter area. Specs TBD by client. GLEI has a connection with a custom commercial furniture builder, so if needs are required beyond standard desks/ cabinets, the option is available.
- Create small office area within classroom area.
- Coordinate with electricians, to integrate Digital Literacy hardware/lighting in classroom area. (Lighting hardware to be supplied by client, install included on bid)
- Create a classroom type environment, with common element near center. Integrate projector/ visual multimedia screen. (type and models supplied by client, install by GLEI)
- Fabricate sound dampening panels on interior perimeter walls of space.
- Explore options for automatic door opener at entryway.

## Office Area

- Reconfigure office area walls as to create 3 offices on exterior back wall. (see attached drawing for possible reference)
- Current middle office shall be integrated and modified into a separate multi-use class/ quiet area.
- Kitchenette area to remain, cabinets on left side near door to be removed.
- Door to utility room to be moved if possible, to adjacent wall, to allow offices on exterior wall to be expanded.
- Fabrication of wall and doorway at current break room area (aka existing TV area)
- All customized electrical work to be supplied and performed by GLEI at the specifications of Dutton Farm. (i.e. plug and outlet locations)
- Modify ceiling grid as necessary.

Bid represents a broad scope of work. Precise plans and details shall be drawn up upon acceptance of proposal. Future details may affect pricing, depending on possible upgrades in materials or labor. Bid includes all labor and materials necessary to complete job in its entirety. GLEI shall be considered the General Contractor (GC) on site, and will undertake oversight of trades, including (as necessary) Electricians, low voltage, plumbers, HVAC, fire suppression and flooring. GLEI shall pull and provide all necessary stamped architectural drawings, city/county permits, and inspections. All work shall be done by trades fully licensed and insured in their respective fields. Upon acceptance of bid, a deposit in the amount of 1/3<sup>rd</sup> of total price shall be collected to purchase materials and obtain drawings, permits and inspections. Total working time on site is TBD, depending on time needed for permits and inspections, but a reasonable estimate is 8-10 weeks. Items NOT under GLEI scope of work shall be any electronics (projectors and accompanying equipment, digital learning components, custom lighting, etc.), appliances, or any equipment outside of the scope of normal construction. GLEI anticipates (included) installation of basic wiring/electrical infrastructure. i.e. CAT6e network cables, MC cable, etc. No exterior modifications to building shall be made. Potential Fire suppression modifications and alarms will be a change order. GLEI works with Viking Fire Suppression- coordination, permits, inspection, and their work would fall under our supervision as well.

Please feel free to reach out with any questions. Hope to hear from you soon!

Subtotal	\$121,223.21
Deposit	\$40,407.73
Draw at 4 weeks	\$40,407.73
Final 1/3 <sup>rd</sup> at completion	\$40,407.73



## PROJECT BUDGET BREAKDOWN

Tenant/Project: Dutton farms  
Building: 1500 W. University Dr.  
Suite No.:  
Job No.:  
Sq. Ft. (RSF):  
Sq. Ft. (USF):  
Plan Date:  
Estimate Date: 13-Nov-2025

2011 Austin Dr. P: 877.855.5955 Troy, Michigan 48083 F:  
877.855.5954  
License #2102192923

Architectural, Engineering & Space Planning Fees

Construction Bonds, Permit & Plan Review Fees

Cleaning & Dumpster Rental/Disposal Charges

Site Preparation (Demolition, Concrete Boring/Cutting, etc.)

Stone Work

Ceiling Work

Drywall Repairs

Finish Woodworking - trim

Cabinets, Countertops & Shelves

Wall Construction

Acoustical & Thermal Insulation/Fireproofing

Doors & Windows (inc. Glass & Hardware)

Floor Coverings/Finishes

Wall Finishes (Painting/Staining/Vinyl Wallcovering)

Appliances/Blinds/Fire Equipment/Suite Signage

Security Systems/Special Construction

Fire Sprinklers

Heating, Ventilation & Air Conditioning

Plumbing

Fire Alarm System

Electrical

Expenses & Overhead

Construction Management Fees & Supervision

Budget for alterations in 2  
separate areas

Total Project Cost: \$124,645.00

Scope: **DEMO:** classroom: flooring, base, wallcovering, ceiling tiles, whiteboard, office: cabinets, walls and doors for new layout, ceiling as needed,

**CONSTRUCT:** classroom: insulate walls, prep walls, wall panel of some sort, new ceiling tile, new office with door, auto opener at ent office: new insulated walls, install existing doors and frames, new grid and tile only as needed, new cabinets

**M / E / P:** classroom: new sensory sensitive lighting, fire and HVAC per code in office office: rework electrical as needed, HVAC per code, fire supp per code, plumbing for new sink

	Total	Per RSF
Complete Project Cost	\$ 124,645.00	#DIV/0!
	_____	_____
Landlord Allowance		
Capital Costs		
Tenant Optional Items		
Base Project Cost	\$ 124,645.00	#DIV/0!
	_____	_____

**FINISHES:**

classroom: flooring, base, paint grid, ceiling tiles office:  
vinyl plank floor, base, paint, laminate tbd

**NOTES:**

space planning, architectural and permits included, fire alarm not included

**FINISH SELECTIONS**

Carpet:	tbd
Base:	tbd
Paint:	walls
VVC:	n/a
VCT:	n/a
Cabinetry:	tbd

**Authorization:** *The stated prices, specifications and conditions are satisfactory and hereby accepted. If the entity requesting this proposal is a corporation, partnership or entity other than an individual or sole proprietor, it is agreed and understood the undersigned is authorized to accept this proposal on behalf of such entity. (Please remit payment, if applicable, with the signed copy of this acceptance)*

This proposal shall be void if not accepted by

14-Dec-2025

**By:Date:**

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**Title:**

---

2065 Franklin rd., Bloomfield Hills, MI 48302  
 t. 248-334-5800 f. 248-334-3990

**Number**  
**Date**

 AAAQ8806  
 Dec 17, 2025

Sold To	Ship To	Your Sales Rep
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**Dutton Farm**  
 Jenny Brown  
 2290 Dutton Rd  
 Rochester, 48306  
 United States

**Dutton Farm**  
 Jenny Brown  
 1500 University Dr  
 Auburn Hills, 48326  
 United States

**AJ Stevens**  
 (248) 451-1236  
 astevens@cts-companies.com

**Phone** (248) 608-4173

**Phone** (248) 608-4173

Qty	Description
10	Workstations
1	Cabling (Parts and Labor Estimate)
1	Hardware - Firewall and Switch
1	Access Point (no cost)
1	Miscellaneous Parts

<b>SubTotal</b>	\$30,000.00
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$30,000.00</b>
<b>Deposit Required</b>	\$15,000.00

All parts and labor are estimates, and subject to change.

**Signature**

To accept this quotation, sign here and return:

X

**Thank You For Your Business!**
**Payment Options**

Select your preferred payment option / purchase terms\*:

\*lease options are estimates only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.



## Managed IT Services Quote Prepared for Dutton Farms

SolvIT, Inc.  
2831 Research Drive  
Rochester Hills, MI 48309  
248-243-0235 x 1015  
[michelle.kapic@qo2si.com](mailto:michelle.kapic@qo2si.com)

Date: 12/10/25  
Expiration Date: 1/9/26

Qty	Description	Unit Price	Line Total
1	1 Year MSP Contract - IT Support Services Monthly Fee	\$ 998.00	\$ 998.00
1	MSP Onboarding Fee	\$ 1,650.00	<i>Fee Waived</i>

IT Support Services Included		
Item	Description	Quantity as Applicable
Remote Support Services	Remote Support Services During Business Hours M-Fri 8:00 am - 5:00pm Excluding Holidays	4 Hours / Month
Onsite Support Services	Onsite Support Services During Business Hours M-Fri 8:00 am - 5:00pm Excluding Holidays	N/A
Security Tools / Patch Management	Software Patch Management / Remote Device Management per Laptop/Desktop/Server	15 Endpoints
Security Tools	DNS Filter - Cyber threat detection and content filtering tool	N/A
Security Tools	Huntress Managed EDR - Endpoint Detection & Response	15 Endpoints
Security Tools	Huntress Managed ITDR - Huntress Managed Identity Threat Detection and Response	N/A
Data Continuity	Server Cloud Backup Solution - 5TB Per Endpoint	N/A
Data Continuity	Desktop Backup Solution	N/A
Data Continuity	Integrated Email Backup Solution Including Calendar, Contacts, Email, Shared Drives	N/A
Cybersecurity Awareness Training	Email Security Tool / Phishing Simulation	N/A
Monitoring & Alerting	24x7x365 Alerting and Monitoring	
Email Tenant Administration	Full Email Workspace Administration	
Support	End User Support, Infrastructure and Network Management	

\*\*Device counts based on data from customer. Device counts may be adjusted based on additional feedback from customer.

\*\* Email licensing not included in quoted services and will be billed separately per license

Additional Services Billed as Applicable Outside of Support Packages Above*		
Item	Description	Cost
Remote Support – Network Engineer	Remote Support Mon – Fri 8:00am – 5:00pm	\$75/hr.
Remote Support – Senior Network Engineer	Remote Support Mon – Fri 8:00am – 5:00pm	\$85/hr.
Remote Support After-hours	Remote Support after 5:00 pm Mon – Fri Including weekends and holidays	\$90/hr.
On-Site Support	On-site Support Mon – Fri 8:00am – 5:00pm	\$110/hr.
On-Site Support After-hours	On-site Support Services after 5:00 PM Mon-Fri Including weekends and holidays	\$135/hr.
Travel Time	Travel Time during normal business hours Mon – Fri 8:00am – 5:00pm	\$75/hr.
Project Management / IT Consulting	Mon – Fri 8:00am – 5:00pm	\$115/hr.
Mileage	Mileage for additional onsite support hours will be billed at actual at the federal mileage rate	Billed as applicable
Authentication Services	Multi-Factor Authentication (MFA) <i>*Configuration charges quoted separately</i>	\$3/per user/month
Mobile Device Manager SW	Mobile Device Manager Software	\$7.04/per device/month
Desktop Backup	Laptop/desktop back up services	\$17.00/ per user/month
Backup Services	5TB cloud backup storage per endpoint/server/virtual machine	\$98.10/ per endpoint/month
Remote Management Tool (Server)	Software Patching & Remote Management License for Server	\$9.15/server or VM/month
Remote Management Tool (Laptop/desktop)	Software Patching & Remote Management License for Desktop or Laptop	\$6.90/endpoint/month
Security Tool	DNS Filter - Cyber threat detection and content filtering tool	\$2.00/endpoint/month
Security Tool	Huntress Managed EDR - Endpoint Detection & Response	\$3.75/endpoint/month
Security Tool	Huntress Managed ITDR - Huntress Managed Identity Threat Detection and Response	\$ 3.00 / endpoint / month
Email Security Tool	Ironscales Email Security	\$6.00/licensed email box
Email Backup Tool	Axcient Recover	\$2.58/licensed email box
Out of Scope – Special Projects	Any out-of-scope projects will be quoted separately (labor, materials, and any related travel costs) prior to project commencement.	Quoted as needed

**Managed IT Services Quote Prepared for Dutton Farms**

SolvIT, Inc.  
2831 Research Drive  
Rochester Hills, MI 48309  
248-243-0235 x 1015  
[michelle.kapic@go2si.com](mailto:michelle.kapic@go2si.com)

Date: 12/11/25  
Expiration Date: 1/10/26

Qty	Description	Unit Price	Line Total
10	Dell Pro Slim QCS1250 - slim desktop Core Ultra 5 235 3.4 GHz - 16 GB - SSD 512 GB	\$ 886.59	\$ 8,865.90
10	Dell UltraSharp 24 Monitor - U2424H	\$ 216.99	\$ 2,169.90
10	Shipping	\$ 24.00	\$ 240.00
10	Wired Mouse	\$ 9.99	\$ 99.90
10	HDMI Cables	\$ 9.99	\$ 99.90
1	HP LaserJet Pro 3301fdw Wired & Wireless Laser Multifunction Printer - Color	\$ 539.00	\$ 539.00
1	Fortinet 60-F Firewall	\$ 750.00	\$ 750.00
1	Advanced Threat Protection - Fortinet Licensing - 3 Years	\$ 1,800.00	\$ 1,800.00
1	Misc. Cabling and Network Supplies	\$ 200.00	\$ 200.00
1	Unifi 16 Port Switch	\$ 317.00	\$ 317.00
2	Ubiquiti UniFi U6-PRO - wireless access point - Wi-Fi 6	\$ 169.99	\$ 339.98
1	Unifi Cloud Controller Key	\$ 220.00	\$ 220.00
12	Remote Labor - Configure Workstation Machines, Fortinet Firewall, Network Switch - Prep to Deploy	\$ 75.00	\$ 900.00
16	Onsite Labor - Install and setup Workstations, Deploy and Connect Fortinet Firewall, Install Switch	\$ 110.00	\$ 1,760.00
2	Travel	\$ 75.00	\$ 150.00
4	IT Consulting/Project Management	\$ 115.00	\$ 460.00
1	5% Admin Fee on Hardware Procurement		\$ 782.08
		<b><i>Estimate Total</i></b>	<b><i>\$ 19,693.66</i></b>

*\*\*Pricing subject to change without notice from vendor.*

*\*\*Labor hours estimate only, Client will be billed at actual hours utilized.*



2545 N. Opdyke, Suite 102, Auburn Hills, MI 48326 (248) 651-0700  
www.myCVtech.com

## Dutton Farm Auburn Hills Computer Lab - RevB

Prepared for: Dutton Farm  
17-Nov-25

### Project Overview

CV Tech will install and configure a computer lab for job and skills training. The lab will feature (9) PC workstations for participant use and (1) instructor station. A portion of the student stations will utilize large screens and/or other specialized peripherals to improve accessibility for users with disabilities. CV Tech will install network cabling to the existing Auburn Hills network closet, and provide hardwired connectivity and WiFi to the computer lab area. The instructor station will utilize a ceiling-mounted projector and speakers, and a drop-down screen.

### Project Cost Summary

#### One-Time Cost

PC Workstations, Configured & Installed	10 @ \$2250	22,500.00
Elevation Computer Desks + Chairs	12,000.00	Network Infrastructure & Equip.,
Installed	3,000.00	Education & Training Software (placeholder)
Specialized Hardware (AR/VR, accessibility, etc.)	2,500.00	15,000.00
Color Multifunction Printer		2,000.00
Classroom Projector w/ 130" Motorized Screen, Installed		3,000.00
Room Improvements (Paintng, Décor, Electrical, etc.)		3,000.00
		<hr/>
		<b>\$ 63,000.00</b>

#### Recurring Cost (Managed Services)

Managed IT Services (security, support, etc.)	200.00
Hardware / Software Fees (Placeholder)	250.00
	<hr/>
	<b>\$ 450.00 /mo.</b>

#### Notes

A \$25,000 down payment is required for this project  
An additional \$10,000 is required once computers have been delivered

Customer Approval:

---

Representative, Dutton Farm

Send signed proposal to:  
email: [david@mycvtech.com](mailto:david@mycvtech.com)  
fax: 248-609-0438



Thank you for supporting a Michigan small business!

# **Dutton Farm: Expanding Inclusive Employment Opportunities in Auburn Hills**

## **History and Background**

Dutton Farm is a nonprofit organization located in Southeast Michigan dedicated to empowering and supporting adults with intellectual and developmental disabilities (I/DD) to live lives of purpose, inclusion, and dignity. Our vision is to create a just world where individuals with disabilities experience meaningful inclusion in every area of life, schools, workplaces, communities, government, churches and beyond.

Dutton Farm was born from a mother's love and advocacy for her daughter, Rebecca "Becca" Smither. When Becca aged out of the school system, founder Michele Smither recognized a critical lack of adult support and opportunities for individuals with developmental disabilities. Determined to address this gap, she transformed her concern into action. With the donation of a neighboring property and the steadfast support of her husband, Jim, Michele—drawing upon her two decades of respite care experience—created a space where Becca and her peers could continue to learn, build skills, and find belonging. Joined by her daughter Jenny Brown, Michele developed a warm, inclusive environment that emphasized empowerment, education, and purpose.

What began as a small, family-led effort has since grown into a thriving nonprofit organization serving more than 150 adults across Oakland and Macomb Counties. Guided by Michele and led by CEO Jenny Brown, Dutton Farm has become a recognized leader in disability inclusion and workforce development, providing comprehensive programs in Adult Education, Community Involvement, Art, Workforce Development, Supported Employment, and Job Readiness.

## **The Need: Employment Barriers and Auburn Hills Data**

Michigan continues to face one of the highest unemployment rates for individuals with intellectual and developmental disabilities (I/DD) in the country. Approximately 81% of adults with I/DD are unemployed, compared to the national average of 21%. These numbers reflect persistent barriers, including limited inclusive workplaces, insufficient job training opportunities, and low employer awareness.

In Auburn Hills, the unemployment rate in 2025 is 3.7%, indicating a tight labor market and underscoring the need for alternative workforce pipelines. Statewide, Michigan's unemployment rate stands at 5.3%, ranking fourth highest nationally. The Detroit metro area is also projected to lose 11,300 jobs in goods-producing sectors between 2022 and 2032, primarily in manufacturing (Michigan.gov, 2025). Individuals with disabilities face even greater challenges, with an unemployment rate of 10.6% in Michigan compared to 7.5% nationally (Bureau of Labor Statistics, 2024; aoddisabilityemploymenttacenter.com).

These economic and labor market trends underscore a dual challenge: local businesses are facing critical workforce shortages, while individuals with disabilities encounter systemic barriers to

employment. Addressing both simultaneously requires targeted programs that equip participants with the skills employers need and create pathways for meaningful, sustainable employment.

These figures highlight the critical need for programs that prepare individuals with disabilities for meaningful employment while helping local businesses address workforce gaps. Currently, 10% of our employees are from Auburn Hills, 3% of our supported employers are in the city, 2% of our supported employees reside there, and 1% of our skill-building program participants are Auburn Hills residents. This engagement demonstrates our growing impact and ongoing commitment to strengthening the Auburn Hills community.

## **Programs and Impact**

Dutton Farm delivers a holistic suite of programs designed to remove barriers and promote inclusion for adults with developmental disabilities:

### **Adult Education Program**

This program enhances participants' abilities and independence through structured learning and hands-on experiences. Participants strengthen pre-vocational and essential life skills such as communication, problem-solving, teamwork, and self-advocacy.

### **Community Involvement Program**

This program emphasizes community-based learning and engagement through volunteerism, recreation, and consumer activities. Participants gain confidence and social connection while developing critical life and employability skills.

### **Art Program**

The Art Program fosters creativity, self-expression, and skill-building through inclusive art instruction. Participants' creations are featured in exhibitions and community events, encouraging self-confidence and cultural participation.

### **Workforce Development and Supported Employment**

This initiative matches participants with jobs paying competitive wages in integrated settings. Pre-employment assessments and training ensure placements align with personal strengths and motivation. Once employed, Dutton Farm provides ongoing job coaching and support to ensure long-term success and retention.

### **Job Readiness Program**

Our newest initiative, the Job Readiness Program, prepares participants for employment by developing soft skills, workplace etiquette, financial literacy, and job-search strategies. The program includes individualized coaching and wraparound supports, ensuring participants are well-equipped for sustainable employment.

## **Auburn Hills Expansion: Oakland University Job Readiness Hub**

With support from the City of Auburn Hills, Dutton Farm plans to expand its Job Readiness Program through a new training hub at Oakland University's West Campus. This location will

serve as a central space for job readiness and digital literacy training, designed to prepare participants for evolving workforce demands.

The Computer and Digital Literacy Lab will be equipped with state-of-the-art technology, including Specialized Hardware (AR/VR, accessibility, etc.) and adaptive learning software, to provide hands-on, accessible instruction.

This hub will enhance Dutton Farm's capacity to meet the growing demand for workforce development programming in Auburn Hills, bridging the gap between skill development and employment opportunities.

## Goals and Objectives

**Goal 1: Provide personalized job readiness training, coaching, and job placement for at least 5 Auburn Hills residents.**

- **Objective 1.1:** Establish and strengthen relationships with the Avondale and Pontiac school districts serving Auburn Hills residents.
- **Objective 1.2:** Participate in at least one transition night with OCHN or MORC to promote awareness of this project.
- **Objective 1.3:** Collaborate with Michigan Rehabilitation Counselors to connect Auburn Hills residents with project opportunities.

**Goal 2: Strengthen partnerships with local businesses and community organizations to advance inclusive hiring practices.**

- **Objective 2.1:** Engage at least 5 Auburn Hills businesses across key industries—manufacturing, healthcare, retail, and customer service—to provide employment opportunities for individuals with disabilities.
- **Objective 2.2:** Attend Auburn Hills Chamber events to build connections with local employers, raise program visibility, and promote inclusive employment.
- **Objective 2.3:** Provide professional development sessions for one Auburn Hills business per quarter on the benefits of supported employment.
- **Objective 2.4:** Present at or participate in at least one panel discussion to educate local businesses about the advantages of inclusive hiring.

**Goal 3: Enhance workforce development and digital skills training tailored to employer needs and participant abilities.**

- **Objective 3.1:** Deliver digital literacy and job readiness training to individuals with developmental disabilities.
- **Objective 3.2:** Automate job readiness training curriculum to expand capacity for individuals who do not require hand-over-hand instruction.
- **Objective 3.3:** Utilize Specialized Hardware (AR/VR, accessibility, etc.) to provide step-by-step interactive training, creating an immersive work experience that enhances accessibility and job readiness skills for participants.

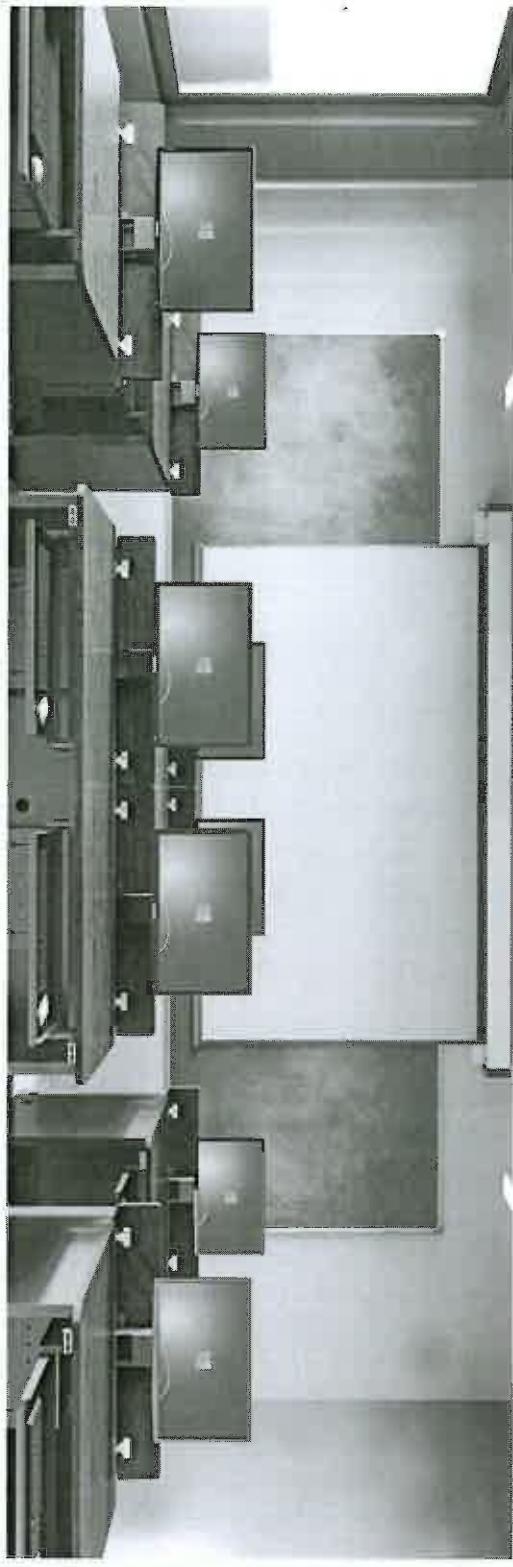
Through collaboration with the City of Auburn Hills, Oakland University, and the local business community, Dutton Farm will expand opportunities for adults with developmental disabilities to gain the skills, experience, and confidence necessary for sustainable employment. This investment will not only transform the lives of individuals served but also strengthen Auburn Hills' workforce by promoting inclusion, diversity, and economic growth.

By continuing to build pathways to employment, Dutton Farm remains steadfast in its mission—to empower adults with developmental disabilities to live lives of purpose, inclusion, and dignity, while helping communities like Auburn Hills become models of equity and opportunity for all.

Revised: 5Nov2025



# Auburn Hills Training Center



Possible classroom design.

CV Tech



# Auburn Hills Training Center

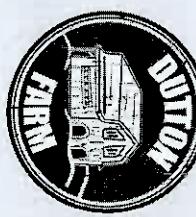
**Objective:** Create a cutting-edge, accessible, and adaptive learning environment that empowers adults with cognitive impairments to build digital literacy, job readiness, and independence through computer-based training and instruction.



# Auburn Hills Training Center

## Key Objectives:

- Prioritize **flexibility to maximize training scenarios** and allow for future technologies such as AR/VR job-training modules or remote learning
- Integrate **specialized software** such as typing tutors, job simulations, cognitive reinforcement games, and adaptive learning platforms.
- Ensure compliance with **ADA** and **Section 508** accessibility standards.
- Incorporate **adaptive peripherals** (e.g., touchscreens, large-print keyboards, headphones, trackballs, and/or speech recognition).
- Maintain a **safe and secure learning environment** by incorporating robust content filtering and access control.



## Possible Layouts

**Goal:** This computer lab will serve as a showcase facility and community focal point for inclusive, technology-driven training.



Typical computer lab with  
fixed desks and instructor for greater accessibility  
facing the participants.



Participants rotated 90-degrees

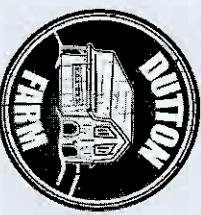


## Possible Layouts (continued)

**Goal:** This computer lab will serve as a showcase facility and community focal point for inclusive, technology-driven training.



Flexible arrangement One or more stations can with movable furniture. be isolated for sensory and/or privacy purposes.



# Classroom Student Furniture

## Key Features

- Computers can be folded away when not in use, allowing the desks to be used for non-computer-based training sessions.
- Integrated cable management and PC mounting brackets provide a clean appearance and deter tamper.
- Desks are available in various configurations to suite specialize needs (i.e. space for a helper, etc.)



## Physical Design Considerations

- Emphasize a **clean, modern aesthetic** that showcases inclusivity and innovation. Incorporate **Dutton Farm's colors and branding** for a sharp professional look.
- Utilize calm and welcoming colors, and possibly themed decorations to **reinforce Dutton Farm's rustic aesthetic**.

Pictured: Elevation Desk from VersaTables



- Provide **wide, unobstructed pathways** (minimum 36" clear) for wheelchairs and mobility aids.
- Ensure **clear sightlines** for staff supervision
- Utilize **durable, purpose-built furniture** with rounded edges to prevent injury or damage.

# Classroom Display Equipment



DALITE 925X2 Los Angeles Motorized Projection Screen (18 x 139")  
1 Question | Answer [Ask Share](#) [Print](#)

② In Stock

**\$1,497.50**



[View 4 Similar Items](#)

1

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[Get Expert Help](#)



## Key Features

- Large-screen (160" diagonal size) ensures readability at a distance
- Ceiling-mount projector and retractable screen are less easily damaged.
- A whiteboard can be mounted to the wall behind the screen for noncomputer-based lessons
- Ceiling-mounted speakers to support multimedia learning, and/or calming music or white noise.

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DUTTON FARM: EXPANDING INCLUSIVE EMPLOYMENT OPPORTUNITIES

In Collaboration with Oakland University, West Campus

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Grant Budget

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Project Details

▪ Computer Lab in classroom space- project cost summary detail attached	63,000
▪ Renovations to office and classroom spaces - proposed budget attached	124,645
▪ Lease cost for new classroom - 2 year term	28,800
Job Development Manager: Cultivate new ▪ relationships and employment opportunities in Auburn Hills	30,000

---

Total Grant Budget

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246,445



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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director;

DATE: January 26, 2026

SUBJECT: Purchase of 26 Tables for the Auburn Hills Community Center

---

#### **INTRODUCTION AND HISTORY**

The Auburn Hills Community Center banquet rooms, Seyburn A and B, are used Monday through Saturday, over 300 days a year. The tables in these rooms are moved almost daily for senior lunch, meetings, and programs. Not only are the tables an asset to the community center staff, but they are an asset to the community. In 2025, the Seyburn rooms had 50 rentals from the community. Unfortunately, the consistent wear and tear over their 20-year lifespan has left considerable damage to the tables.

These 26 tables have been in use since the community center opened in 2006, with only the tops of a few tables being replaced. For this reason, staff reached out to the original manufacturer, KI, for information on their current table models, prices, and warranties. KI provided a quote through the Sourcewell consortium pricing for delivery and installation. The 60-inch round Uniframe table with a bullnose edge would match our existing tables and would cost \$26,174.72 with a 15-year warranty for the tabletops. The 60-inch round Uniframe table with a perfect edge would cost \$30,484.48 with a lifetime warranty for the tabletops.

The perfect edge option is a thicker edge made to absorb more impact upon contact. This would help prevent damage to the table along with the wall surfaces. According to the KI catalog, the Perfect Edge also prevents penetration by liquid or food particles, which can lead to bacterial buildup, as well.

After reviewing both options, the staff believes the KI Uniframe 60-inch round tables with a perfect edge would be the best fit for day-to-day operation. The lead time for the shipment is estimated to be five to seven weeks. It should also be noted that the TIFA Board of Directors budgeted for this expense within the 2026 TIF-D budget, so a subsequent budget amendment is not necessary.

#### **STAFF RECOMMENDATION**

An appropriate motion is:

**Move to approve the purchase from KI, Sourcewell delivered and installed, in the not to exceed amount of \$30,484.48 for 26 60-inch round tables with perfect edge.**

# Uniframe®

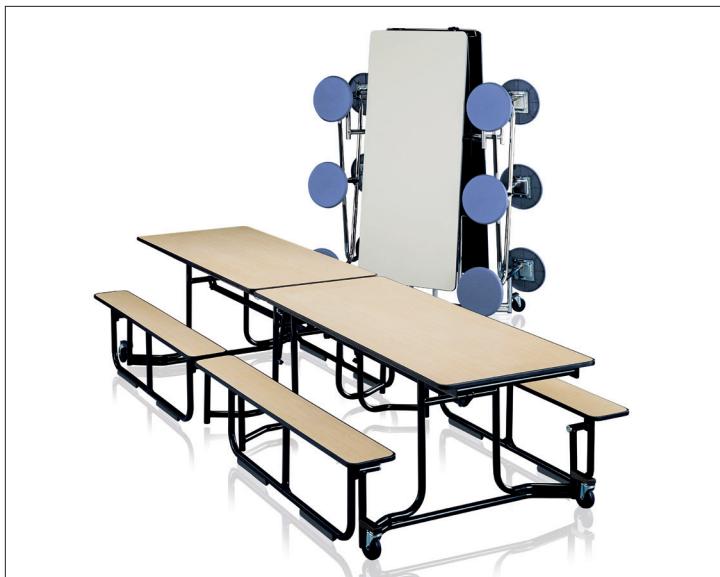
## Tables and Convertible Bench

transforming multi-use spaces with ease



Furnishing Knowledge®





Sit on it. Sit at it. Nest it. Roll it. Store it.

## UNIFRAME

Convert a room to anything you want it to be ... cafeteria, study hall, gymnasium, assembly or meeting room. Uniframe accommodates any number of functions in one space.

It's never been easier. Uniframe is easy to operate, easy to move, easy to rearrange, easy to store, even easy to clean under.

Its unique combination of pneumatic lift assist and torsional energy system enable smooth operation.

Rely on Uniframe's superior strength and proven durability. Unitized all-steel frames provide superior strength and are cycle tested 6,000 times. An industry-leading, fifteen-year warranty ensures the lowest life cycle costs.

Uniframe's versatile and adaptable styles, shapes, heights, and dimensions provide ideal solutions for any multi-use space.



# RECTANGULAR TABLES WITH SEATING



## WITH BENCHES

- Sizes: 8', 10', or 12' lengths
- Heights: 27" or 29"

## WHEELCHAIR ACCESSIBLE W/ BENCHES

- Size: 12'
- Height: 31.75"
- Section of seating removed for access



## WITH STOOLS

- Sizes: 8' (8 stools), 10' (12 stools), or 12' (either 12 or 16 stools)
- Heights: 27" or 29"
- Stools - textured polypropylene or thermoset hard plastic

## WITH SPLIT BENCHES

- Size: 12' length only
- Heights: 27" or 29"

## WHEELCHAIR ACCESSIBLE W/STOOLS

- Sizes: 12' (either 12 or 16 stools)
- Heights: 31.75"
- Stools - textured polypropylene or thermoset hard plastic
- Section of seating removed for access



Tables nest in a condensed footprint, requiring minimal storage space.



Split benches have a generous 4-1/2" clearance between seats for greater comfort and easy access.



Stool seats store parallel to the tabletop, discouraging children from climbing and minimizing dust build-up.

# ROUND TABLES WITH SEATING



## WITH SPLIT BENCHES

- Sizes: 60" table diameter only (81" total diameter)
- Heights: 27" or 29"



## WITH STOOLS

- Sizes: 60" table diameter only (81" total diameter with 8 stools)
- Heights: 27" or 29"
- Stools - textured polypropylene or thermoset hard plastic



With ample doorway clearance, tables can be safely moved in the closed and locked position through standard door openings.



Seat support design allows easy egress from either side.

# SHAPE TABLES



## RECTANGULAR

- Sizes: 8', 10', or 12'
- Heights: 27", 29", or WA 31.75"



## SQUARE

- Size: 48"
- Heights: 27", 29", or WA 31.75"



## HEXAGONAL

- Size: 48"
- Heights: 27", 29", or WA 31.75"



## ROUND

- Sizes: 48", 60", or 72" diameter
- Heights: 27", 29", or WA 31.75"



## oval

- Sizes: 60" x 66" or 60" x 72"
- Heights: 27", 29", or WA 31.75"



## OCTAGONAL

- Size: 60"
- Heights: 27", 29", or WA 31.75"

## ROUND STAND-UP

- Sizes: 48" or 60" diameter
- Height: 42"



Central hinge design has three hinges for increased strength, stability and table life.



Semi-open safety lock must be purposely released before table can be fully opened.

# CONVERTIBLE BENCHES



## BENCH

- Size: 96"
- Heights: 27" or 29"
- Bench with back support converts to bench with worksurface
- Nests for compact storage



Convert from seat with back (shown above) to seat with worksurface.



Gang two benches together to create table for lunch time or group projects



Fold seats up to move benches or to nest for compact storage



27" or 29" worksurface height



Hinged sliding ganger allows tables to be moved while ganged.

## SAFETY AND DURABILITY



Pneumatic and torsional energy assistance provides a controlled, effortless folding.



Gravity down-lock prevents table from unexpectedly folding. Lock released from either side.



Uniframe's 12" ABS plastic glides protect floors. Increased surface area reduces pressure points and prevents floor damage.



Storage lock engages automatically when table is folded. Lock release is accessible from either side.



Poly stools attach to a heavy, 11-gauge metal plate for greater strength, stability and durability. Thermoset hard plastic stools attach with carriage bolts.



To prevent unwanted rolling or movement, the weight is off the casters when tables are open. Casters have tamper-resistant covers.

## ACCESSIBILITY



Shape tables are available with WA (wheelchair accessible) worksurfaces - 31.75" H.



T-leg tables provide increased knee room and seating capacity.

Rectangular tables with benches or stools are also available as wheelchair accessible models.

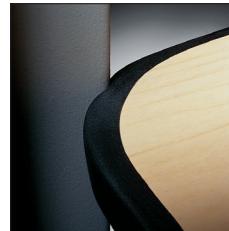
## DESIGN OPTIONS



Frames available in black or chrome plus 26 additional premium powdercoat colors.



Three edge styles and a variety of colors: 3/4" PVC (73P) in 24 colors, flat vinyl (BN) in 9 colors, or KI's exclusive Perfect Edge (black only).



Perfect Edge is thicker and more resilient than any other edge. It absorbs impact upon contact, preventing damage to table surfaces and walls.



Perfect Edge prevents penetration by liquid or food particles that can lead to bacterial build-up. Lifetime warranty.

Learn more about  
Uniframe Tables and  
Convertible Bench



Printed on FSC® certified paper,  
using only vegetable-based inks,  
including metallics. Please recycle.



KI is a trusted expert for furniture and wall systems around the globe.

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Furnishing Knowledge®

# Terms Conditions Rights and Warranties

Updated December, 2025

THESE TERMS, CONDITIONS, RIGHTS, AND WARRANTIES APPLY TO PRODUCTS AND SERVICES SOLD BY KI AND ITS DIVISION, KI WALL.

## PRODUCT PRICING

### KI

ALL PRICES LISTED IN KI PRICE LISTS ARE FREIGHT EXCLUDED OR DELIVERED PRICING. KI price lists and any prices contained therein are subject to change without notice. Prices applicable to all Customer orders shall be those in effect at the time KI receives a complete order from Customer unless: Customer and KI have in place an established pricing or master supply agreement, which agreement specifies the prices to be paid by Customer; or Customer requests a product shipping date to occur more than sixty (60) days after KI's receipt of Customer's order (in which case KI reserves the right to revise orders with ship dates more than 60 days out from receipt of purchase order to reflect a price adjustment and/or surcharge at KI's discretion). If KI elects to reprice an order or apply a surcharge, KI will give the customer the option to accept the change or cancel the order. The most current KI price lists are maintained electronically and can be found at [www.ki.com/price\\_lists](http://www.ki.com/price_lists).

Any discounts are ineffective if, as a result of the discounts, the final selling price of any product offered in a KI quote would be lower than the corresponding price for that product under KI's multiple award schedule contracts with the United States General Services Administration (GSA). If the final selling price for any KI product in a quote would be below KI's price to GSA, KI will offer that product at the same price that KI offers to GSA. No other terms or conditions of KI's GSA contracts would apply to such sales.

### KI Wall

PRICING FOR KI WALL PRODUCTS IS DETERMINED PER PROJECT.

Contact your KI Wall representative or [info@kiwall.com](mailto:info@kiwall.com) for a quote and/or additional information.

## FREIGHT, DELIVERY AND INSTALLATION

### Freight Terms

KI reserves the right to select the "best way" shipment methods and means (including, but not limited to, determination of the carrier, method of shipment, and routing). Standard delivery shall be dock-to-dock delivery and shall occur Monday through Friday, 6:00 a.m. to 12:00 p.m. for truckload or 9:00a.m. to 5:00 p.m. for less than truckload or parcel. Products quoted as "Delivered Pricing" shall be "F.O.B. Origin," and freight charges are based on shipments to the 48 U.S. contiguous states. For shipments destined to other U.S. states or foreign territories, delivery will be made to a prearranged port. Customer shall prepay all freight charges and any extra expenses resulting from any request by Customer for after-hours, holiday, weekend, or specific time delivery, or special carrier, shipping method, (e.g. air freight, exclusive use vehicle) packaging, and/or routing. Contact KI for quote.

CAUTION: After obtaining a clear receipt for shipment, the delivering carrier is no longer responsible for damage or shortages.

### Title, Risk of Loss

Title to product shall pass to Customer upon delivery by KI to the carrier. For purposes of risk of loss, all shipments are "F.O.B. Origin"; and Customer acknowledges that once KI delivers the product to the carrier, risk of loss shall pass to the Customer.

### Shipment Damage Claims

All products are packaged to comply with carrier requirements and leave KI's manufacturing facilities in good condition. Customer shall be responsible to:

1. Carefully inspect merchandise upon delivery. Make notation of package conditions and describe any type of damage observed on the carrier's delivery receipt.
2. If the delivery receipt has been signed free and clear and damage is discovered after carrier has left, the customer shall report the concealed damage and request an inspection to the local carrier terminal within (5) five business days of receipt date.
3. Retain all shipping cartons for inspection by the carrier agent.
4. All damaged product and packaging must be kept at point of delivery.

KI shall not be liable for loss or damage to product that occurs in transit, and Customer's sole remedy for any such damages shall be to seek appropriate recourse against the carrier. For more information visit [Damaged Product Process](#).



KI WALL

### Shortage Claims

Shortage must be noted at time of delivery to be considered a carrier claim.

KI will evaluate Customer reported shortage claims within (10) ten days immediately following delivery. Shortage claims reported beyond (10) ten days after delivery will not be honored.

### Returns

Product conforming to the specifications contained in KI's acknowledgment to Customer may not be returned to KI without KI's written consent, which consent may be conditioned upon Customer's agreement to pay re-handling and/or restocking charges and/or to prepay all freight charges on the return shipment.

### Requests for Specific Delivery Time(s)

KI considers requests for delivery times and for drop shipments to job sites, and will undertake reasonable efforts to indicate any such request(s) to product carriers. KI may, in its sole discretion, extend to Customer the option of a carrier deliver on service at an additional cost to Customer. KI's liability for any damages incurred for any late deliveries, including labor and other expenses resulting from any such delays, shall be limited to a refund of the charges for the aforementioned delivery service.

### Accessorial Fees

Customer shall be responsible for the payment of all accessorial fees, including, but not limited to, charges necessitated by any of the following:

1. A need for special delivery equipment
2. Inside delivery
3. The absence of a loading dock
4. Redirection or re-consignment of product
5. Detention charges
6. Street unloads
7. Improper refusal of product

### Storage of Product

If, following KI's acknowledgment of Customer's purchase order, Customer requests a delay in shipment for any period greater than one (1) day from the scheduled ship date, Customer shall be responsible for the payment of any storage and other charges caused or necessitated by the delay.

Any long-term storage (i.e. storage outside standard shipping and installation storage) must be climate controlled. Temperature must range between 60 and 80 degrees Fahrenheit and humidity must be controlled between 45 and 65 percent relative humidity.

### Split Deliveries

Orders can be split shipped (including C.O.M. as it arrives) only with emailed or written authorization.

### Re-delivery of Freight

When re-delivery of merchandise is required because the customer is not ready to accept merchandise, and no notification of this fact is provided to KI a minimum of twenty (20) days prior to expected delivery date as acknowledged, the actual costs for freight, restocking and re-handling, plus 5% of the order value, will be billed to the customer.

### Installation

KI warrants product installation, when performed by KI or a third party approved by KI, complies with the requirements of the contract between KI and its customer; and further warrants such installation will remain free of defects in workmanship for one (1) year immediately following completion of installation. In the event of a failure of either or both of the foregoing warranties, and as customer's exclusive remedy, KI will reperform the defective installation at its expense. KI does not warrant product installation performed by any person or entity other than KI or a third party approved by KI.

# Terms Conditions Rights and Warranties

Updated December, 2025

## PAYMENT TERMS

### Net Thirty Days

Payment on all KI invoices shall be made in U.S. dollars within thirty (30) days of the date of each such invoice and without offset, back charges, retention, or withholding of any kind. Unpaid and delinquent invoices shall accrue interest at the rate of one and one-half percent (1.5%) per month, or the highest rate permitted by law, whichever is less.

### Leasing Provisions

KI offers a lease finance option. The first and last monthly payments are required at the time of signing. Lease quotations subject to National Cooperative Leasing credit approval. Rates are based upon current market and subject to change without notice. Contact KI for a quote.

### Modified Product Deposits

Customer may be required to pay a deposit for the purchase of any modified (non-standard) products identified in Customer's purchase order. Any such deposit shall accompany Customer's purchase order.

### New Accounts

New accounts require the approval of a KI sales representative, credit references, and a valid tax-exempt or resale certificate (where applicable).

### Security Interest in Products

KI shall retain a purchase money security interest in all products sold to Customer and for which Customer has not made full payment. Customer agrees to execute any and all instruments necessary to document the creation of this security interest and/or to perfect the same. Customer further agrees to assemble and deliver to KI all products subject to this security interest in the event Customer defaults on Customer's payment obligations to KI.

### Collection Costs

In the event Customer defaults on Customer's payment obligations to KI, and KI employs the services of an attorney or collection agency to enforce these obligations, Customer shall reimburse KI for all of KI's actual collection costs and expenses (including actual attorneys' fees and court costs) upon demand.

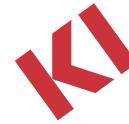
## ORDER PROCESS

### Requirements of a Valid and Complete Purchase Order

To submit a valid and complete purchase order, Customer must provide the following information:

1. If you are purchasing directly from KI/KI Wall, the purchase order must be issued as follows:

KI or KI c/o the dealer 1330 Bellevue Street Green Bay, WI 54302	KI Wall or KI Wall c/o the dealer 1330 Bellevue Street Green Bay, WI 54302
--	--
2. The following items must be included on all purchase orders:
  - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
  - Ship To Information: complete legal name, address, contact name, contact phone number
  - Purchase Order Number: customer-specific identifier, typically a sequential purchase order number or requisition number
  - Issue Date: date the purchase order was issued
  - Sales Tax: applicable sales tax will be added upon invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI or KI Wall.
  - Purchase Order Total: total of all items and services included on the purchase order
  - Authorization: signature of authorized purchasing agent or buying entity
  - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) / KI Wall opportunity number (ex: 469193) or include all the information listed below:
    - Quantity of each item
    - Complete model number, including all finish and option information (by line item)
    - Net purchase price (by line item)
    - Extended net purchase price (all line items)
    - Any additional applicable charges (ex: installation and/or delivery charges)
    - Contract name and/or number if pricing is based on a contract reference
  - 3. Signatures on a quote or a worksheet will NOT be accepted as a purchase order.
  - 4. In the event you do not have a formal Purchase Order process, please contact your KI or KI Wall Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.



KI WALL

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received. On hold orders are not released to manufacturing or assigned a delivery date; lead times begin once the order is released to manufacturing.

### Acknowledgments

KI sends acknowledgments on all orders. Please read these acknowledgments and contact KI immediately if there is any discrepancy. In the event of any difference or inconsistency between KI's acknowledgment and Customer's purchase order, KI's acknowledgment will control. In the event the model number and description differ on the purchase order, the model number will be the determining factor. Any error or discrepancy on acknowledgment must be reported to KI in writing within three (3) working days of acknowledgment date.

All acknowledgments contain an estimated delivery date, but an order may ship earlier than the estimated shipping date. If Customer desires delivery on or after a specified date, Customer must write "Do not ship for arrival before [date]" on Customer's purchase order.

### Fax or Email Orders

Orders may be sent via facsimile or email. SIF Files: If you have a fully optioned SIF file, submit one email containing the purchase order, fully optioned SIF file, and any supporting quotes. If, following submission of an order, Customer sends a confirming order, such confirming order must be marked "Confirming Order". Original order sent via fax (or email)." KI will not be responsible for any duplicate orders caused by unmarked hard copy, duplicative confirming orders, or orders submitted more than once.

KI	KI Wall
Email	order.entry@ki.com
Fax	1.800.405.2264

### Changes or Cancellations of Orders

Purchase orders acknowledged by KI cannot be changed or canceled without KI's consent, which consent may be conditioned upon Customer's agreement to pay increased or additional expenses resulting from the requested change or cancellation. Modified products (non-standard) or veneer tops cannot be canceled or returned.

### Quick Ship Program

Quick Ship Program (QSP) leadtimes begin upon receipt of clearly marked and complete purchase order and approval by KI credit department. The QSP purchase order must be accompanied by the QSP purchase order cover sheet. Orders will only be processed as Quick Ship if all items on the order are included in the Quick Ship program. Quick Ship orders cannot be revised, canceled, or returned. It is KI's intention to ship all QSP products within a period of 10 working days or less. Based on production capacity, KI reserves the right to cancel the Quick Ship Program without notice.

### C.O.M. FABRIC REQUIREMENTS

Fabrics to be supplied by Customer must be approved by KI for upholster-ability and flammability prior to acceptance of Customer's purchase order. Customer shall submit to KI a one (1)-foot square sample swatch with Customer's purchase order. Following KI's approval of Customer's fabric, Customer must contact KI for exact production yardage requirements (1-800-454-9796, ext. 2707). Thereafter, Customer shall ship its fabric to the appropriate manufacturing facilities below. When supplying Customer's own materials, it is the responsibility of the Customer to ship the materials to the correct KI manufacturing facility (as stated on the product pricing pages of KI price lists or on [ki.com](http://ki.com)). Failure to ship the materials to the correct KI manufacturing facility will result in additional charges to the Customer for re-delivery of Customer's own materials to the correct KI manufacturing facility.

# Terms Conditions Rights and Warranties

Updated December, 2025

For products shipped from Green Bay, WI facility, ship material to:

KI Green Bay  
Attn: C.O.M. Storage  
1687 Westminster Drive - Gate 3  
Green Bay, WI 54302

For products shipped from Manitowoc, WI facility, ship material to:

KI Manitowoc  
Attn: C.O.M. Storage  
1400 S. 41st St.  
Manitowoc, WI 54220

For products shipped from Pembroke, Ontario facility, ship material to:

KI Pembroke  
Attn: C.O.M. Storage  
1000 Olympic Drive  
Pembroke, Ontario K8A6X7

For products shipped from Bonduel, WI facility, ship material to:

KI Bonduel  
Attn: C.O.M. Storage  
204 West South St.  
Bonduel, WI 54107

For products shipped from High Point, NC facility, ship material to:

KI-High Point  
Attn: C.O.M. Storage  
217 Feld Avenue  
High Point, NC 27263

For products shipped from Ontario, CA facility, ship material to:

KI  
Diem/Impress  
Attn: COM Storage  
1110 S. Mildred Ave.  
Ontario, CA 91761

For products shipped from LaPalma, CA facility, ship material to:

KI  
Gladly/Jubilee  
Attn: COM Fabrics  
6892 Marlin Circle  
La Palma, CA 90623

## CODE & FLAMMABILITY STANDARDS COMPLIANCE

### Seating

1. California Technical Bulletin 117-2013. All upholstered seating products manufactured by KI meet or exceed the standards set forth in California Technical Bulletin 117-2013 and are labeled accordingly.
2. California Technical Bulletin 133. KI offers numerous products that can be manufactured to meet the flammability requirements set forth in California Technical Bulletin 133. For products to meet the requirements of the open-flame test, changes in materials are made. Restrictions are placed on fabric selections and product type. When ordering product to comply with California Technical Bulletin 133, the "FR" option must be selected in the model number string. Please see individual sections in the price list for additional cost and leadtimes, which vary between products.

### Panels

ASTM E84 (equivalent to UL 723) is the test method used to determine the Flame Spread and Smoke Developed Indices of the system, consisting of the core substrate, fabric covering, and adhesive. The NFPA 101® Life Safety Code and the International Building Code® define acceptable Flame Spread and Smoke Developed Indices that have been adopted by the federal and many state or local governments as law in the form of building codes and regulations. Panel cores have been judged acceptable for the use with UL Recognized Component Office Panel Fabrics. Contact KI for the current list of fabrics that are acceptable for use.

### Style and Fabric Availability

Many styles can be manufactured to comply with TB133, depending on the fabric content of a selected upholstery textile. When considering C.O.M. fabrics, submit the material attached to its composition description card to KI for approval. \*Certain C.O.M. materials may require a sample burn test for certification. A sample product will be built with C.O.M. material and tested. The cost of testing must be added to the cost of a test sample including appropriate upcharges to receive certification.



KI WALL

### Pricing

TB133 requires special construction procedures, and an upcharge applies to each product ordered as such.

### General Information

Specifications, test procedures and requirements pertaining to flammability regulations can change. KI will make every effort to keep our information and services pertaining to flame specifications up-to-date. However, we reserve the right to alter the products, fabrics/ leathers, or upcharges associated with any of the above or any other flame specifications.

### MISCELLANEOUS

#### Weights and Dimensions

All weights and dimensions listed in KI's price or product listings are approximate.

#### Statute of Limitations

Except as specifically set forth in these Terms, Conditions, Rights and Warranties, no claim arising out of or in connection with products purchased from KI, these Terms, Conditions, Rights and Warranties or any product warranty applicable to any KI product may be brought by Customer more than one (1) year after the cause of action on which it is based has accrued.

#### Jurisdiction and Venue

The interpretation and application of these Terms, Conditions, Rights and Warranties and any product warranties applicable to products purchased by Customer from KI shall be governed in all respects by the laws of the State of Wisconsin, U.S.A., without reference to the rules of any jurisdiction concerning conflicts of laws or the provisions of the United Nations Convention on Contracts for the International Sale of Goods. Customer agrees that all disputes arising from the interpretation or application of these Terms, Conditions, Rights and Warranties or any product warranty shall be subject to the exclusive jurisdiction of and venue in the federal and state courts located in Green Bay, Wisconsin, or within Brown County, Wisconsin, U.S.A.; and Customer hereby consents to the personal and exclusive jurisdiction and venue of these courts.

#### Notification to KI

Except as set forth elsewhere in these Terms, Conditions, Rights and Warranties, all inquiries and correspondence to KI should be directed to:

KI/KI Wall  
1330 Bellevue Street  
Green Bay, WI 54302  
Phone: 1-800-424-2432

#### Force Majeure

KI shall not be liable for failure to perform or for delay in performance due to fire, flood, strike, or any other labor difficulty, act of God, act of any governmental authority or of Customer, riot, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or manufacturing facilities from usual sources, or failure of suppliers to meet their contractual obligations, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, KI reserves the right to extend the date of delivery or time for completion by a period of time reasonably necessary to overcome the effect of such delay, to allocate any available supply of goods in a manner it deems reasonable, or to cancel any purchase order.

#### Product Warranties

These Terms, Conditions, Rights and Warranties may change from time to time. Purchases of products from KI shall be subject to KI's then current Terms, Conditions, Rights and Warranties which can be found at:

[www.ki.com/terms](http://www.ki.com/terms)

For warranty details on orders shipped prior to 12/1/23, contact KI Customer Service.



## RIGHTS AND WARRANTIES

The following KI product warranty applies to products manufactured on or after December 1, 2023. This warranty is given to the initial purchaser and is valid for as long as the initial purchaser owns the product. The warranty, which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. If a product is defective, and if written notice of the defect is given to KI within the applicable warranty period, KI at its option will either repair or replace the defective product with a comparable component or product, or provide a refund of the purchase price. KI reserves the right to determine labor method used during replacement of product. The Lifetime Warranty applies regardless of the number of shifts the product is used each day. All non-lifetime product warranties are a single 8 hour shift per day. KI products are not intended or warranted for outdoor use unless specifically stated for outdoor use.

## EXCLUSIONS

This warranty does not cover:

- Failure resulting from normal wear and tear which is to be expected over the course of ownership, including but not limited to: scratching, natural variations/movement of butcher block wood tops, bowing/cupping of butcher block tops due to environmental conditions during transit and/or at site, or ghosting on markerboard surfaces.
- Any misuse, abuse or modification of the original product voids the warranty.
- Damage caused by carrier.
- Products that are exposed to extreme environmental conditions or that have been subject to improper storage.
- Alterations to product not expressly authorized by KI, nor to products considered to be of a consumable nature such as bulbs, light ballasts, and surge suppression products.
- Replacement parts are covered for two years or the balance of the original warranty, whichever is longer.
- Failure to apply, install, reconfigure, or maintain products according to published KI planning, assembly, cleaning instructions, or user guides.
- Customer's Own Material (i.e., material supplied by the Customer or procured by KI on behalf of the client that is not a standard KI product offering) used in the manufacture of KI products.
- Natural variations in wood grain; changes in surface finishes, including colorfastness, due to aging or exposure to light; matching of color, grain or texture, except to within commercially acceptable standards.
- Wrinkles, marks or scars occurring naturally in leather.
- Discoloration or deterioration of all surface materials due to soiling, stains, dye transfer from clothing (including denim) or cleaning agents (refer to KI's Care & Maintenance Instruction documents).
- Fabric properties including, but not limited to aging, colorfastness, shade variations, pilling, puddling/wrinkling or abrasions of textiles.
- Ruckus stacking desk cosmetic wear and tear (that does not impact performance) from stacking and unstacking, including but not limited to scratching, scuffing, marking, indenting, or discoloration.

## NOTATIONS

- Warranties and exceptions listed will apply to all applicable product warranties.
- Modified (non-standard) product has a one year warranty, unless the change is only cosmetic. If the product is modified due to a cosmetic change, the warranty is the same as the "base" product.
- Third Party Supplied Product (KI shall pass along any warranty it receives with respect to other manufacturer's products).
- Modification to UL Listed products eliminates the listing.
- KI reserves the right to request that product be returned for inspection prior to granting a remedy.
- KI will not be liable for consequential, economic (including loss of time or inconvenience), or incidental damages arising from any product defect.
- For consumers covered by consumer protection laws or regulations in their country of purchase or, if different, their country of residence, the benefits conferred by KI's warranty and/or terms and conditions of sale are in addition to all rights and remedies conveyed by such consumer protection laws and regulations.

EXCEPT AS STATED ABOVE, KI MAKES NO EXPRESS OR IMPLIED WARRANTIES AS TO ANY PRODUCT AND IN PARTICULAR MAKES NO WARRANTY OF FITNESS FOR ANY PARTICULAR USE. AT KI'S OPTION, PRODUCT REPAIR, REPLACEMENT, OR REFUND OF PURCHASE PRICE IS THE CUSTOMER'S EXCLUSIVE REMEDY FOR ANY AND ALL PRODUCT DEFECTS.



## STAYING POWER. KI PRODUCTS HAVE IT IN ABUNDANCE.

We design all of our products for longevity and back them with our commitment to durability – our warranty. KI provides an industry-leading warranty – lifetime in many cases, so you not only get the best products, you get the peace of mind that comes from relying on the trusted expertise of KI.

- KI is committed to producing the highest quality, most durable products
- Rigorous testing ensures strenuous product stability and strength
- You can count on successful, sustainable furniture solutions
- Long lifecycle means products stay in your spaces and out of the landfill

## KI PRODUCTS

### LIFETIME

SEATING: 600 Series stools, Affina, Altus, Apply, Calida, Civara, Clamber, Cogni, Diem, Doni, Gladly, Grazie, Hub, Imaginasmus, Impress, Impress Ultra, Intellect Wave, Jubilee, Jury Base, Katera, Kurv, Learn2, LimeLite, Lyra, Maestro, Medical and Laboratory Stools, MyPlace, MyWay, Oath, Opt4, Pilot, Ricochet, Ruckus, Sela, Sequence, Sequence HD, Sift, Signia, Single Pedestal, Soltice, Soltice Metal, Sonrisa, Strive, Sway, Tattoo Slim, Torsion Air, Torsion on the Go!, University Seating, Zeker, Zoetry, Zentori

TABLES: Affina, Athens, C-Table, C-Table Max, Calida, Genesis - fixed height, Hub, InTandem, Intellect activity table, Lyra, MyPlace, MyWay, Pillar, Pirouette, Portico, Ruckus activity table, Ruckus worktable, Sela, Seminar, Serenade, Soltice, Soltice Metal, Stout, Sway, Tattoo, Toggle - fixed height, Tributaire, Uniframe tops with Perfect Edge, WorkUp - fixed height, Zoetry

DESKS/LECTERNS: Aristotle, 700 Series desk, Instruct, Intellect Wave, Passel Desking System, Ruckus, Tributaire, True, WorkZone

WORKPLACE SYSTEMS: Connection Zone (steel and wood leg), StudioWorks, Tattoo, Trellis power distribution, Unite, WireWorks

FILES AND STORAGE: 700 Series storage, All Terrain, Balance, Bobbr, Connection Zone, Passel storage, Ruckus, Serenade credenza, Tattoo, Tributaire, Universal overhead, U-Series

RESIDENCE HALL & DORMITORY FURNITURE: RoomScape

ACCESSORIES: All Terrain screens, Tattoo screens, Tributaire screens

### 15 YEARS

caddies/dollies (seating and tables), CafeWay, Cascha, Concerto, CPU holders, CrossRoads, Flat Screen monitor arms, Lancaster, Layer, MyPlace curved shelving, Orenda casegoods, Promenade (indoor), Ruckus mobile cart for whiteboards, Ruckus accessories, Uniframe, vertical cable manager

### 12 YEARS

Likha

### 10 YEARS

Evoke, Genius, Lightline, Toggle - height adjustable, Universal Screens, WiggleRoom, WiggleRoom stool, WiggleRoom Super Structure

### 7 YEARS

Nav, Passel Height-Adjustable Tables

### 5 YEARS

600 Series folding chairs, Cheevo, Genesis - height adjustable, LED desktop lights, Ruckus totes and tote rails, Ruckus whiteboards

### 3 YEARS

Promenade (outdoor)

## KI MODIFIED (INFINITY) PRODUCTS

### 1 YEAR

modified (non-standard) product, unless the change is only cosmetic

## SAME AS ORIGINAL PRODUCT

If the product is modified due to a cosmetic change, the warranty is the same as the "base" product.

## KI MATERIALS (refer to KI Care and Maintenance Instructions\*)

### 15 YEARS

butcher block wood, edging, foam, laminate HPL (high-pressure), mesh, PET felt, phenolic resin, solid surface, solid wood, stainless steel surface, veneer

### 5 YEARS

laminate LPL (thermally-fused), markerboard dry-erase vertical surfaces (including Connection Zone mobile screen), Pallas Haven, Juggernaut, and Lull

### 3 YEARS

fabrics (includes all woven, polyurethane, vinyl and leather) - KI ingrades and Pallas\* textiles, markerboard laminate, removable fabric covers (fabric, zippers and optional nylon handles)

### 2 YEARS

membrane press

### 1 YEAR

carpet, SE self-edge

\*See [pallastextiles.com/resources](http://pallastextiles.com/resources) for terms and conditions of sale, rights and warranties, and care and maintenance instructions specific to Pallas Textiles.

## KI COMPONENTS

### 15 YEARS

adjustable arms, arm pads, and mechanisms (task chairs and stools); bumpers, bushings, and springs (Jury Base and University Seating); casters and glides (nylon, plastic, and steel); heel-wheel (Cogni); drawer slides/suspensions; electronic locks; embedded rollers; HDMI adapter; power modules (Ashley Duo, Dean®, Dubbel, Mini-Tap, Nacre, Node, PowerUp, Snap-in RPT, Undermount R8, Villa); power delivery systems (4-Port, 4-Trac System, 10-wire, Activ8, Byrne Interlink® System, Byrne Sequence®, Fixed Table 4-Wire System, Pattern System); rocker kit (Intellect Wave); seat boards (600 Series stools); tablet boards and mechanisms (tablet arm chairs); USB charger

### 12 YEARS

pneumatic cylinders (task chairs, Pirouette height-adjustable tables, Ruckus desk and lectern)

### 10 YEARS

mechanism (recliners)

### 5 YEARS

central locking caster mechanism (recliners); keyboard tray mechanism; LED lights; pneumatic cylinders (CafeWay and Uniframe); mechanisms (sleepers and daybeds)

### 2 YEARS

heat/massage and USB (recliners); battery powered modules and towers (Thesis and Vesta)

### 1 YEAR

glides (felt); ceiling light, dimmer switch, door closer mechanism, fan, motion sensor, and occupancy indicator LED bulb (WiggleRoom); mattress (RoomScape)

## Terms Conditions Rights and Warranties

Updated December, 2025



KI WALL

### THE FOLLOWING PRODUCTS ARE DISCONTINUED.

Please contact KI customer service to verify warranty status. 1-800-424-2432

1000 Series	Dance	Junior Tables	Soltice Folding Chair and Glider
20 Series Table Boss Design	Dante	Kismet	Soltice Patient Chair and Ottoman
200 Series Boss Design	Darwin	Laptop Garage	Soltice Metal Patient chair
360 Degree Classroom Furniture	DataLink	LaResta	Sterling
400 Series Boss Design	DaVinci	Logix Seating System	Sustain
400 Series Folding Chair	Daybed	Lido Lounge Seating	Synthesis
600 Series Boss Design	Daylight	Lola Lounge Seating	System 3000
6000 Series chairs	Delsanti Casegoods	Madison	SystemsWall
6100 Series Boss Design	Devon Occasional Tables	Matrix	Tea Cup
6200 Series Boss Design	Dorsal	Mesa Lounge	Three Collection
700 Series Folding Chair with tablet arm	DuraLite	Mesa Task Chair	Torsion Seating
734G (Ganging versions)	DuraMesh Folding Chair	MI6	Trek
800 Series Stools	Durastack	Mondial	Trendmaster
ADD Companion, Tandem, Raphael	E Series Storage	Neena	ValueLite
ADD Stacker	Eden	Next Connect Electrical System	Velo
Aerdyn	Engage	Novite	Venue
Affina Glider	Enlite	Olympia	Versa
Affina Hip Chair	Ess Essex	On Task	Vertebra Institutional
Affina Patient Chair	Extol	Orlo Occasional Tables	Voyant
Allude	Flat Screen Garage	Oxford	Voz
Amadeus Collection	Flex Collection	Perry	Warren
Archive	Flexible Workspace	Perth Seating	Wharton
Aria	FourC	Piretti 2000	WorkUp height-adjustable
Arissa	GateOne	Piretti Stack	Xclaim
Aristotle Casegoods	Glimmer Stack and Task	Plaza	Xylon
Aston Guest Chair	Grand Salon Lounge Seating and Bench	Pomfret Lounge Seating and Guest Chair	Zylo
Avail	Hancock Bench	PowerComm Premier 72" Round Table	
Backbone	Hi5 Spectator Seating	Premier Folding Bench and Table	
Banquet Tablets - Emissary, Heritage	Hiatus	Prosper	
Bantam	Hurry Up!	Quattro Guest Chair	
Barron Tables	Impulse	Rado Occasional Table	
Berlage	Inquire	Rapture	
Bonn	Intellect Classroom Furniture Collection	Reclaim Receptacles	
Briar Collection	Isle Power Tower	Relax	
Bruen	Itoki DD	Rose	
Canaan	Itoki DP	Sapphire/Precedence	
Cinturon Lounge Seating	Ivey	Seamless Surface Membrane Press	
Cinturon Task Chair	Ivy League	Seneca	
Cody	Jessa	Silhouette	
Connect Electrical System	Jovi	SmartLift	
Connection Zone Privacy Booth	Jubi	SmartTouch Files (900 Series)	





QUOTATION: 26ddw-777972/C

## City of Auburn Hills: Senior Services - Uniframe tables - Jan 23

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Created: 1/5/2026 | Revised: 1/23/2026 | Valid Through: 2/4/2026



City of Auburn Hills: Senior Services - Uniframe tables -  
Jan 23

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options\*

\* TBDs exist and must be selected prior to purchase. Please contact a sales team member for assistance with specifications.

Quote Number: 26ddw-777972/C

*CREATED 1/5/2026 / REVISED 1/23/2026 | Valid Through 2/4/2026*

PRODUCT TOTALS	\$56,659.20
See Quote Detail Summary	\$1,405.15
<b>GRAND TOTAL</b>	<b>\$58,064.35</b>

**Contract Information:**

OT0043799 Sourcewell #091423-KII Delv/Installed

**Requested Delivery Date:** To be Determined

<b>Sold To</b>	<b>End User</b>
City of Auburn Hills	City of Auburn Hills
1827 N SQUIRREL	1827 N SQUIRREL
Auburn Hills, MI 48326	Auburn Hills, MI 48326
Customer # 11613	

<b>Ship To</b>	<b>Installation</b>
The Interior Group - Warehouse	The Interior Group
Attn: Brad White 248-884-3828	2195 S Milford Rd Suite E
2195 S Milford Rd Suite E	Milford, MI 48381
Milford, MI 48381	P. 248.714.5756 F. 248.714.5791
	Vendor # 15336

**Announcement:**

KI will honor the stated prices detailed in this quote for 30 days of issue date. The corresponding purchase order must be received before the expiration date reflected in this quote. In the event laws, regulations, tariffs, or other mandates directly or indirectly increase KI's costs related to materials or operations, **KI reserves the right to include an applicable price adjustment and/or surcharge to open quotes or orders with ship dates more than 60 days out from receipt of purchase order.** If KI elects to the right to revise an order, KI will give the customer the option to accept the price adjustment and/or surcharge or cancel the order.

**Client Notes:**

This quote includes product, freight, off-loading, and installation.

To submit an order to KI, a final KI quote must accompany your PO. Should there be discrepancies, the KI quote will be utilized for ordering. To avoid additional fees charged to you, please ensure your KI quote is accurate and final before placing an order. Thank you



# QUOTATION

**CREATED** 1/5/2026  
**VALID THROUGH** 2/4/2026  
**Prepared By** Daryl Wendt  
**Quote Filename** City of Auburn Hills: Senior Services - Uniframe tables - Jan 23 - 26ddw-777972/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are noted in the far right column with (?)

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
1.1	UFRD5-BN	Uniframe Round Table,60" Dia,Bullnose Edge	26	\$1,006.72	\$26,174.72
		Height	To Be Determined	TBD<<	
		Laminate	Laminate Grade 1	LAMG1	
		Laminate Finish	To Be Determined	TBD<<	
		Uniframe BN Edge Colors	To Be Determined	TBD<<	
		Frame Paint Colors	Black	/BL	
		<b>Price Description: Delivered/Open Market</b>			
		<b>Lead Time: 5 - 7 Weeks; Ships from GREEN BAY, WI</b>			
		<b>Please Note: Leadtime calculated on 1/23/2026 and is subject to change.</b>			
1.2	UFRD5-PR	Uniframe Round Table,60" Dia,Perfect Edge	26	\$1,172.48	\$30,484.48
		Height	To Be Determined	TBD<<	
		Laminate	To Be Determined	TBD<<	
		Surface Edge Color	Black edge	/EBL	
		Frame Paint Colors	To Be Determined	TBD<<	
		<b>Price Description: Delivered/Open Market</b>			
		<b>Lead Time: 5 - 7 Weeks; Ships from GREEN BAY, WI</b>			
		<b>Please Note: Leadtime calculated on 1/23/2026 and is subject to change.</b>			
<b>Workgroup Product Subtotal</b>					<b>\$56,659.20</b>

## Quote Summary

**Product SubTotal:** \$56,659.20  
**Surcharge:** \$1,405.15  
**Estimated Sales Tax:** See Notes  
**Quote Total:** \$58,064.35

## NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

## PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.
- Shipping Location** **MFG Lead Time Range**  
GREEN BAY, WI 5 - 7 Weeks
- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

**Final Considerations:**

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at [www.KI.com/terms](http://www.KI.com/terms)

Prepared by Daryl Wendt  
Market Code: 9=9=State/Local Gov't

Opportunity #: 777972

Quote Filename: City of Auburn Hills: Senior Services -  
Uniframe tables - Jan 23 - 26ddw-777972

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:  
KI  
1330 Bellevue Street  
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
  - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
  - Ship To Information: complete legal name, address, contact name, contact phone number
  - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
  - Issue Date: date the purchase order was issued
  - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
  - Purchase Order Total: total of all items and services included on the purchase order
  - Authorization: signature of authorized purchasing agent or buying entity
  - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
    - Quantity of each item
    - Complete model number, including all finish and option information (by line item)
    - Net purchase price (by line item)
    - Extended net purchase price (all line items)
    - Any additional applicable charges (ex: installation and/or delivery charges)
    - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

**Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.**