

**BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form**

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	November 26, 2024	Meeting Date:	Dec. 2, 2024
Contact Information:			
Requested by:	Joanna Tennell, Senior Planner		
On Behalf of Organization or Individual: Department of Planning & Engineering			
Telephone:	317-736-3631		
Email address:	jtennell@franklin.in.gov		
Mailing Address:	70 E. Monroe Street, Franklin, IN 46131		
Describe Request:			
Approval to trade-in 9 office chairs to Kelly Promotional Products for an allowance towards the purchase of 5 new office chairs.			
List Supporting Documentation Provided:			
1. Quote – Kelly Promotional Products			
Who will present the request?			
Name:	Joanna Tennell	Telephone:	317-736-3631

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.



Kelly Promotional Products

1880 Northwood Plaza
Unit 300 (UPS store)
Franklin, IN 46131
(317) 736-8206

QUOTE

Date	QUOTE #.
11/21/24	24449

CUSTOMER
City of Franklin 70 E. Monroe Street Franklin, IN 46131

SHIP TO ADDRESS
City of Franklin 70 E. Monroe Street Franklin, IN 46131

Project

Description	Quantity	Price	Total
TER-7621ANS - Mid back Chair, Antimicrobial Seat Swivel tilt mech, Titlt lock & tention, synchronous control, mesh back with built-in lumbar support. Height and width adjustable arms, height adjustable back. Seat size 20.5"w X 19.5"d X 18"h. Over all 26.4"wide X 25.2"d X 35.8"h. Reference Page 87 catalog. - Antimicrobial Fabric Options: Ash or Olive	5	650.00	3,250.00T
Package discount	5	-75.00	-375.00T
Total Trade-In allowance for 9 used chairs.	1	-1,510.00	-1,510.00T
Unit cost each X5 =\$273.00 per chair after trade-in allowance of 9.			
Insulation Services, includes set-up delivery time with truck, unload and inspect for damages, unpackage and staging of all chairs and full assembly. Any and all warranty related issues, parts assembly ect. that are covered under warranty, Kelly Promotional Products will provide those services no free of charge.	5	25.00	125.00T
Tax Exempt		0.00%	0.00
Total			\$1,490.00