

AGENDA RESERVATION REQUEST

CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

Date Submitted:	March 28, 2012	Meeting Date:	April 2, 2012
Contact Information:			
Requested by:	Chief John D. Henderson		
On Behalf of Organization or Individual:		City of Franklin Fire Department	
Telephone:	346-1220 or 736-3650		
Email address:	jhenderson@franklin-in.gov		
Mailing Address:	1800 Thornburg Lane, Franklin, IN 46131		
Describe Request:			
Request for Uniform "Shop" with Crystal Graphics			
List Supporting Documentation Provided:			
Letter of Request			
Invoice of Cost Breakdown from Crystal Graphics			
Who will present the request?			
Name:	Chief John Henderson	Telephone:	346-1220 or 736-3650

The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.



John Henderson Chief

Jim Reese Deputy Chief

"WE ALL GO HOME"

MAIN (317)736-3650

FAX (317)346-1228

*City of Franklin Fire Department
1800 Thornburg Lane
Franklin, In 46131*

**SERVING SINCE
OCTOBER 8, 1880**

April 2nd 2012
Board of Works

Please accept this letter as our request from Franklin Fire Department to establish a uniform shop with Crystal Graphics. We will order her first run of shirts and sweat shirts to allow her to have stock on hand for our membership to buy. With the initial cost taken care of, she can then replenish the stock from new orders, without taking any financial loss. If for any reason the program falters, we can then work towards acquiring our stock and dispersing it to the men at cost and end the program. This is an investment we will not lose.

By providing a uniform shop to our membership we will no longer have to wait for a large order to be filled. Any other option requires a minimum of orders and enough pieces of silk screen items far more than any one Firefighter would need or afford. This makes the ability to order new uniforms more convenient to our membership and allows them to order on an individual basis. This project has been a request from the membership, so that they can order uniforms faster, easier, and thus take more pride in their uniform.

Attached you will find the invoice for the initial order form Crystal Graphics. With your permission we will move forward with the order and announce the shop open to our membership.

Respectfully Submitted,

John D. Henderson
Chief of Franklin Fire



INVOICE

530 Main Street
Whiteland, IN 46184

Description	Price
8 M, 12 L, 20 XL short sleeve at \$11.00 each	\$440.00
12 XXL, 10 XXXL, 4 XXXXL @ \$12.00 each	\$312.00
1 M, 2 L, 2 XL long sleeve at \$15.00 each	\$75.00
1 XXL, 1 XXXL, 1 XXXXL @ \$16.00 each	\$48.00
1 M, 1 L, 1 XL crewneck sweatshirt at \$18.00 each	\$54.00
1 XXL, 1 XXXL @ \$19.00 each	\$38.00
1 XXXXL	\$20.00

TOTAL	\$987.00
Tax (if exempt, please provide tax ID number)	\$ 69.09
GRAND TOTAL	\$1056.09