



MEMORANDUM

Date: July 15, 2022

To: Ryan Cannon, Town Manager
CC: Redevelopment Commission
From: Suzanne Hardy, Executive Assistant

During the approval of funds for the remodel of Town Hall a portion was designated for furniture. Due to the age and condition of chairs, staff is requesting approval to replace 35 desk chairs, conference room chairs and council chairs not to exceed \$12,000.00. We will be purchasing these through an Indiana State QPA retailer.

Staff is also requesting to purchase 50 replacement audience chairs for the Council Chambers, not to exceed \$8,000.00. I have attached three (3) quotes. I am asking to order one (1) of the least expensive to confirm the quality of the chair before we order the remainder.

Thank you