

CITY OF WASHINGTON  
Joan E. Baxter, C.P.A. - Controller  
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## MEMORANDUM

TO: Mayor Manier and City Council  
FROM: Joanie Baxter, Controller *JEB*  
DATE: February 28, 2019  
SUBJECT: Purchase of chairs for City Hall Conference Room

The chairs in the City Hall conference room were purchased in 2009 when the building was renovated. They are starting to show wear and many are in need of repair of which parts are expensive or not readily available.

A quote has been received from Henricksen who supplied all the furnishings for City Hall to replace the conference chairs with ones similar to those in the offices that were replaced a few years ago. In addition, the chairs on rollers that provide extra seating for all three conference rooms will also be replaced.

The quote for eight conference chairs and 12 chairs on rollers, including setup is \$5,551.60. There are sufficient funds within the Legislative/Administrative budget for FY18-19 to make this purchase.

**Staff recommends approval of the purchase in the amount of \$5,551.60 from Henricksen.**  
This item will be on the agenda for the March 4, 2019 City Council meeting for action.



# Henricksen

Quote Number: 89021196

www.henricksen.com

401 SW Water Street Suite 507  
Peoria, Illinois 61602  
P: 309.636.0033 F: 309.636.0034

Date: 2/20/2019

**Quoted To:**

**CITY OF WASHINGTON**

301 WALNUT STREET  
WASHINGTON, IL 61571

**Ship To:**

**CITY OF WASHINGTON**

BECKY HOLMES  
107 LEGION ROAD  
WASHINGTON, IL 61571

**Sales Person:**

**ELLEN PUTNAM**

E.PUTNAM@HENRICKSEN.COM

**Customer Support**

**RACHELLE WORKMAN**

R.WORKMAN@HENRICKSEN.COM

Ln#	Qty	Cat.	Model#	List Price	Disc %	Unit Sell	Ext Sell
1	1	HSN	.	\$0.00	0.00	\$0.00	\$0.00
		Desc	CONTRACT PRICING - ISSUE P.O. TO HENRICKSEN				
		ALLSTEEL	TCPN CONTRACT # R142201				
		HON	TCPN CONTRACT # R142208				
			MEMBER ID 2556484				
2	8	HSN	HIWM1	\$692.00	56.00	\$304.48	\$2,435.84
		Desc	Ignition Wk Mid-bck Pneu Swivel tilt Tilt Bck Ht Adj				
		.F	Arm: Fixed				
		.H	CASTER: Hard (Standard)				
		.M	Back: Mesh Back				
		\$(1)	Gr 1 UPH				
		.OP	Optic				
		72	Color: Aurora				
		.T	FRAME: Black				
		.SB	Base: Standard Base				
3	12	ALC	K-PPCOSNO	\$607.00	61.00	\$236.73	\$2,840.76
		Desc	Seek Work Fxd Arms Poly Bk Poly Seat Slvr Fr Cstr				
		.BLK	CLR: Black				
		.3	Multi-surface Caster				
		.POLYST	Polymer Seat				
4	1	ALC	FREIGHT	\$0.00	0.00	\$0.00	\$0.00
		Desc	INCLUDES FREIGHT				
5	1	MRI	INSTALL	\$0.00	0.00	\$275.00	\$275.00
		Desc	PLUS INSTALLATION				
						<b>Total:</b>	<b>\$5,551.60</b>

We appreciate the opportunity to be of service to your organization. Respectfully submitted by Henricksen.  
Please sign below accepting Terms & Conditions authorizing Henricksen to proceed with order placement.

Signature: \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_