

# FRISCO

Conference Center

Memo: City Council & City Manager - City of Clinton

Date: 9/25/2008

From: D'Lese Travis, CMP

RE: Purchase of Stacking Chairs for the Frisco Center

I am requesting authorization to purchase 200 chairs for the Frisco Center, in the approximate amount of \$9,620.00 (Purchase Order request #76723) This purchase was budgeted for the 2007-2008 budget year. I was not able to complete the purchase before the budget year end. The funds for the purchase are available in a cash carry-over in contingencies.

The chairs to be purchased are from the Oklahoma Corrections Industries. They have a lifetime warranty. They are to be used in the north and south meeting rooms and available for use in the Public Lobby. The existing 450 chairs will remain in the Exhibit Hall. The additional chairs are needed for situations when the entire building is in use; exhibit hall, meeting rooms and lobby simultaneously. Currently, there are only enough banquet chairs to fill the exhibit hall and chairs are moved from one area of the building to another as needed for meetings and events.