

(Proposal #380)

EM SUBMISSION NO.: 2012 EM123

PRESENTED: 2-20-12

ADOPTED: 3-1-12

BY THE EMERGENCY MANAGER

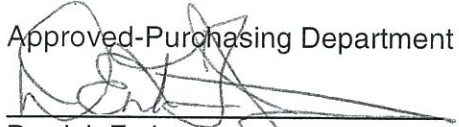
RESOLUTION TO OFFICE DEPOT FOR OFFICE SUPPLIES

On November 28, 2011, City Council authorized the Department of Purchases & Supplies to issue purchase orders to Office Depot, 2200 Old Germantown Rd., Delray Beach, Florida for various office supplies, in an amount not to exceed \$9,500.00; and

The office of Community & Economic Development is requesting additional said supplies in an amount not to exceed \$3,000.00. Funding will come from account number 296-690.400-726.000; and

BE IT RESOLVED, That the Department of Purchases & Supplies, upon City Council's approval, is hereby authorized to issue a purchase order to Office Depot for office supplies in an amount not to exceed \$3,000.00. (Other Grants Fund)

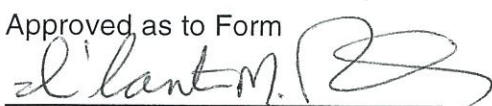
Approved-Purchasing Department


Derrick F. Jones
Purchasing Department

Approved as to Funds


Jerry Ambrose
Director of Finance

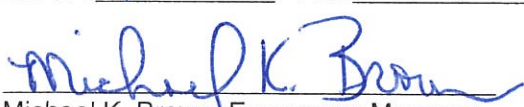
Approved as to Form


Peter M. Bade
City Attorney

EM DISPOSITION:

ENACT ☒ FAIL ☐

DATED 3-1-12


Michael K. Brown, Emergency Manager

020812 – KRN

RESOLUTION STAFF REVIEW

Date: February 16, 2012

Agenda Item Title: The Department of Community and Economic Development is requesting a resolution purchase order with Office Depot.

Prepared by:
Cynthia Cheshier

Summary of Proposed Action:

The Department of Community and Economic Development is requesting a resolution purchase order with Office Depot. Funds are available in the Community Challenge – Master Plan account and will be use to supply the Master Plan project.

Financial Implications:

None

Pre-encumbered?: Yes x No _____ Requisition# 001200098

Account No. 296-690.400-726.000

Other implications (i.e. collective bargaining):

No other implications are known at this time.

Staff Recommendation: Recommend Approval

Staff Person


Tracy Atkinson,
Director