

(Proposal No. 380)

EM SUBMISSION NO.: EME 4882014PRESENTED: 8/29/14ADOPTED: 8/29/14

BY THE EMERGENCY MANAGER:

RESOLUTION TO OFFICE DEPOT FOR OFFICE SUPPLIES

BY THE EMERGENCY MANAGER


RESOLUTION

On July 24, 2014, the Emergency Manager authorized the Department of Purchases and Supplies to issue purchase orders to Office Depot, 2200 Old Germantown Rd., Delray Beach, FL for office supplies in an amount not to exceed \$68,500.00 as requested by various department; and


The Department of Purchases and Supplies has received additional requests to procure said supplies from departments that were not included in the original aforementioned request in an amount not to exceed \$7,000.00. Funding for said services will come from the following accounts: 101-270.100-726.000 (\$2,500.00), 101-308.202-726.000 (\$500.00), 101-325.100-726.000 (\$3,000.00), 542-371.100-726.000 (\$1,000.00), 627-270.300-726.000 (\$800.00); and

IT IS RESOLVED, that the Department of Purchases and Supplies, upon the Emergency Manager's approval, is hereby authorized to issue purchase orders to Office Depot for office supplies in an amount not to exceed \$7,800.00 for an FY15 aggregate spend of \$76,300.00 to said vendor. (General Fund, Building Inspection Fund, Fringe Benefit Fund)

APPROVED PURCHASING DEPT:

 Derrick Jones, Purchasing Manager
APPROVED AS TO FINANCE:

 For Gerald Ambrose, Finance Director
APPROVED AS TO FORM:

 Peter M. Bade, City Attorney
EM DISPOSITION:
 ENACT ✓ REFER TO COUNCIL _____ FAIL _____


 Darnell Earley, Emergency Manager
DATED: 8-29-14

RESOLUTION STAFF REVIEW

DATE:

August 27, 2014

Agenda Item Title:

Office Supplies

Prepared By:

Derrick F. Jones, for various departments

Background/Summary of Proposed Action:

The Purchasing Department submitted a resolution to the Emergency Manager on July 24, 2014 for the purchase of office supplies for various departments. The resolution was approved. The Purchasing Department has received a request to purchase said supplies from various departments and I recommend approval of this request.

Financial Implications: Funding available for purchase

Budgeted Expenditure? Yes ☒ No ☐ Please explain if no: N/A

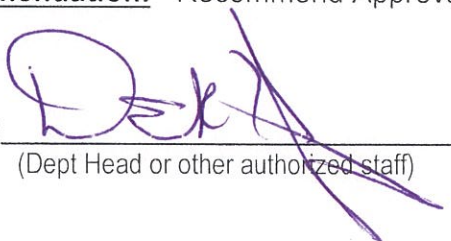
Account No.: 101-270.100-726.000 (\$2,500.00), 101-308.202-726.000 (\$500.00), 101-325.100-726.000 (\$3,000.00), 542-371.100-726.000 (\$1,000.00), 627-270.300-726.000 (\$800.00)

Pre-encumbered? Yes ☒ No ☐ Requisition # various

Other Implications (i.e., collective bargaining): None

Staff Recommendation: Recommend Approval

Staff Person:


(Dept Head or other authorized staff)