

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
OCTOBER 22, 2013**

RESOLUTION NO. 2013-50

WHEREAS, there are funds allocated in the fiscal year 2014 (FY 2014) Operating Budget to provide for the purchase of office supplies; and

WHEREAS, the Housing Authority of New Orleans (HANO) intends to fulfill its office supply needs for FY 2014 through a cooperative procurement; and

WHEREAS, Louisiana R.S. 39:1702 allows for political subdivisions to purchase from contracts in place for various materials, equipment and supplies; and

WHEREAS, Office Depot has been awarded TCPN Contract #R5023 to supply office supplies; and

WHEREAS, it is recommended that approval be given to issue a purchase order in an amount not to exceed Two Hundred Two Thousand, Three Hundred Dollars (\$202,300.00) to Office Depot to purchase office supplies for HANO for FY 2014.

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the issue of a purchase order to Office Depot in an amount not to exceed Two Hundred Two Thousand, Three Hundred Dollars (\$202,300.00) to purchase office supplies for the Housing Authority of New Orleans for fiscal year 2014.

Executed this 22nd day of October, 2013

APPROVAL:



**DAVID GILMORE
ADMINISTRATIVE RECEIVER
CHAIRMAN, BOARD OF COMMISSIONERS**



October 22, 2013

MEMORANDUM

**To: David Gilmore
Administrative Receiver
Chairman, Board of Commissioners**

**From: Audrey Plessy
Interim Procurement Manager**

Re: Purchase of Office Supplies for HANO for Fiscal Year 2014

The scope of work for this procurement consists of the purchase of office supplies for the Housing Authority of New Orleans (HANO), pursuant to The Cooperative Purchasing Network (TCPN) Contract #R5023.

Louisiana R.S. 39:1702 allows for political subdivisions to purchase from cooperative contracts in place for various materials, equipment and supplies. In that Office Depot is the current TCPN contract holder for office supplies, HANO is seeking to fulfill its office supply needs through this cooperative agreement.

Please be advised that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy. Please be further advised that Office Depot has been awarded TCPN Contract #R5023 for office supplies. As such, approval is requested to issue a purchase order to Office Depot in an amount not to exceed Two Hundred Two Thousand, Three Hundred Dollars (\$202,300.00) to purchase office supplies for the Housing Authority of New Orleans for fiscal year 2014.