

RESOLUTION NO. _____

**AUTHORIZATION FOR THE PURCHASE OF OFFICE STACKER PANELS
FOR THE UNITED BUILDING**

Item No. 5f

WHEREAS, funds have been allocated to the Louisville Metro Housing Authority's 2020 CARES Act funds (Coronavirus Aid, Relief, and Economic Security Act) for the purchase of office stacker panels for all cubicles located at the United Building; and

WHEREAS, the purchase of these panels will extend the wall height of the cubicles to add an extended protective barrier for staff while working in close proximity to each other, resulting in continued efforts for a Healthy at Work environment; and

WHEREAS, the purchase and installation of these panels will be procured from ORI (Office Resources, Inc.) under Kentucky State Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Office, Lisa Osanka, is hereby authorized to enter into a contract with ORI (Office Resources, Inc.) for the purchase and installation of the panels in the amount of \$50,266.47.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

Funds have been allocated to the Louisville Metro Housing Authority's 2020 CARES Act funds (Coronavirus Aid, Relief, and Economic Security Act) for the purchase of office stacker panels for all cubicles located at the United Building. The purchase of these panels extends the wall height of the cubicles to add an extra protective barrier for staff while working in close proximity to each other, resulting in continued efforts for a Healthy at Work environment.

The purchase and installation of these panels will be procured from ORI (Office Resources, Inc.) under Kentucky State Contract. In addition, ORI is the licensed distributor for Steelcase furniture, which is the brand of furniture that came with the building.

II. ALTERNATIVES:

- A. Authorize the purchase of the office stacker panels with ORI in the amount of \$50,266.47.
- B. Do not authorize the purchase of office stacker panels.

III. RECOMMENDATION:

Staff recommends Alternative "A."

IV. JUSTIFICATION:

- The panels will provide an extra barrier for staff while working in close proximity to each other resulting in continued efforts of creating a Healthy at Work environment.
- CARES Act funds will be used to purchase the panels.
- The necessary components are still manufactured by Steelcase.

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V. BUDGET APPROVAL:

Funding is provided from the 2020 CARES Act Supplemental Fund.

Angela Larsson, Director of Finance

Date

VI. PROCUREMENT CERTIFICATION:

The procurement of this contract is in compliance with the Louisville Metro Housing Authority procurement policies and procedures.

Steve Webb, Purchasing Agent

Date

Submitted by: Deborah Gilbert
Director of Leased Housing
July 21, 2020