

CLEVELAND PUBLIC LIBRARY

Board Meeting

February 19, 2015

**RESOLUTION TO RATIFY AND APPROVE THE PURCHASE FROM OHIO
DESK FOR FURNITURE FOR THE WOODLAND BRANCH AND THE MAIN
LIBRARY BUSINESS DEPARTMENT**

WHEREAS, On April 18, 1996, the Board of Library Trustees authorized the Clerk-Treasurer (Fiscal Officer) to issue purchase orders for goods and services up to an including \$25,000 without prior approval for all purchases except construction related projects as defined and governed by Ohio Revised Code 3375.41; and

WHEREAS, The Public Services Administration received two (2) quotations from Ohio Desk for furniture: one for ten (10) tables for the Woodland Branch, which totaled \$10,006.40, and one for (24) tables for the Main Library Business department, which totaled \$24,015.36. Two (2) separate purchase orders were issued. The current purchasing practices are not clear, and the Library's management inadvertently reviewed, approved and purchased the above noted furniture, the combined of which exceeded \$25,000, without first obtaining Board approval; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies and approves the following purchase of furniture Public Services purchased from Ohio Desk in the amount of \$34,021.76:

<u>PO#</u>	<u>Org/Object</u>	<u>Description</u>	<u>Amount</u>
141758	17990055-55510	Barron Rectangular Table	\$10,006.40
141759	17310055-55510*	with "T"Base	\$24,015.36
			<u>\$34,021.76</u>

*Originally charged to Collinwood due to wrong informaiton on the quotation



1122 Prospect Ave.
 Cleveland, OH 44115-1229
 (216) 623-0600 Voice
 (216) 623-0611 Fax

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
188463	11/14/2014		CLEPUB	Don Shepka/Barb Maggio	

QUOTE TO:
 Mr. Myron Scruggs
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

SHIP TO:
 Mr. Myron Scruggs
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

P: 1.216.623.2903
 F: 1.216.623.6951

P: 1.216.623.2903
 F: 1.216.623.6951

Terms: NET 10 DAYS

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
CONTRACT PRICING HAS BEEN APPLIED TO ALL KI (KRUEGER) PRODUCTS QUOTED. FREIGHT HAS BEEN INCLUDED IN OUR PRICING. PRICING IS BASED ON DROP-SHIP TO YOUR SITE. SEE TERMS AND CONDITIONS. PLEASE FORWARD A COPY OF YOUR PURCHASE ORDER TO ACCEPT RECEIPT OF THIS QUOTE. WOODLAND BRANCH.				
1	10	BL25ST74PECFLDZECFR KRUEGERINT Barron Rectangular Table with "T"Base. w/Lightweight Top w/Rolling Base (2 casters, 2 glides) 60"w x 24"d Edge Style: 74P Edge Color: Cafe Au Lait (ECF) Laminate Finish: Desert Zephyr (LDZ) Paint Finish: Cafe Au Lait (ECF) Tag For: Woodland Branch.	1,000.64	10,006.40

Acceptance is subject to terms and conditions. Final drawing, if applicable, is incorporated herein.

ACCEPTED BY _____ TITLE _____ DATE _____



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Quotation

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 (cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
188463	11/14/2014		CLEPUB	Don Shepka/Barb Maggio	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
QUOTATION TOTALS				
Sub Total				10,006.40
Ohio Non Taxable				0.00
Grand Total				10,006.40

*****End of Quotation*****

Acceptance is subject to terms and conditions. Final drawing, if applicable, is incorporated herein.

ACCEPTED BY _____ TITLE _____ DATE _____



1122 Prospect Ave.
 Cleveland, OH 44115-1229
 (216) 623-0600 Voice
 (216) 623-0611 Fax

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
188430	11/14/2014		CLEPUB	Don Shepka/Barb Maggio	

QUOTE TO: Mr. Myron Scruggs
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

SHIP TO: Mr. Myron Scruggs
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

P: 1.216.623.2903
 F: 1.216.623.6951

P: 1.216.623.2903
 F: 1.216.623.6951

Terms: NET 10 DAYS

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
CONTRACT PRICING HAS BEEN APPLIED TO ALL KI (KRUEGER) PRODUCTS QUOTED. FREIGHT HAS BEEN INCLUDED IN OUR PRICING. PRICING IS BASED ON DROP-SHIP TO YOUR SITE. SEE TERMS AND CONDITIONS. PLEASE FORWARD A COPY OF YOUR PURCHASE ORDER TO ACCEPT RECEIPT OF THIS QUOTE. PER KI (Krueger) STATE OF OHIO CONTRACT #STS-800139. MAIN-DOWNTOWN.				
1	24	BL25ST74PECFLDZECFR KRUEGERINT Barron Rectangular Table with "T"Base. w/Lightweight Top w/Rolling Base (2 casters, 2 glides) 60"w x 24"d Edge Style: 74P Edge Color: Cafe Au Lait (ECF) Laminate Finish: Desert Zephyr (LDZ) Paint Finish: Cafe Au Lait (ECF) Tag For: Collinwood Branch	1,000.64	24,015.36

Acceptance is subject to terms and conditions. Final drawing, if applicable, is incorporated herein.

ACCEPTED BY _____ TITLE _____ DATE _____



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Quotation

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Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
188430	11/14/2014		CLEPUB	Don Shepka/Barb Maggio	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
QUOTATION TOTALS				
			Sub Total	24,015.36
			Ohio Non Taxable	0.00
			Grand Total	24,015.36

*****End of Quotation*****

Acceptance is subject to terms and conditions. Final drawing, if applicable, is incorporated herein.

ACCEPTED BY _____ TITLE _____ DATE _____