



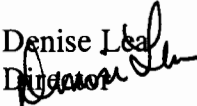
State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 05 - 04

TO: All State Agencies and Political Subdivisions- Department Undersecretaries;
Purchasing Departments; Purchasing Directors; Business Managers; Colleges
and Universities; Boards and Commissions

FROM: Denise Lea


DATE: November 15, 2004

RE: Mid-Range Office Furniture Contract No. 405971

We are pleased to announce that a non-mandatory contract for mid-range office furniture has been awarded to The Hon Company effective November 15, 2004. This is a discount off the Hon Catalog Price List dated 07/01/04. All items in the catalog, except panel systems furniture, are eligible for purchase. The awarded discounts are as follows:

60.3% off list - Seating
59.5% off list - Laminated and Veneer Casegoods
64.3% off list - Steel Casegoods

The development of this contract was based on a review of the large number of unexpected furniture purchases made from the Office Supplies Contract by our agencies at 30% discount off list prices. The primary intent of the Office Supplies Contract is for the "just in time" purchase of office supplies, from which we receive discounts ranging from 53% to 90% on the core items and 50% on non-core general office supplies. You may recall that the initial contract had numerous exclusions that created somewhat of a challenge for you in determining which items were eligible for purchase. In an attempt to address this issue, you were given full access to all items in the catalog with the intent of your making sound business decisions relative to the purchase of non-office supply related items.

State agencies should refrain from utilizing the Office Supplies contract for furniture purchases.

Please contact my office if you have any questions concerning this. My office staff and I will be happy to discuss this with you.