



## **Travis County Commissioners Court Agenda Request Travis County Housing Finance Corporation**

**Meeting Date:** January 17, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leroy Nellis, Acting County Executive, Planning and Budget

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:** Consider and take appropriate action to approve using the Tenant-Based Rental Assistance Administrative funds account to purchase a lateral file and two matching office chairs totaling \$837.97 plus tax, for the new Tenant-Based Rental Assistance position in Health and Human Services Department.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leroy Nellis, Acting County Executive, Planning and Budget/854-9066

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

## Andrea Shields

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**From:** Jane Prince-Maclean  
**Sent:** Friday, December 30, 2011 9:08 AM  
**To:** Andrea Shields  
**Subject:** TBRA admin request

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Follow-up

Hi Andrea,

I am pleased to announce that Ana has finally been moved by HHS&VS HR into the TBRA position. This means we are going to relocate her to our Palm Square offices to be more centrally located. As part of this move, I wanted to ask if we can use TBRA admin funds from contract 1001101 to order a three drawer lateral locking file cabinet, as Ana has been using Community Center property at Del Valle and they need to keep it there.

Could we get this in black :

<http://www.officedepot.com/a/products/402231/HON-Brigade-700-Series-Lateral-File/>

Also if there is available admin dollars, it would be great to have two matching chairs for her clients in her office. Our client chairs we always get vinyl and armless to accommodate different client needs. Either of these Office Depot listed chairs would work as they are tested to support up to 250 lbs.

Item 804951

Item 681266

Thanks in advance,

Jane Prince MacLean LCSW

Case Management Coordinator, Family Support Services

Travis County Department of Health & Human Services and Veterans Service

100 North IH 35, suite 2003

Austin, Texas 78701

Office 854-4143

Fax 854-4118

Cell 921-8350

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## HON® Brigade® 700-Series Lateral File, 3 Drawers, 40 7/8\"/>

Item # 402231

*Features full-width integral pulls and full-extension drawers*

Drawers have whisper-quiet, steel ball-bearing suspensions.

Mechanical interlock prevents more than 1 drawer from opening at a time.

Side-to-side hang rails and core removable lock are standard.

[Learn More](#)

Delivery Only **Your Low Price**  
 \$659.99  
**/ each**

Not Yet Rated

Protect your investment for just pennies a day From day one, if your covered product fails - we repair or replace it  
 2-Year Furniture Repair Plan — Finish, Fabric & Structural Coverage

**Best Value**  
 Decline Protection

\$159.99

### DESCRIPTION

Features full-width integral pulls and full-extension drawers

- Drawers have whisper-quiet, steel ball-bearing suspensions.
- Mechanical interlock prevents more than 1 drawer from opening at a time.
- Side-to-side hang rails and core removable lock are standard.
- Includes 4 adjustable leveling glides.
- Front-to-back hang rails and lateral file dividers are sold separately.
- Meets and/or exceeds applicable ANSI/BIFMA standards.
- Backed by The HON Full Lifetime warranty.
- Counterweight feature prevents tipping.
- SCS Indoor Advantage Certified for healthier indoor air quality. Manufactured with reduced harsh chemicals and with processes that are 'low VOC' (low in volatile organic compounds).
- Level 2 certified as sustainable based on multiple environmental and/or social attributes.
- Greener choice — contains 50% total recycled content.

### PRODUCT DETAILS

Item #	402231
Manufacturer #	HON783LQ
number of drawers	3
drawer opening	full extension
locking drawers	yes
color	Light Gray
levelers	yes
assembly required	no
warranty length	full lifetime
postconsumer recycled content	0 %
total recycled content	50 %
brand name	HON
manufacturer	HON
dimensions	40 7/8\"/>

### What Did Customers Who Viewed HON® Brigade® 700-Series Lateral File, 3 Drawers, 40 7/8\"/>

Your Price \$119.99

**/ Each**

Your Price \$159.99

**/ Each**

Your Price \$59.99

**/ Pack**

**HOW TO WRITE A REVIEW**

Your Price \$449.99

/ Each

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## basyx by HON Armless Leg Base Guest Chair, 21 1/4" x 21" x 32 3/4", Burgundy/Black Frame

Item # 681266  
 A perfect addition to your conference room, lobby or anywhere extra seating is needed!  
 Design offers a contemporary look with a black, round-tube frame and padded seat and back.  
 Stacks up to 4 high.  
 Seat measures 19"W x 17 1/2"D x 19"H and the back size is 18 1/2"W and 14 3/4"H from the seat.  
[Learn More](#)

Delivery Only Your Low Price  
 \$88.99  
**/ each**

Protect your investment for just pennies a day From day one, if your covered product fails - we repair or replace it  
**2-Year Furniture Replacement Plan** — Finish, Fabric & Structural  
**Best Value** Coverage  
 Decline Protection \$14.99

Not Yet Rated

[Like](#)

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### DESCRIPTION

Armless Guest Chair is a perfect addition to your conference room, lobby or anywhere extra seating is needed. Seat width measures 19". Stacks four high. Guest Chair offers a contemporary look with a black frame and padded seat and back. **A perfect addition to your conference room, lobby or anywhere extra seating is needed!**

- Design offers a contemporary look with a black, round-tube frame and padded seat and back.
- Stacks up to 4 high.
- Seat measures 19"W x 17 1/2"D x 19"H and the back size is 18 1/2"W and 14 3/4"H from the seat.
- Chair weighs 12.5 lb.

### PRODUCT DETAILS

Item #	681266
Manufacturer #	BSXVL606VA62
seat color	Burgundy
seat size	19"H x 19"W x 17 1/2"D
frame color	Black
frame construction	steel
seat material	padded
back cushion height	14 3/4 inches
arms	no
casters	no
lumbar support	no
assembly required	yes
weight capacity	250 lb
warranty length	limited lifetime
brand name	basyx by HON
manufacturer	The HON Company
dimensions	19"H x 19"W x 17 1/2"D
postconsumer recycled content	0 %
total recycled content	0 %

### Customers Who Purchased This Item Also Purchased

Your Price \$118.99

**/ Each**

Your Price \$109.99

**/ Each**

[HOW TO WRITE A REVIEW](#)

Your Price\$183.99

**/ Each**

Your Price\$69.99

**/ Each**

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## Office Star Deluxe Armless Sled-Base Chair, 32 1/2"H x 23"W x 24"D, Onyx

Item # 804951

*Deluxe guest chair is ideal for any lobby, office or conference room*

Design includes sloped arms, thick padded seat and back, and a plastic shell back.

Distinctive steel sled base ensures stability and durability.

Seat measures 19" x 18" x 3 1/2" and the back measures 18 1/2" x 14 1/2" x 2 1/2".

[Learn More](#)

Delivery Only **Your Low Price**  
\$162.00  
**/ each**

Protect your investment for just pennies a day From day one, if your covered product fails - we repair or replace it  
**2-Year Furniture Replacement Plan** — Finish, Fabric & Structural

**Best Value** Coverage  
Decline Protection

\$39.99



Roll over to Zoom

### Not Yet Rated

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### DESCRIPTION

Deluxe guest chair is ideal for any lobby, office or conference room

- Design includes sloped arms, thick padded seat and back, and a plastic shell back.
- Distinctive steel sled base ensures stability and durability.
- Seat measures 19" x 18" x 3 1/2" and the back measures 18 1/2" x 14 1/2" x 2 1/2".
- Chair weighs 27 lb.

### PRODUCT DETAILS

Item # 804951

<b>Manufacturer #</b>	OSPV442075
<b>seat color</b>	Onyx
<b>seat size</b>	3 1/2"H x 19"W x 19 1/2"D
<b>frame color</b>	Black
<b>frame construction</b>	plastic; steel
<b>seat material</b>	padded
<b>back cushion height</b>	14 1/2 inches
<b>arms</b>	no
<b>casters</b>	no
<b>lumbar support</b>	no
<b>assembly required</b>	yes
<b>weight capacity</b>	250 lb
<b>warranty length</b>	5-year limited
<b>style name</b>	Deluxe
<b>brand name</b>	Office Star
<b>manufacturer</b>	Office Star Products
<b>dimensions</b>	32 1/2"H x 23"W x 24"D
<b>postconsumer recycled content</b>	0 %
<b>total recycled content</b>	0 %

### Your Recent History

Your Price\$88.99

**/ Each**

[HOW TO WRITE A REVIEW](#)

Your Price\$659.99

**/ Each**

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