



Interoffice Memorandum

May 28, 2020

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: 

Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement
Division

CONTACT: John Westmoreland, Acting Division Chief, Fiscal and Operational
Support Division, Fire Rescue Department
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SUBJECT: Ratification of Purchase Order M100871, 3-Ply Disposable
Protective Face Masks

ACTION REQUESTED:

Ratification of Purchase Order M100871, 3-Ply Disposable Protective Face Masks, with
Mobile Outfitters LLC in a not-to-exceed amount of \$390,000.

PROCUREMENT:

This purchase order provided 1,000,000 3-Ply disposable protective face masks to support
the County's response to COVID-19.

FUNDING:

Funding is available in account number 5895-019-8019-4143.

APPROVALS:

The Fire Rescue Department concurs with this recommendation.

REMARKS:

In response to COVID-19, the Fire Rescue Department requested 3-ply disposable
protective face masks for first responders. This personal protective equipment is necessary
for COVID-19 related emergency responses and aligns with the directives and protocols
from the Office of the Medical Director.

Due to the urgent need for personal protective equipment, procurement staff issued an
emergency quote request. It was critical to expedite this purchase due to the urgent need
of 3-ply disposable protective face masks. Failure to issue this purchase order would have
resulted in a longer delivery timeframe and increased safety risk.

Ratification of Purchase Order M100871, 3-Ply Disposable Protective Face Masks

Procurement staff evaluated the five lowest responsive quotes which could guarantee delivery within 7 business days. Upon conclusion of the evaluation, the Procurement Division issued emergency field purchase order EFPO-0045. Based on the aforementioned analysis, the purchase was awarded to Mobile Outfitters LLC.

Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>	<u>Delivery Timeframe</u>
Mobile Outfitters LLC	\$390,000	3 days
Lorency & Company, LLC	\$400,000	7 days
Municipal Emergency Services Inc	\$429,400	7 days
Elpho Inc	\$430,000	5 days
FL Import Experts	\$430,000	5 days