



Interoffice Memorandum

May 11, 2020

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

FROM: Carrie Mathes CFM, CPPO, C.P.M., Manager, Procurement
Division

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SUBJECT: Ratification of Purchase Order M100749, 2oz Hand Sanitizer
Bottles

ACTION REQUESTED:

Ratification of Purchase Order M100749, 2oz Hand Sanitizer Bottles, with Digital Gadgets, in a not-to-exceed amount of \$643,500.

PROCUREMENT:

This purchase order provided 200,000 2oz hand sanitizer bottles to support the County's response to COVID-19.

FUNDING:

Funding is available in account number 0001-060-2496-4143.

APPROVALS:

The Health Services Department concurs with this recommendation.

REMARKS:

In response to COVID-19, the Health Services Department requested 2oz hand sanitizer bottles in an effort to provide small businesses in Orange County with necessary personal protective equipment as businesses reopen.

Due to the urgent need of supplies in light of the COVID-19 pandemic, procurement staff reaffirmed pricing and availability from the low quoter awarded EFPO-0023. It was critical to expedite this purchase due to the urgent need of hand sanitizer bottles and lack of availability in the market. Failure to issue this purchase order would have resulted in a longer delivery timeframe and increased safety risk.

Upon confirmation of pricing and availability, the Procurement Division issued emergency field purchase order EFPO-0028 to Digital Gadgets.