



**Interoffice Memorandum**

April 14, 2021

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**FROM:** Carrie Mathes, Manager, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,  
Procurement Division

**CONTACT:** John Goodrich, Deputy Director, Health Services Department  
407-836-6583

**SUBJECT:** Ratification of Purchase Order M104031, Turnkey Mobile COVID-19 Vaccination Services

**ACTION REQUESTED:**

Ratification of Purchase Order M104031, Turnkey Mobile COVID-19 Vaccination Services, with Lifefleet Southeast, Inc. dba American Medical Response in the not-to-exceed amount of \$658,500.

**PROCUREMENT:**

This purchase order provides funding for turnkey Mobile COVID-19 vaccination services for first and second doses at three locations, five days a week for a maximum of 1,000 doses daily. The three locations are Barber Park, Silver Star Gym, and one location to be determined.

**FUNDING:**

Funding is available in the account number 0001-060-2502-3197.

**APPROVALS:**

The Health Services Department concurs with this recommendation.

**REMARKS:**

The services provided under this purchase order include traffic control, registration, vaccinators, medical oversight, and patient vaccination waiting area personnel. Lifefleet Southeast, Inc. dba American Medical Response will provide all supplies needed to operate the site including personnel protective equipment, medical supplies, chairs, tables, tents, biohazard waste receptacles, and industry appropriate waste pickup.

The Procurement Division issued Invitation for Bids (IFB) Y21-192-AV to seek competition for these emergency services. A total of 15 bids were received. Of those, seven were deemed non-responsive for not conforming to submittal requirements, and eight were deemed non-responsible

for failing to achieve the experience requirements prescribed in the IFB. As a result, the IFB was cancelled.

Once cancellation occurred, the Health Services Department reviewed the non-responsive bidders and determined that LifeFleet Southeast, Inc. dba American Medical Response would have met the experience requirement and provided the lowest unit cost. Price reasonableness was determined by comparison of the other non-responsive bidders who met the experience requirement. Therefore, the emergency purchase order was awarded to LifeFleet Southeast, Inc. dba American Medical Response.