



Interoffice Memorandum

March 25, 2020

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

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

Contact: Claudia Yabrudy, Manager, Health Services Department
407-836-6583

Subject: Ratification of Purchase Order M100337, Medical Supplies

ACTION REQUESTED:

Ratification of Purchase Order M100337, Medical Supplies, with SafeWare Inc., in the not-to-exceed amount of \$130,127.40.

PROCUREMENT:

The Purchase Order formalized an order for 5,000 face mask respirators and 5,000 extra filters 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 medical supplies for first responders, including County staff, fire fighters, and community partners responsible for responding to COVID-19.

Due to the urgent need of medical supplies, Procurement staff deployed an emergency quote request to 39 potential sources, resulting in two quotes. It was critical to expedite this purchase due to the urgent need of face mask respirators for first responders 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 for first responders.

Quote tabulation is as follows:

<u>Quote</u>	<u>Total</u>
Safeware, Inc.	\$130,127.40
Grainger	\$134,450.00