



Interoffice Memorandum

August 11, 2020

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

FROM: 

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Division

CONTACT: Andrea Lowery, Manager, Fiscal and Operational Support,
Corrections Department
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SUBJECT: Ratification of Purchase Order M101496, Nitrile Gloves

ACTION REQUESTED:

Ratification of Purchase Order M101496, Nitrile Gloves, with Cetrix in a not-to-exceed amount of \$350,400.

PROCUREMENT:

This purchase order provided 1,460 cases of nitrile gloves in assorted sizes for the Corrections Department in response to the COVID-19 pandemic.

FUNDING:

Funding is available in account number 5895-019-8019-4115.

APPROVALS:

The Corrections Department concurs with this recommendation.

REMARKS:

In response to COVID-19, the Corrections Department requested nitrile gloves in assorted sizes.

Due to the urgent need of supplies in light of the COVID-19 pandemic, procurement staff issued an emergency quote request resulting in five responsive quotes. It was critical to expedite this purchase order due to the urgent need of protective gloves. Failure to issue this purchase order could result in an increased risk of exposure to personnel and inmates.

Evaluations of quotes included analysis of product quality, payment terms, and delivery timeframe. Upon conclusion of the evaluations, the Procurement Division issued emergency field purchase order EFPO-0085. Based on the aforementioned analysis, the purchase order was awarded to Cetrix.

Ratification of Purchase Order M101496, Nitrile Gloves

Quote tabulation is as follows:

Vendor	Total Price
Cetrix	\$350,400
Stran Promotional	\$356,200
W:W. Grainger	\$374,940
Boss Promotions	\$400,725
Florida Import Experts	\$438,400