



Interoffice Memorandum

May 21, 2020

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

FR: 

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

CONTACT: Claudia Yabrudy, Manager, Fiscal and Operational Support
Division, Health Services Department
(407) 836-6583

SUBJECT: Ratification of Purchase Order M100841, 2oz Hand Sanitizer
Bottles

ACTION REQUESTED:

Ratification of Purchase Order M100841, 2oz Hand Sanitizer Bottles, with Florida Supply
and Cleaning Products LLC in a not-to-exceed amount of \$328,000.

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 200,000 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
issued an emergency quote request, resulting in six responsive quotes. It was critical to
expedite this purchase due to the urgent need of hand sanitizers 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.

Ratification of Purchase Order M100841, 2oz Hand Sanitizers

Evaluation of quotes included analysis of product quality, payment terms, and delivery timeframe. Upon conclusion of the evaluation, the Procurement Division issued emergency field purchase order EFPO-0039. Based on the aforementioned analysis, the purchase was awarded to Florida Supply and Cleaning Products LLC.

Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>	<u>Delivery Timeframe</u>
Florida Supply and Cleaning Products LLC	\$328,000	7-10 days
Napa Sales	\$378,000	7-10 days
Bamko	\$396,000	10-14 days
Hulomil Medical Supplies	\$444,000	4 days
Junction 35 Spirits	\$550,000	2 weeks
Digital Gadgets	\$647,000	2 weeks