



Interoffice Memorandum

May 13, 2020

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

~~FROM:~~

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Division

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Division, Health Services Department
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SUBJECT: Ratification of Purchase Order M100753, 2-Ply Cloth Face Masks

ACTION REQUESTED:

Ratification of Purchase Order M100753, 2-Ply Cloth Face Masks, with Stran Promotional Solution, in a not-to-exceed amount of \$171,250.

PROCUREMENT:

The purchase order provided 45,000 2-ply cloth face masks to support the County's response to COVID-19.

FUNDING:

Funding is available in account numbers 7010-060-7302-4143 and 0001-060-2496-4143.

APPROVALS:

The Health Services Department concurs with this recommendation.

REMARKS:

In response to COVID-19, the Health Services Department requested 2-ply cloth face masks in an effort to aid Orange County with reopening efforts. This purchase was made specifically to provide support to County employees as well as Ryan White patients.

Due to the urgent need of supplies in light of the COVID-19 pandemic, procurement staff issued an emergency quote request, resulting in three responsive quotes. It was critical to expedite this purchase due to the urgent need of face masks 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.

Evaluation of quotes included analysis of product quality, payment terms, and delivery timeframe. Health Services advised it was preferable for the cloth face masks to be tie-back rather than ear-loop for greater comfort. Based on the aforementioned analysis, the purchase was awarded to Stran Promotional Solution through execution of emergency field purchase order (EFPO)-0021.

Ratification of Purchase Order M100753, 2-Ply Cloth Face Masks

Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>	<u>Product Style</u>	<u>Delivery Timeframe</u>
Vipex Consolidators	\$97,500	Tie-back	3 weeks
Stran Promotional Solution	\$171,250	Tie-back	7 days
Aspen Government Information Solutions	\$191,250	Ear-loop	30 days