



**Interoffice Memorandum**

May 21, 2020

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

**FROM:** 

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

**CONTACT:** Claudia Yabrudy, Manager, Fiscal and Operational Support  
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**SUBJECT:** Ratification of Purchase Order M100830, 2oz Hand Sanitizer  
Bottles

**ACTION REQUESTED:**

Ratification of Purchase Order M100830, 2oz Hand Sanitizers Bottles, with Thumbprint  
in a not-to-exceed amount of \$386,400.

**PROCUREMENT:**

This purchase order provided 138,000 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 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, and to ensure  
sufficient product supply to support distribution to small businesses, procurement staff  
contacted a known local source who confirmed immediate availability for same day  
delivery at a cost of \$2.80 per unit. Price reasonableness was established based on  
comparison to prior emergency field purchase orders. 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. Upon confirmation of immediate availability and pricing, the  
Procurement Division issued emergency field purchase order (EFPO)-0038 to  
Thumbprint.