



Interoffice Memorandum

May 08, 2020

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

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

Contact: John Westmoreland, Acting Division Chief, Fiscal and Operational
Support Division, Fire Rescue Department
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Subject: Ratification of Purchase Order M100732, N95 Respirator Masks

ACTION REQUESTED:

Ratification of Purchase Order M100732, N95 Respirator Masks, with Lukis Global Corp., in a not-to-exceed amount of \$110,000.

PROCUREMENT:

This purchase order provided 20,000 N95 Respirator Masks to support the County's response to COVID-19.

FUNDING:

Funding is available in account number 1009-034-0630-4143.

APPROVALS:

The Fire Rescue Department concurs with this recommendation.

REMARKS:

In response to COVID-19, the Fire Rescue Department requested face mask respirators for first responders. This piece of personal protective equipment is necessary for COVID-19 related emergency responses and aligns with the directives and protocols from the Office of the Medical Director.

Due to the urgent need of Personal Protective Equipment (PPE), 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 N95 respirator masks 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.

Evaluation of quotes included analysis of product quality, payment terms, and delivery timeframe. Based on the aforementioned analysis, the Procurement Division issued emergency field purchase order EFPO-0027.

The quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>
Lukis Global Corp.	\$110,000
Double First Medical Inc.	\$113,000
Sovereign Medical Inc.	\$159,600