



Interoffice Memorandum

May 13, 2020

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

FR: 

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

CONTACT: Richard Steiger, FMA, Manager, Facilities Management Division
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SUBJECT: Ratification of Purchase Order M100765, COVID-19 Wayfinding
and Safety Signs

ACTION REQUESTED:

Ratification of Purchase Order M100765, COVID-19 Wayfinding and Safety Signs, with
ARC Document Solutions LLC dba ARC, in a not-to-exceed amount of \$150,034.30.

PROCUREMENT:

This purchase order provided wayfinding and social distancing safety signs to support the
County's response to the COVID-19.

FUNDING:

Funding is available in account number 0001-043-4902-3810.

APPROVALS:

The Facilities Management Division concurs with this recommendation.

REMARKS:

In response to COVID-19, the Facilities Management Division requested wayfinding and
social distancing safety signs in an effort to provide for the opening of various County
buildings in Orange County with necessary safety signage.

Due to the urgent need of signage in light of the COVID-19 pandemic, Facilities
Management Division staff deployed an emergency quote request. It was critical to
expedite this purchase due to the urgent need to open various County buildings with proper
safety signage. Failure to issue this purchase order would have resulted in a longer
timeframe to open County buildings and an increased safety risk to the public if County
buildings were opened without them.

ARC Document Solutions LLC dba ARC is the existing contractor of the County's mobile
CAD software solution. This proposal and solution is an extension of the existing software
program. Based on the aforementioned, the purchase was awarded to ARC Document
Solutions LLC dba ARC.