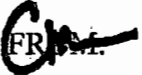




## Interoffice Memorandum

June 3, 2020

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

FROM:  Carrie Mathes, CFM, CPPO, C.P.M., Manager, Procurement  
Division

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

SUBJECT: Ratification of Purchase Order M100955, Disposable Surgical 3-Ply  
Masks

### ACTION REQUESTED:

Ratification of Purchase Order M100955, Disposable Surgical 3-Ply Masks, with Mobile  
Outfitters, LLC in a not-to-exceed amount of \$390,000.

### PROCUREMENT:

The purchase order provided for 1,000,000 disposable surgical 3-ply masks 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 disposable surgical  
3-ply masks 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 five quotes. It was critical to expedite this  
purchase due to the urgent need of surgical mask 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. Upon conclusion of the evaluation, the Procurement Division issued  
emergency field purchase order EFPO-0044. Based on the aforementioned analysis, the  
purchase was awarded to Mobile Outfitters, LLC.

Ratification of Purchase Order M100955, Disposable Surgical 3-Ply Mask

Quote tabulation is as follows:

<b>Quoter</b>	<b>Quote Total</b>	<b>Delivery Timeframe</b>
Mobile Outfitters, LLC	\$390,000	7 days
Lorency	\$400,000	7 days
MES Fire	\$409,400	7 days
Elepho	\$410,000	7 days
Florida Import Experts	\$430,000	7 days