



Interoffice Memorandum

October 19, 2020

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

FROM: 

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

CONTACT: John Westmoreland, Acting Division Chief, Fire Rescue Department
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SUBJECT: Ratification of Purchase Order M102187, High Risk Exam Nitrile
Gloves

ACTION REQUESTED:

Ratification of Purchase Order M102187, High Risk Exam Nitrile Gloves, with Quadmed
Inc. in the amount of \$323,708.

PROCUREMENT:

This purchase order provided 1,400 cases of high-risk exam nitrile gloves to support the
County's response to COVID-19.

FUNDING:

Funding is available in account number 5895-019-8019-4143.

APPROVALS:

The Fire Rescue Department concurs with this recommendation.

REMARKS:

In response to COVID-19, Fire Rescue requested high risk exam nitrile gloves in an effort
to provide first responders 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 which was disseminated to 57 known suppliers,
resulting in one responsive quote. The low response rate is attributed to supply shortages
and manufacturer limitations on product allocations. It was critical to expedite this
purchase due to the urgent need of protective face masks. Failure to issue this purchase
order would have resulted in a longer delivery timeframe and increased safety risk.

Evaluation of the quote included analysis of product quality, payment terms, and delivery
timeframe. Procurement staff evaluated the responsive quote and upon conclusion of the
evaluation, the Procurement Division issued emergency field purchase order EFPO-0129.
Based on the aforementioned analysis, the purchase was awarded to Quadmed Inc.