



**Interoffice Memorandum**

May 18, 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  
Division, Health Services Department  
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**SUBJECT:** Ratification of Purchase Order M100764, 3-Ply Disposable Face  
Masks

**ACTION REQUESTED:**

Ratification of Purchase Order M100764, 3-Ply Disposable Face Masks, with Uth Stuph  
Clothing, in a not-to-exceed amount of \$590,290.

**PROCUREMENT:**

The purchase order provided 1,000,000 3-ply disposable face 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, County Administration requested 3-ply disposable face masks  
in an effort to aid with reopening efforts and provide necessary personal protective  
equipment to small businesses in Orange County.

Due to the urgent need of supplies in light of the COVID-19 pandemic, procurement staff  
issued an emergency quote request, resulting in 2 responsive quotes. It was critical to  
expedite this purchase due to the urgent need of face masks 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. Based on the aforementioned analysis, an emergency purchase order was  
awarded to Uth Stuph Clothing through execution of emergency field purchase order  
(EFPO)-0029.

Ratification of Purchase Order M100764, 3-Ply Disposable Face Masks

Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>	<u>Product Style</u>	<u>Delivery Timeframe</u>
Uth Stuph Clothing	\$590,290	3-ply Mask	7 days
Celebrity Financial Group	\$600,000	3-ply Mask	7 days; Total not inclusive of shipping cost.