




Interoffice Memorandum

July 9, 2020

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

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

Contact: Richard Steiger, FMA, Manager, Facilities Management Division
407-836-7473

Subject: Ratification of Purchase Order M101263, Emergency Generator
Rentals

ACTION REQUESTED:

Ratification of Purchase Order M101263, Emergency Generator Rentals, with Portable Air LC, in a not-to-exceed amount of \$109,830.

PROCUREMENT:

This purchase order provides five months of emergency generator rentals for three shelter locations in eastern Orange County. The rental period is July 1, 2020 through November 30, 2020.

FUNDING:

Funding is available in account number 5895-019-8019-3610.

APPROVALS:

The Facilities Management Division concurs with this recommendation.

REMARKS:

In response to COVID-19, the Facilities Management Division solicited quotes for five months of 350 KVA generator rental to be installed at the Goldenrod Magic Gym, South Econ Magic Gym, and Meadow Woods Magic Gym. While the County has established term contract Y19-1138 for emergency rentals with Portable Air LC, a Delivery Order cannot be processed against it, because these rentals are funded by the CARES Act. This purchase order is consistent with the contracted pricing, terms, and conditions and does not draw down previously appropriated funding for the contract.