



Interoffice Memorandum

May 11, 2020

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

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

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

SUBJECT: Ratification of Purchase Order M100748, 2oz Hand Sanitizer
Bottles

ACTION REQUESTED:

Ratification of Purchase Order M100748, 2oz Hand Sanitizer Bottles, with Digital Gadgets, in a not-to-exceed amount of \$643,500.

PROCUREMENT:

This purchase order provided 200,000 2oz hand sanitizer bottles 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 2oz hand sanitizer bottles 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 two quotes. It was critical to expedite this purchase due to the urgent need of hand sanitizer bottles 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.

Ratification of Purchase Order M100748, 2oz Hand Sanitizer Bottles

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-0023. Based on the aforementioned analysis, the purchase was awarded to Digital Gadgets.

Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>	<u>Delivery Timeframe</u>
Digital Gadgets	\$643,500	7-10 days
Thumbprint	\$650,000	Next day delivery