



Interoffice Memorandum

July 30, 2020

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

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

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Division, Health Services Department
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SUBJECT: Ratification of Purchase Order M101480; Reusable Cloth Protective
Face Masks

ACTION REQUESTED:

Ratification of Purchase Order M101480, Reusable Cloth Protective Face Masks; with Digital Gadgets in a not-to-exceed amount of \$160,000.

PROCUREMENT:

This purchase order provided 200,000 reusable cloth protective face masks to support the County's response to COVID-19.

FUNDING:

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

APPROVALS:

The Health Services Department concurs with this recommendation.

REMARKS:

In response to COVID-19, County Administration requested reusable cloth protective face 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 responsive quotes. 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 quotes included analysis of product quality, payment terms and delivery timeframe. Procurement staff evaluated the five responsive quotes which could guarantee delivery within seven business days. Upon conclusion of the evaluation, the Procurement Division issued emergency field purchase order EFPO-0095. Based on the aforementioned analysis, the purchase was awarded to Digital Gadgets.

Ratification of Purchase Order M101480, Reusable Cloth Protective Face Masks

Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>	<u>Delivery Timeframe</u>
Digital Gadgets	\$160,000	7 days
Mo Money	\$220,000	7 days
Global Geeks	\$224,000	7 days
World Trade Center Orlando	\$398,000	7 days
Lukis Global	\$700,000	7 days