



## Interoffice Memorandum

May 11, 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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SUBJECT: Ratification of Purchase Order M100756, 2oz Hand Sanitizer  
Bottles

### ACTION REQUESTED:

Ratification of Purchase Order M100756, 2oz Hand Sanitizers Bottles, with Florida Supply and Cleaning Products LLC, in a not-to-exceed amount of \$410,000.

### PROCUREMENT:

This purchase order provided 250,000 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 sanitizers 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 M100756, 2oz Hand Sanitizers

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-0035. Based on the aforementioned analysis, the purchase was awarded to Florida Supply and Cleaning Products.

Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>	<u>Delivery Timeframe</u>
Florida Supply and Cleaning Products LLC	\$410,000	7-10 days
Link2Sales	\$687,500	2 weeks