



Interoffice Memorandum

August 19, 2020

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

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

CONTACT: Sonya Hill, Manager, Community and Family Services Department
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SUBJECT: Ratification of Purchase Order M101665, Sanitizing Cabinets

ACTION REQUESTED:

Ratification of Purchase Order M101665, Sanitizing Cabinets, with Innovative Health Care Solutions, LLC in a not-to-exceed amount of \$151,739.

PROCUREMENT:

This purchase order procures seven sanitizing cabinets for disinfecting children's toys and cots in response to COVID-19 to safely re-open Head Start. Each unit includes a three-year standard warranty.

FUNDING:

Funding is available in the account number 7000-062-8152-6410.

APPROVALS:

The Community and Family Services Department concurs with this recommendation.

DISCUSSION:

In response to COVID-19, Community and Family Services Division requested seven sanitizing cabinets in an effort to provide the necessary equipment for disinfecting children's toys and cots to safely reopen the Orange County Head Start program in the fall.

Due to the urgent need of sanitizing equipment in light of the COVID-19 pandemic, United States Department of Health and Human Services issued federal guidance ACF-IM-HS-20-03 to grant flexibility in conducting human services activities related to or affected by COVID-19. The Community and Family Services Department submitted an emergency sole source request to expedite this purchase due to the urgent need to safely re-open the head start program in the fall. Failure to issue this purchase order would have resulted in a longer delivery timeframe and an increased safety risk.

Ratification of Purchase Order M101665, Sanitizing Cabinets

Innovative Healthcare Solutions, LLC is the sole vendor authorized to provide ZONO disinfecting equipment. There are no authorized resellers that provide support and maintenance for the ZONO sanitizing cabinets.

The Office of Head Start awarded Head Start with funding under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Upon measurements and space availability, the ZONO machines were deemed acceptable to meet the needs of both in response to germ protection in seven Head Start centers. The Office of Head Start has encouraged new technology and solutions in response to the protection of our children.

Cleaning services for these locations have also been considered but have proven to be at risk as chemicals and non-Head Start personnel will be in contact with the children. The ZONO machines will allow the centers to clean toys and cots without harsh chemicals and additional exposure to individuals outside of the organization. This procurement supports the one-time funding to procure items to provide technology for sanitization of facilities. According to ACF-PI-HS-20-03, Head Start programs need to undertake a wide range of one-time, specific actions or activities in response to COVID-19.

Price reasonableness has also been determined by comparing savings of staff sick time, as well as health care costs to the children and families related to illness. In the long term this equipment will reduce the cost of sanitizing by reducing labor and eliminating consumables typically used in this process.

Based on the aforementioned analysis, the purchase was awarded to Innovative Healthcare Solutions, LLC.