



Interoffice Memorandum

August 28, 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 M101619, Two-Ounce Gel Hand
Sanitizers Bottles

ACTION REQUESTED:

Ratification of Purchase Order M101619, Two-Ounce Gel Hand Sanitizer Bottles, with Digital Gadgets, in a not-to-exceed amount of \$143,000.

PROCUREMENT:

The purchase order provided 200,000 two-ounce gel hand sanitizer bottles 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 200,000 two-ounce gel hand sanitizer bottles in an effort to aid with reopening efforts and provide necessary personal protective equipment to small businesses in Orange County.

Due to the urgent need of supplies in light of the COVID-19 pandemic, procurement staff issued an emergency quote request, resulting in 15 responsive 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.

Evaluation of quotes included analysis of product quality, payment terms and delivery timeframe. Based on the aforementioned analysis, an emergency purchase order was awarded to Digital Gadgets through execution of EFPO-0096.

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Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>
Digital Gadgets	\$143,000
Global Medical Supplies	\$170,000
Stran Promotional Solutions	\$184,000
Progressive Promotions	\$189,800
Cetrix	\$198,000
Warfighter	\$203,000
HR Pharm	\$204,000
HR Supplies	\$250,000
Physians Group	\$260,000
Mes Fire	\$260,000
Florida Supply & Cleaning dba MYFSCP	\$284,000
Danemar Solutions	\$324,000
PPE Products	\$326,000
Thumbprint	\$378,000
Western First Aid & Safety	\$366,000