



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

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

SUBJECT: Ratification of Purchase Order M100733, 2-Ply Cloth Face Masks

ACTION REQUESTED:

Ratification of Purchase Order M100733, 2-Ply Cloth Face Masks, with Stran Promotional Solution, in a not-to-exceed amount of \$737,800.

PROCUREMENT:

This purchase order provided 200,000 2-ply cloth face masks 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 2-ply cloth 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 four responsive quotes. It was critical to expedite this purchase due to the urgent need of face masks 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. The Health Services Department advised it was preferable for the cloth face masks to be tie-back rather than ear-loop for greater comfort.

Ratification of Purchase Order M100733, 2-Ply Cloth Face Masks

Based on the aforementioned analysis, the purchase was awarded to Stran Promotional Solution through execution of EFPO-0024.

Quote tabulation is as follows:

<u>Quoter</u>	<u>Quote Total</u>	<u>Product Style</u>	<u>Delivery Timeframe</u>
Classic Custom Uniforms	\$460,000	Ear-Loop	7-8 weeks
Classic Custom Uniforms	\$610,000	Ear-Loop	6-7 weeks
Stran Promotional Solution	\$737,800	Tie-Back	7 days; partial deliveries weekly for 4 weeks
Aspen Commercial Group	\$790,000	Ear-Loop	3 days after receipt of order