



To: Mark Porter

From: Suanne Lee, Director Internal Services

Date: May 19, 2020

Subject: Approval of Purchasing Policy Exemption /Emergency Purchase– COVID 19 Supplies

It has become nearly impossible to find needed cleaning supplies and PPE equipment in the midst of the COVID19 pandemic. We need the ability to order when/if supplies can be found so they are not sold before we can obtain the necessary quotes. We are requesting an exemption from purchasing policy based on health and safety.

Due to Executive Order 20-52; Each political subdivision within the State of Florida may waive the procedures and formalities otherwise required... pertaining to: performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community; entering into contracts; acquisition and distribution, with or without compensation, of supplies, materials and facilities; appropriation and expenditure of public funds." See attached order, Page 5.

That together with F.S.287.057, F.A.C. 6A-1.012, and MCSB Policy 6320; District school boards may dispense with requirements for competitive solicitations for the emergency purchase of commodities or contractual services when the superintendent determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the school district requires emergency action. After the superintendent makes such a written determination, the district school board may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without requesting competitive solicitations.

Items to be included in this exception include PPE equipment and cleaning supplies necessary to combat COVID-19. This includes but is not limited to: hand sanitizer, disinfecting wipes, cleaners, gloves, masks, eye protection, thermometers, etc.

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Superintendent Approval

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Date