

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

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**DATE:** August 6, 2024

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** John A. Titkanich, Jr., County Administrator  
David Johnson, Emergency Services Director

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Rejection of Bid 2024060 for Medical Supplies for Persons with Special Needs Shelter

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**BACKGROUND:**

On behalf of the Emergency Services Department, sealed bids to establish firm fixed pricing for medical supplies for the Special Needs shelter were requested. During emergency events requiring evacuation, the Emergency Management Division (“EM Division”), in close coordination with the Florida Department of Health – Indian River County (“FDOH”), oversee the designated shelter.

One bid was received, from Medical Hotspots, Inc., DBA Bailey’s Medical Equipment and Supplies. The bid cost, calculated based on one full week activation of the shelter, was \$84,764.10. A comparison of the costs of the individual items bid against the most recent invoice for medical supplies (dated fall of 2022) reflects an almost double average cost of supplies in the bid.

**DISCUSSION:**

Medical supplies have historically been ordered from Perkins Pharmacy and paid after conclusion of the event. This procedure does not facilitate reimbursement of the costs by FEMA, as no procurement process occurred, and no formal agreement, containing mandatory FEMA and federal clauses, exists. The intent of the invitation to bid was to ensure eligibility for federal funding after a large-scale activation, as well as to put a process in place that complies with County purchasing procedures.

The FDOH has offered to assume direct responsibility for ordering and paying for supplies needed for the Special Needs Shelter, alleviating staff’s concerns related to procurement process and FEMA reimbursement of expenses.

**FUNDING:**

There is no direct cost to the County for rejection of the bid.

**RECOMMENDATION:**

Staff recommends the Board reject the bid received in response to invitation to bid 2024060.