



**FISCAL SERVICES DEPARTMENT**

**PURCHASING DIVISION**

*Calvin Brinks, Manager*

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MEMORANDUM

To: Wayman Britt, County Administrator/Controller  
From: Calvin Brinks, Purchasing Manager  
Cc: Steve Duarte, Jeff Dood, Lou Hunt, Jennifer Robinson, MaryBeth Vantill  
Reg: Back to Work Small Business Initiative Recommendation  
Date: May 16, 2020

The purpose of this correspondence is to recommend a County sponsored back to work support initiative for Kent County small businesses. There are approximately 8,000 Kent County small businesses defined by 50 employees or less.

The recommendation is Kent County will seed local small businesses with predetermined Personal Protection Equipment (“PPE”) and janitorial products over a two-month period from June through July 2020. The PPE will be distributed by a contracted logistics company based on a first come, first serve basis and at no cost to the business. The projected launch date is June 1. The proposed one million dollar initiative will be funded by the Coronavirus Relief Fund (“CRF”) grant.

The process is for the Kent County Purchasing Division to secure \$425,000 difficult to obtain PPE and janitorial inventory at bulk pricing to seed the program. The inventory will be transferred to a contracted logistics company to accept orders and distribute product. The estimated distribution cost is \$75,000. The Purchasing Division will oversee the program and replenish the inventory as it is withdrawn (managed inventory based on pull methodology logistics) with the remaining \$500,000 to ensure we replenish inventory with the highest priority products.

The recommended budget and items are:

Item	Unit	Unit Cost	Inventory	Extension
Eye Protection: Face Shields	Each	\$3.75	950	\$3,566
Eye Protection: Goggles	Each	\$6.90	100	\$690
Gowns (one size fits most)	Each	\$8.80	1200	\$10,560
Gloves – Medium	Pair	\$0.10	30,500	\$3,050
Gloves – Large	Pair	\$0.10	51,000	\$5,100
Gloves – X-Large	Pair	\$0.10	30,500	\$3,050
Janitorial: Hand Sanitizer (gel)	Each	\$4.69	5,040	\$23,637
Janitorial: Toilet Paper	Case	\$32.95	100	\$3,295
Mask: 3-ply	Each	\$0.70	350,000	\$245,000
Mask: Cloth	Each	\$5.25	5,000	\$26,250
Thermometers	Each	\$70.00	1,440	\$100,800
Contracted Services				\$75,000
Inventory Replenishment				\$500,000
Total Proposed Budget				\$999,998

The order process allows for small businesses to submit orders either electronically or by telephone. Electronic orders will be submitted by a County provided order application (Qualtrics survey) and automatically forwarded by email to the logistics company. The application link will be posted on the “Kent County: Back to Work Safely” website. Verbal applications are placed directly with the logistics company either in English or Spanish. Orders placed are available for pick-up the following business day between 6 am and 3 pm Monday – Friday. Out of stock items are backordered. Legal liability disclaimers will either be printed on the packing slip or a printed copy included with the product.

Program eligibility documentation will be provided by Steve Duarte, working in conjunction with the COVID Subcommittee. Orders are taken on a “honors” system based on eligibility but will not be pre-validated. The small business will be asked to sign an affidavit acknowledging eligibility at time they pick-up the donation. The Kent County Purchasing Division will work with Emergency Management to pursue PPE from State emergency programs if qualified.

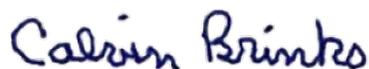
There are risks associated with the recommendation. The County does not have forecast or usage and is making an educated guess on high priority items required by small businesses. We could seed the program with incorrect inventory. There are also concerns the demand is so high County purchasing staff become overwhelmed or we are unable to replenish inventory in a timely matter. This may frustrate the business community. There is also risk of program misuse and financial liability if later grant auditors disqualify the expenses.

The following action items must happen to implement the recommendation:

1. Allocation of funds and confirm grant eligibility.
2. Contract with logistics company & finalize program details.
3. Transfer available emergency “stockpile” inventory to logistics company.
4. Purchase PPE inventory to seed program.
5. Formalize eligibility, legal documentation and affidavit of eligibility.
6. Develop Qualtrics electronic application.
7. Develop a marketing plan designed to raise program awareness communitywide and link to “Kent County: Back to Work Safely” website.
8. Assignment of a Fiscal Services’ Financial Analyst to manage oversee all financial aspects and grant supporting documents.

The program shutdown is twofold. First, once the Financial Analyst advises we are near the maximum 1 million dollars allocation, procurement is turned off and inventory no longer replenished. Businesses may continue to withdraw stock inventory until July 31. On August 1, the program is shut down and all remaining inventory transferred back to the Kent County emergency management stockpiled inventory unless otherwise directed.

Respectively,

A handwritten signature in blue ink that reads "Calvin Brinks". The signature is written in a cursive, slightly slanted style.

Calvin Brinks