

# Memo

To: Lake County Purchasing

From: Dan Eder

Date: 06/19/2021

Re: Justification of Emergency Procurement for Leasing of Warehouse Space for Stockpiling Personal Protective Equipment (PPE) and Supplies in Response to the COVID-19 Pandemic

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I am writing you to request emergency procurement for the leasing of warehouse space for storing of Personal Protective Equipment (PPE) and supplies in response to the COVID-19 pandemic. This memo will detail the justification for the anticipated need and outline why emergency procurement to lease warehouse space is required.

During the pandemic, the Lake County Emergency Management Agency (LCEMA) has been able to distribute over 3.5 million items of PPE and supplies to many local agencies in Lake County such as long-term care, first responders, medical offices, Lake County departments, schools, non-for-profits, and numerous others groups. Lake County continues to distribute to groups in need and has also ensured that the County has a sixty-day stockpile of critical items in case positivity rates start to rise as a result from the COVID-19 pandemic.

In order to meet our need, we need a space that is temperature controlled, secure, and at least 7,500 square feet. During this pandemic we were fortunate enough to utilize the Lake County Fairgrounds as a low-cost option to store and distribute PPE from. With the move to Phase 5 and low positivity rates, the Fairgrounds is transitioning back to normal operations and cannot provide the space and requirements to meet our needs.

Prior to looking at leasing space, there was the potential to utilize a local business for free. Prior to utilization of that space, the business notified us there was a change in their operations and the space could no longer be used (the challenge of borrowing one's existing space). There was the potential for local spaces in Lake County not in use, but none could offer long term storage solutions (only short term) and did not prove to be reliable sources. Some spaces were offered that were currently available for leasing, which means that if someone wanted to rent the space we would have to leave at any given moment. The Lake County Forest Preserve building was also offered as an option but the space does not have a loading dock to get the items into/out of the building or ability to easily move pallets up and down floors. The space found to rent at 905

Lakeside Drive offers secure and temperature-controlled location that meets spacing needs, gives the ability to easily distribute, is close to major roadways, and also has enough space to also store Point of Dispensing (POD) supplies for the health department clinics.

Being able to lease this space will ensure we can continue to distribute critical items and maintain our stockpile, so please consider this an investment in the safety and security of our residents and our partners in Lake County. We hope that you can grant this approval, and if you need a more detailed description of where we determined these thresholds, please let me know.

Thank You,

Dan Eder

EMA Manager