

OFBE CPU (Contracts & Procurement Unit) has been coordinating with the Fire Cache and our Safety Office regarding sanitation and infectious control supplies.

FIRE CACHE KITS:

The previously distributed kits by the Fire Cache are currently low – 7 left. The Fire Cache will be prioritizing distribution of those kits next week. If you would like to discuss this effort, please coordinate with your Appointing Authority. Moving forward, the Fire Cache will no longer be placing orders for such supplies. A list of supplies that were include in those kits is contained below within this email.

GOODS/SERVICES for SANITATION:

There has been guidance and links provided in the OFBE updates related to sources available and exceptions for goods/services related to COVID-19 response. This information is also included on the OFBE CPU SharePoint site. Useful links include:

- DES link to goods/services [EXCEPTIONS](#)
- DES link to goods/services [SUPPLIES/SERVICES](#)
- DNR [OFBE CPU SharePoint site](#)

If sanitation supplies are needed, feel free to purchase locally or from wherever you can get your hands on some. All of our suppliers are also out of items. However, we do have the ability to place orders for backordered items to be shipped once our suppliers have stock available.

If you are interested in partaking in an agency order, please work with your region/division procurement contact to send a coordinated list of items to OFBE CPU at: fmdprocurement@dnr.wa.gov (DNR RE OFBE Procurement).

- REGIONS: The supplies will be drop shipped to the location of your choice (i.e. region office and/or work centers).
- DIVISIONS: The supplies will be shipped to OFBE and will be placed in a location for pick-up.

OFBE CPU is not currently ordering sanitation supplies to be shipped to teleworking locations. Please consult your Appointing Authority if you have questions.

If sanitation services are needed, feel free to obtain services from current contractors, amend agreements or enter into new agreements. Contract number requests and review shall be sent to servicescontracts@dnr.wa.gov (DNR RE OFBE Contracts). We will respond as soon as time permits.

The previously distributed kits by Fire Cache included the following. However, you are not limited to these items when you send your request to the above email boxes for an agency order:

- x1 Box - Large Nitrile Glove
- x1 Box - XLarge Nitrile Glove
- x2 Boxes - Antiseptic Hand Wipes
- x2 Containers - Hard Surface Wipes
- x24 (8oz.) - Hand Sanitizers
- x24 (4oz.) - Hand Sanitizers
- x12 Boxes - Facial Tissues

GOODS/SERVICES for INFECTIOUS purposes:

If infectious supplies/services are needed, go through your chain of command for assistance. If the Appointing Authorities are in agreement, feel free procure locally or reach out to the above links for assistance. Examples of infectious supplies are masks and biohazards bags.

Please remember to unplug, take breaks, take a recess, give yourself a time-out...whatever it takes...to care for the health and safety of you and your loved ones.