

INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION

DATE: January 24, 2022

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Director, Office of Management and Budget

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Authorization to Increase Blanket Purchase Orders

BACKGROUND:

Blanket Purchase orders are issued at the request of using departments to enable as needed purchases over the course of the fiscal year. The Purchasing Manager may approve purchase orders up to \$35,000 (not associated with a bid or contract), and the Administrator is authorized in Section 105.01 of the County Code to approve purchase orders up to \$75,000.

DISCUSSION:

The needs of some departments may exceed the Administrator's approval authority during the course of a fiscal year. Many of these purchases reflect needs that are not easily addressed through the bid process.

As additional funds are needed on each Purchase Order, a request is made through the department director to the Budget Office. The Budget Office verifies funds are available and forwards the request to the Purchasing Division. If all required approvals are in place, the Purchasing Division adds the requested funds to the Purchase Order.

Pre-authorization by the Board for these requested increases will ensure the Purchase Orders can be increased expeditiously, after confirmation of the availability of funds by the Budget Office.

The pro shop at Sandridge Golf Club needs to maintain an ample supply of goods necessary to support patron demand, and Pro Shop sales continue to be strong.

Water line repairs often necessitate concrete patching. Utilities has completed nearly twice as many line repairs this fiscal year to date (27) than last fiscal year to date (14).

FUNDING:

Funds are or will be made available as indicated in the table on the next page.

CONSENT AGENDA

Sandridge Golf Club Pro Shop Inventory

| PO# | Vendor and Material | Current Amount Encumbered on PO | Maximum amount requested for this FY | Amount spent with this vendor for this material last FY | Total amount spent on this product/service last FY |
|-------------------------------------|----------------------------|--|--|--|---|
| 91092 | Callaway Golf – Inventory | \$50,000 | \$100,000 | \$85,839 | \$304,615 (all inventory) |
| Account Number | | | Additional funds currently available in account | | |
| 418-142000 Inventory Goods - Resale | | | \$ 206,925 – revenues from sales are deposited into this account monthly | | |

Utilities

| PO# | Vendor and Material | Current Amount Encumbered on PO | Maximum amount requested for this FY | Amount spent with this vendor for this material last FY | Total amount spent on this product/service last FY |
|-----------------------------------|-------------------------------------|--|--|--|---|
| 91960 | Pete’s Concrete – Concrete Patching | \$75,000 | \$117,000 | \$79,010 | \$79,010 |
| Account Number | | | Additional funds currently available in account | | |
| 47126936-035310 – Paving Material | | | \$ 45,984 – Revenue from water and sewer sales can be transferred, as needed | | |

RECOMMENDATION:

Staff recommends the Board of County Commissioners authorize increases to the listed Purchase Orders as approved by the Budget Office, up to the maximum amount requested for the current fiscal year.