

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

DATE: June 27, 2022

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Budget Director

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Sole Source Designation Requests and Utilization Update

BACKGROUND:

Many of the key pieces of equipment utilized throughout the County are specialized due to facility design and/or are standardized for consistency of operations. Many of these items are identified as sole brand or sole source, as they are only available from the manufacturer, or one of the manufacturer's authorized distributors.

ANALYSIS:

Staff have identified additional sole source items that should be added, and several items previously designated as sole source are due for review and renewal by the Board. Current memos from each manufacturer describing their sole source for our purposes are on file in the Purchasing Division.

The full list of Board-designated sole source vendors is attached, and includes the current requests for renewals and new designations, as well as the other active designations. There are currently 93 active designations, with 15 of those requested for renewal.

As requested by (then) Vice Chairman O'Bryan on April 13, 2021, staff has been tracking the sole source expenditures for each of the previously-approved sole source items and services, with those amounts provided in the far right column. The total expenditure on sole source designated expenditures since April 1, 2021, including many small purchases that fall within the Purchasing Manager's authority, is \$12,040,985. The total three-year estimated expenditure on sole source items, for those designation requests that provided an estimate, is \$25,395,644.

Many of the higher-than estimated items and services are due to more repairs needed than anticipated, as equipment fails.

SOURCE OF FUNDS:

Funds for purchases and repairs will vary depending on the department, item use and location.

RECOMMENDATION:

Staff recommends the Board of County Commissioners declare the vendors and products indicated as “new” or “renewal” on the list of sole source vendors as sole source for a three-year period, and authorize the Purchasing Division to issue purchase orders in lieu of formal bids or quotes, and as funding is approved by the Budget Department.

Attachment

BCC Sole Source List for July 12