

INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION

DATE: March 4, 2019

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 \$25,000 (not associated with a bid or contract), and the Administrator is authorized in Section 105 of the County Code to approve purchase orders up to \$50,000.

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. Road base materials are only feasibly obtained from mines nearby, and purchases need to be made based on the locations of the work being undertaken by Road and Bridge.

Similarly, the pro shops at Sandridge Golf Club and the County Shooting Range are tasked with maintaining an ample supply of goods necessary in support of their sports and the demand of their patrons. Pro Shop sales have been increasing annually over the past decade at Sandridge. At the Shooting Range, demand for Sporting Clays is increasing.

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 Purchasing. 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 increases can be made expeditiously, after confirmation of the availability of funds by the Budget Office.

FUNDING:

Funds are or will be made available as indicated in the tables below.

Road and Bridge Division Requests

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
81699	Blue Goose - Road Base Materials	\$50,000	\$100,000	\$78,191	\$116,209
82982	Stewart Materials - Road Base Materials	\$25,000	\$75,000	\$38,018	\$116,209
Account Number			Additional funds currently available in account		
11121441-035390 – Other Road Material and Supplies			\$94,747 – additional funds will be moved via line transfer, if needed		

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
81932	Acushnet – Inventory, including Titleist and FootJoy	\$50,000	\$90,000	\$78,000	\$248,585
81933	Callaway Golf – Inventory	\$50,000	\$85,000	\$58,000	\$248,545
Account Number					
418-142000 Inventory Goods - Resale					

Shooting Range 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
81619	Brownells – Clay Targets	\$50,000	\$70,000	\$29,969	\$29,969
Account Number					
004-142001 – Inventory – Clay Targets					

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.