



INDIAN RIVER COUNTY, FLORIDA DEPARTMENT OF UTILITY SERVICES

Date: February 2, 2018
To: Jason Brown, County Administrator
From: Vincent Burke, P.E., Director of Utility Services
Through: Cindy Corrente, Finance Manager, Utility Services
Prepared By: Terry Southard, Operations Manager, Utility Services
Subject: Purchase Order Increase for Caustic Soda (Sodium Hydroxide)

BACKGROUND/ANALYSIS:

Indian River County Department of Utility Services (IRCDUS) has two (2) water production facilities that use caustic soda for the treatment of water. Production costs, and therefore vendor pricing, for caustic soda fluctuates monthly so IRCDUS compares the costs every quarter to receive the lowest cost available. Allied Universal was the lowest cost of three (3) vendors last quarter and was issued a purchase order (PO) for \$50,000.00. Due to an error, staff exceeded the PO limit by \$9,135.06.

Precautionary procedures have been put into place to avoid similar issues in the future between Operations and accounting staff.

FUNDING:

Funds for the caustic soda purchase are available in the Chemicals account within the Utilities Operating Fund. Operating funds are derived from water and sewer sales.

Description	Account Number	Amount
219 Water Treatment - Chemicals	47121936-035230	\$9,135.06

RECOMMENDATION:

Staff recommends that the Board of County Commissioners (BCC) approve the additional \$9,135.06 to Allied Universal and that the BCC authorize the Purchasing Manager to increase the existing purchase order by \$9,135.06.