

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

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**DATE:** March 15, 2024

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** John A. Titkanich, Jr., County Administrator  
Kristin Daniels, Director, Office of Management and Budget

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Authorization to Increase Blanket Purchase Orders

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**BACKGROUND:**

Blanket Purchase orders are issued at the request of 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, and therefore a waiver of the requirement for bids is reasonable and necessary.

As additional funds are needed on each Purchase Order, a change order request is entered, and is authorized by the department, the Budget Office, and Purchasing Division.

Waiver of the requirement for bids and pre-authorization of the Purchase Orders by the Board will ensure the Purchase Orders can be increased expeditiously, after confirmation of the availability of funds in the appropriate account by the Budget Office.

**FUNDING:**

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

### Sandridge Golf Club Pro Shop Inventory

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Requested for FY 23/24	Amount Spent Last Fiscal Year (22/23)
97471	Acushnet Golf – Footjoy and Titleist Inventory	\$75,000	\$90,000	\$78,298.60
97472	Callaway Golf – Callaway Inventory	\$75,000	\$130,000	\$120,006.31
97473	Roger Cleveland Golf- Cleveland and Srixon Inventory	\$75,000	\$100,000	\$85,738.56
<b>Total</b>		<b>\$225,000</b>	<b>\$320,000</b>	<b>\$284,043.47</b>
<b>Justification:</b> The pro shop needs to maintain an ample supply of goods to support patron demand; Pro Shop sales continue to increase.				
Account Name		Account Number		Available
Sandridge Golf Course/Inventory-Goods Resale		418-142000		\$95,000

### Utilities

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Requested for FY 23/24	Amount Spent Last Fiscal Year (22/23)
97470	Eastern Pipeline Construction – Directional Drilling	\$75,000	\$100,000	\$95,747.50
<b>Justification:</b> Additional directional drilling expenses are being incurred with new water service connections.				
Account Name		Account Number		Available
Utilities/Water Distribution/Other Professional Svcs		47126936-033190		\$56,658
PO#	Vendor and Material	Current Amount Encumbered	Total Amount Requested for FY 23/24	Amount Spent Last Fiscal Year (22/23)
97876	Pete’s Concrete – Concrete Patching	\$75,000	\$110,000	\$93,435.00
<b>Justification:</b> Water line repairs and replacements often necessitate concrete patching. Utilities continues to streamline the line replacement program. The department completed 393 line replacements last FY, and has completed twice as many year to date this fiscal year, compared to last fiscal year.				
Account Name		Account Number		Available
Utilities/Water Distribution/Paving Material		47126936-035310		\$35,000

### RECOMMENDATION:

Staff recommends the Board of County Commissioners waive the requirement for bids and authorize increases to the listed Purchase Orders, as approved by Budget.