

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

DATE: September 6, 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 Order 91587

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/FUNDING:

Fleet Management needs additional funds to purchase inventory parts, with the amount and account information on the following table.

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
91587	Cole Auto Supply, Inc.	\$75,000	\$85,000	\$67,313	\$168,956
Account Number			Additional funds currently available in account		
501-141024 – Fleet/Inventory – Parts			\$ 0 – this is a pass through account for inventory, with costs paid by department that owns the equipment being repaired		

RECOMMENDATION:

Staff recommends the Board of County Commissioners authorize the increase of PO 91587 to \$85,000.