

INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION

---

**DATE:** September 8, 2021

**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 not associated with a bid or contract up to \$35,000, and the Administrator is authorized 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.

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 Purchase Orders can be increased expeditiously, after confirmation of the availability of funds by the Budget Office.

The listed requests will ensure adequate funds are available through the end of the current fiscal year. New purchase orders will be issued for these items and services for the next fiscal year, beginning October 1, 2021.

**FUNDING:**

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

**CONSENT AGENDA**

**Fleet Management**

<b>PO#</b>	<b>Vendor and Material</b>	<b>Current Amount Encumbered on PO</b>	<b>Maximum amount requested for this FY</b>	<b>Amount spent with this vendor for this material last FY</b>	<b>Total amount spent on this product/service last FY</b>
88358	Everglades Farm Equipment – Parts for heavy equipment	\$75,000	\$90,000	\$61,199	\$77,431
<b>Account Number</b>			<b>Additional funds currently available in account</b>		
501-141024 – Inventory-Parts			\$ 0 – this is a pass through account for inventory, with costs paid by department that owns the equipment item		

**Utilities**

<b>PO#</b>	<b>Vendor and Material</b>	<b>Current Amount Encumbered on PO</b>	<b>Maximum amount requested for this FY</b>	<b>Amount spent with this vendor for this material last FY</b>	<b>Total amount spent on this product/service last FY</b>
88969	Pete’s Concrete – Concrete Patching	\$75,000	\$80,000	\$65,400	\$65,400
<b>Account Number</b>			<b>Additional funds currently available in account</b>		
47126936-035310 – Paving Material			\$ 8,084		

**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.