

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

DATE: April 24, 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

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 following tables.

Fire Rescue

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Anticipated for FY 23/24	Amount Spent Last Fiscal Year (22/23)
97569	Cole Auto Supply	\$75,000	\$105,000	\$50,737.50
Justification: Inventory, and as needed at time of repair parts for Fire Rescue vehicles.				
Account Name		Account Number		
Emergency Services District /Inventory-Parts		114-141024		
Emergency Services District/Fire Rescue/Maintenance-Auto Equipment		11412022-034640		

Fleet

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Anticipated for FY 23/24	Amount Spent Last Fiscal Year (22/23)
97502	Cole Auto Supply	\$70,000	\$80,000	\$76,427.36
97899	Tiresoles of Broward, Inc.	\$50,000	\$100,000	\$120,001.46
Total		\$120,000	\$180,000	\$196,428.82

Justification: Inventory and as needed at time of repair parts for County vehicles. Costs charged back to owning department.

Account Name		Account Number
Fleet/Inventory-Parts		501-141024

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Anticipated for FY 23/24	Amount Spent Last Fiscal Year (22/23)
97953	Ring Power Corporation	\$70,000	\$160,000	\$157,958.83
97837	Auto Partners LLC (Dyer Chevrolet)	\$35,000	\$80,000	\$80,527.61
Total		\$105,000	\$240,000	\$238,486.44

Justification: Sublet repairs to County equipment and vehicles.

Account Name		Account Number
Fleet/Vehicle Maintenance/Other Contractual Services		50124291-033490

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.