

INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION

DATE: May 11, 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. The pro shop at Sandridge Golf Club needs to maintain an ample supply of goods necessary in support of their sports and the demand of their patrons. Pro Shop sales continue to increase at Sandridge.

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.

FUNDING:

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

CONSENT AGENDA

Sandridge Golf Club Pro Shop Inventory

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
88158	Callaway Golf – Inventory	\$75,000	\$95,000	\$75,850	\$262,000
Account Number			Additional funds currently available in account		
418-142000 Inventory Goods - Resale			\$ 148,451 – revenues from sales are deposited into this account monthly		

RECOMMENDATION:

Staff recommends the Board of County Commissioners authorize increases to the listed Purchase Order as approved by the Budget Office, up to the maximum amount requested for the current fiscal year.