

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

DATE: November 28, 2023

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator
Kristin Daniels, Director, Office of Management & Budget
Jennifer Hyde, Purchasing Manager

FROM: Shelby Ball, Purchasing Specialist

SUBJECT: Sole Source Designation Requests and Utilization Update

BACKGROUND:

Many of the key pieces of equipment utilized throughout the County are specialized due to facility design, and/or are standardized for consistency of operations, especially in the Utilities Department. Many of these items are identified as sole source, as they are only available from the manufacturer, or the manufacturer's lone authorized distributor for our area.

Most of the sole source items are presented to the Board for designation, to facilitate the use of Purchase Orders soon after the need for the goods or services are required, and to ensure the expenditures for each item or vendor are appropriately authorized.

ANALYSIS:

Staff have identified additional sole source items that should be added, and some items previously designated as sole source that are due for update, or review and renewal by the Board. Current memos from each manufacturer describing their sole source for our purposes are on file in the Purchasing Division.

The full list of Board-designated sole source vendors is attached, and includes the current requests for renewals and new designations, as well as the other active designations. There are currently 83 active designations, with 31 of those requested for update and/or renewal.

As directed by the Board, staff has been tracking the sole source expenditures for each of the previously-approved sole source items and services, with those amounts provided in the far-right column of the sole source list. The total expenditure on sole source designated expenditures since April 1, 2021 is \$19,252,499. The total three-year estimated expenditure on sole source items, for those designation requests that provided an estimate, was \$19,101,422.

SOURCE OF FUNDS:

Funds for purchases and repairs will vary depending on the department, item use and location.

RECOMMENDATION:

Staff recommends the Board of County Commissioners declare the vendors and products indicated as “new,” “update,” or “renew” on the list of sole source vendors as sole source for a three-year period, and authorize the Purchasing Division to issue purchase orders in lieu of formal bids or quotes, and as funding is approved by the Budget Department.

Attachment

BCC Sole Source List for December 12, 2023