

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

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**DATE:** August 22, 2023  
**TO:** BOARD OF COUNTY COMMISSIONERS  
**THROUGH:** John Titkanich, County Administrator  
Kristin Daniels, Budget Director  
**FROM:** Jennifer Hyde, Purchasing Manager  
**SUBJECT:** Sole Source Designation Request

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**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.

Sole source items are designated by the Board, 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.

**DISCUSSION:**

The Utilities Department is requesting the Board designate E.H. Wachs as the sole source provider for equipment to maintain the more than 17,000 valves across both the water and wastewater systems. The Wachs equipment will be used to operate, exercise, and rehabilitate the valves.

**SOURCE OF FUNDS:**

Estimated expenditures over the next three years is \$100,000. Funds for purchases will come from the Utilities Fund/Other Equipment account, number 471-166002. Operating funds are derived from water and sewer sales.

<b>Account Description</b>	<b>Account Number</b>	<b>Amount</b>
Utilities Fund/Other Equipment	471-166002	\$100,000

**RECOMMENDATION:**

Staff recommends the Board of County Commissioners declare E.H. Wachs as the sole source for Utility valve maintenance equipment, 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.