

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

---

**DATE:** June 29, 2023

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** John Titkanich, Jr., County Administrator  
Kristin Daniels, Director, Office of Management and Budget

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Orders Approved by the County Administrator

---

**BACKGROUND:**

Section 105.06 of the Indian River County Code of Ordinances directs the county administrator to prepare a purchasing policies and procedures manual (“Purchasing Manual”), which provides guidance for how various transactions are to be completed.

Paragraph 4.6.C of the Purchasing Manual states the County Administrator may authorize and approve change orders to agreements executed by the Board, where the net increase to the contract amount does not exceed \$5,000. The County Administrator would like to inform the Board when such approvals are made.

**RECOMMENDATION:**

No action by the Board is necessary.

Attachment:

A. Thomas Construction Change Order (Bid 2023027)