

INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION

DATE: February 6, 2023

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Michael C. Zito, Interim 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 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.

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 the Purchasing Division. 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 tables on the next page.

Sandridge Golf Club Pro Shop Inventory

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Requested for FY 2022/2023	Requested Increase Amount	Amount Spent Last Fiscal Year (2021/2022)
94041	Acushnet Golf – Footjoy and Titleist Inventory	\$35,000	\$90,000	\$55,000	\$67,774
94099	Callaway Golf – Callaway Inventory	\$65,000	\$125,000	\$60,000	\$114,677
94927	Roger Cleveland Golf- Cleveland and Srixon Inventory	\$50,000	\$100,000	\$50,000	\$81,818
Total		\$150,000	\$315,000	\$165,000	\$264,269
Justification: The pro shop needs to maintain an ample supply of goods to support patron demand; Pro Shop sales continue to increase.					
Account Name			Account Number	Amount	
Sandridge Golf Course/Inventory-Goods Resale			418-142000	\$165,000	

Utilities

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Requested for FY 2022/2023	Requested Increase Amount	Amount Spent Last Fiscal Year (2021/2022)
94739	Eastern Pipeline Construction – Directional Drilling	\$35,000	\$100,000	\$65,000	\$69,875
Justification: Additional directional drilling expenses are being incurred with new water service connections.					
Account Name			Account Number	Amount	
Utilities/Water Distribution/Other Professional Svcs			47126936-033190	\$65,000	
PO#	Vendor and Material	Current Amount Encumbered	Total Amount Requested for FY 2022/2023	Requested Increase Amount	Amount Spent Last Fiscal Year (2021/2022)
94907	Pete’s Concrete – Concrete Patching	\$35,000	\$110,000	\$75,000	\$108,000
Justification: Water line repairs and replacements often necessitate concrete patching. Utilities continues to streamline the line replacement program. The department completed 393 line replacements last FY, and has completed twice as many year to date this fiscal year, compared to last fiscal year.					
Account Name			Account Number	Amount	
Utilities/Water Distribution/Paving Material			47126936-035310	\$73,000	
Utilities/Wastewater Collection/Paving Material			47126836-035310	\$2,000	
Total				\$75,000	

RECOMMENDATION:

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