

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

DATE: September 11, 2023

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., 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.

As the current fiscal year is being closed, several purchase orders require additional funds, to pay invoices for expected goods and services.

FUNDING:

Funds are available, as indicated in the tables.

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Requested for FY 2022/2023	Requested Increase Amount	Amount Spent Last Fiscal Year (2021/2022)
94341	Cole Auto Supply – Inventory Parts	\$75,000	\$80,000	\$5,000	\$78,485
Justification: Additional parts for repairs to vehicles and equipment needed					
Account Name			Account Number	Amount	
Internal Service Fund/Fleet Management/Inventory-Parts			501-141024	\$5,000	

PO#	Vendor and Material	Current Amount Encumbered	Total Amount Requested for FY 2022/2023	Requested Increase Amount	Amount Spent Last Fiscal Year (2021/2022)
94419	EFE Inc. – Inventory Parts	\$70,000	\$85,000	\$15,000	\$69,952
Justification: Additional parts for repairs to mowing and other equipment needed					
Account Name			Account Number	Amount	
Internal Service Fund/Fleet Management/Inventory-Parts			501-141024	\$15,000	

RECOMMENDATION:

Staff recommends the Board of County Commissioners authorize the listed Purchase Order increases.