INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION

DATE: January 9, 2025

TO: BOARD OF COUNTY COMMISSIONERS

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

FROM: Shelby Ball, Purchasing Specialist

SUBJECT: Administrator Approved Items

BACKGROUND:

The Board has approved Continuing Consulting agreements with various firms under the Consultant's Competitive Negotiations Act (CCNA) to provide professional consulting services for Engineering, Architectural, Geotechnical, Environmental, Biological, Surveying and Mapping services. Section 105 of the Code of Indian River County authorizes the Administrator to approve work orders for CCNA agreements up to $35,000, and it is the Administrator's desire for the Board to be notified of those approvals.

The related work orders are reviewed and approved by the Department Head, Purchasing, and the Attorney's Office, prior to execution by the County Administrator. Copies of these approved Work Orders are available for review in the Purchasing Division.

From November 1, 2024, through January 31, 2025, the Administrator has approved a total of 8 work orders for a total of $91,148.86.

Administrator Approved Work Orders November 1, 2024, thru January 31, 2025				
2023015 Continuing Consulting Engineering Services				
Date Approved	**Department**	**Vendor**	**Project Title/Scope**	**Work Order Amount**
12/31/24	Public Works	MBV	IRC - 2434 Shooting Range Stands Structural Design	$2,400.00
1/4/25	SWDD	Tetra Tech	Landfill Gas Consulting Services	$15,000.00
2023060 Continuing Environmental & Biological Consulting Services				
Date Approved	**Department**	**Vendor**	**Project Title/Scope**	**Work Order Amount**
11/14/24	Public Works	Applied Ecology Assoc.	Fire Station 15 Phase 1 Environmental Assessment Report	$4,946.43
11/14/24	Public Works	Applied Ecology Assoc.	Fire Station 16 Phase 1 Environmental Assessment Report	$4,946.43
12/10/24	Natural Resources	Ecological Associates	HCP Sea Turtle Monitoring. December 2024 - December 2025	$32,000.00
2023061 Continuing Geotechnical Consulting Services				
Date Approved	**Department**	**Vendor**	**Project Title/Scope**	**Work Order Amount**
12/31/24	Public Works	Andersen Andre	IRC-2420 Victor Hart Restroom-Concession Bldg. Geotech Testing	$10,519.00
12/31/24	Public Works	Andersen Andre	IRC-2423 IR Drive Culvert Testing	$4,267.00
1/14/25	Public Works	Ardaman	IRC-1911 Station 7 Construction Materials Testing	$17,070.00

The County Administrator may also review and approve purchase orders and purchase order change orders up to his authority limit of $75,000. It is the Administrator's desire for the Board to also be notified of these approvals.

The related purchase orders and purchase order change orders are reviewed and approved by the Department Head, Purchasing and the Budget Office prior to review and approval by the County Administrator. From November 1, 2024, through January 31, 2025, the Administrator has approved a total of 8 purchase orders for a total of $537,991.78 plus 2 change orders for a combined overall purchase order increase of $28,430.00.

Administrator Approved Purchase Orders November 1, 2024, thru January 31, 2025					
Purchase Order #	**Department**	**Vendor**	**Project Title/Scope**	**Purchase Order Amount**	**Date Approved**
101261	Building Department	EXEMPT PER FSS 282.318	EXEMPT PER FSS 282.318	EXEMPT PER FSS 282.318	11/20/24
101262	Utilities	Carl Black of Orlando	Purchase of 2025 Chevy Silverado 3500	$93,099.78	11/20/24
101264	Parks, Recreation & Conservation	St. Johns Turf Care	ABI Force Machine for Ballfields	$38,144.00	11/20/24
101265	SWDD	Ceres Environmental Services	FDOT Gap for Debris Collection	$130,000.00	11/21/24*
101336	SWDD	Kessler Consulting	Other Contractual Services	$40,000.00	12/4/24
101382	EMS Communications Center	EXEMPT PER FSS 282.318	EXEMPT PER FSS 282.318	EXEMPT PER FSS 282.318	12/12/24
101387	Building Department	Mullinax Ford of Vero Beach	Purchase of 2 Trucks	$89,160.00	12/12/24**
101510	Building & Facilities Services	SAG Cocoa	Purchase of a Ford F150	$39,670.00	1/10/25

* BCC Ratified 11/19/24

**Approved by Mike Zito on behalf of Administrator's Office. BCC Ratified 1/14/25

Administrator Approved Purchase Order Change Orders November 1, 2024, thru January 31, 2025						
Purchase Order #	**Date Approved**	**Department**	**Vendor**	**Project Title/Scope**	**Change Amount**	**Total PO Amount**
99626	11/27/24	Fire Services	Weimann Construction	Station 10 Bathroom Renos	$8,430.00	$63,090.00
100319	1/22/25	Utilities	Complete Electric	Stationary & Portable Generators Yearly Maint.	$20,000.00	$55,000.00

RECOMMENDATION:

There is no action required by the Board as this item is being presented for informational purposes only. Future reporting will be prepared and provided quarterly to coincide with the Quarterly Budget Report.