

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

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**DATE:** March 21, 2023

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** Michael C. Zito, Interim County Administrator  
Kristin Daniels, Budget Director

**FROM:** Jennifer Hyde, Purchasing Manager

**SUBJECT:** Adoption of Modifications to the Purchasing Manual

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**BACKGROUND:**

Section 105.06 of the Indian River County Code of Ordinances directs the county administrator to prepare a purchasing policies and procedures manual, which is commonly referred to as the Purchasing Manual. Revisions are necessary from time to time, and while not required by code, the administrator has always directed the changes be presented before the Board for their information and concurrence. The updated manual will be posted to the County web site for easy access.

**DISCUSSION:**

The following substantial revisions have been made and approved:

1. Contact information has been updated throughout to reflect the pending email domain change.
2. Paragraph 1.3.D is clarified to add explicit authorization for the Administrator and Purchasing Manager to waive the requirements of the manual within their authority threshold (\$35,000 for the Purchasing Manager and \$75,000 for the County Administrator). A redundant statement is incorporated here and removed from paragraph 1.3.M.
3. Section 2 is updated to reflect the electronic nature of the requisition, purchase order, and vendor self serve processes.
4. Section 2.6 Change Orders is modified to facilitate use of electronic workflow in Tyler ERP, rather than pdf forms, for department and budget approval of changes to purchase orders.
5. Section 3.6 is updated to include the restriction on purchasing "attractive items," on blanket purchase orders. This ensures the items are appropriately tagged and inventories, in accordance with the new Capital Asset Policy.
6. Section 4 is modified to accommodate the receipt of electronic, rather than hard copy, bids. Section 4 is also modified to incorporate the pending utilization of the Contracts module in Enterprise ERP.
7. Paragraph 4.2.d is clarified to allow negotiation with a single responsive bidder.

**RECOMMENDATION**

Staff recommends the Board note its concurrence with the changes approved by the Interim County Administrator.

**ATTACHMENTS:**

Changes to the Purchasing Manual