

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

DATE: April 1, 2024

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 Work Orders

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. As of April 1, 2024, the Administrator has authorized a total of 9 Work Orders with a combined total of \$199,375.08.

RECOMMENDATION:

There is no action required by the Board as this is being presented for informational purposes only.