

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

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**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

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**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.