

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

DATE: October 18, 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: Ratification of Increase to Purchase Order 94330

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.

A significant amount of dealer repairs to Chevrolet vehicles were necessary in the previous fiscal year. The County Administrator had approved work up to \$72,700 on Purchase Order 94330 to Auto Partners, LLC, dba Dyer Chevrolet. At the conclusion of the fiscal year, staff was presented with invoices exceeding that amount.

To facilitate the processing of 2022/2023 fiscal year invoices by October 27, 2023, as required by the Comptroller, the County Administrator approved an increase to the purchase order to \$87,700 on October 11, 2023. Staff now requests the Board ratify that increase above the Administrator's authority.

FUNDING:

Funds for sublet repairs come from the Fleet Fund/Vehicle Maintenance/Other Contractual Services Account, 50124291-033490.

RECOMMENDATION:

Staff recommends the Board of County Commissioners ratify the increase of Purchase Order 94330 to \$87,700.