

**INDIAN RIVER COUNTY, FLORIDA  
MEMORANDUM**

**TO:** Jason E. Brown, County Administrator  
**FROM:** Richard B. Szpyrka, P.E., Public Works Director  
**SUBJECT:** Public Works – Fleet Division  
 Request for Increase to Existing Kelly Tractor Purchase Order  
**DATE:** May 29, 2018

**DESCRIPTION AND CONDITIONS**

The Public Works Fleet Division performs maintenance on a majority of County owned equipment. Within the Public Works Road and Bridge Division, the primary brand of heavy equipment is Caterpillar for the Divisions graders, loaders, and excavators.

As equipment ages the cost for maintaining the equipment increases. To maintain the equipment the Fleet Division purchases inventory parts from the Kelly Tractor Company. The purchases include preventive maintenance items such as oil and hydraulic filters along with replacement parts for repairs. This year we have had several pieces of equipment that needed major repairs above our normal preventative maintenance program.

To date, the Fleet Division has purchased approximately \$50,000 in parts from Kelly Tractor in FY 17-18, which is the extent of the County Administrator’s approval limit. We are requesting the Board’s authorization to increase the existing purchase order with Kelly Tractor up to an additional \$50,000, as approved by the Budget Department. This will enable Road and Bridge to continue to keep required parts for our Caterpillar equipment on hand. For FY 16-17, the total amount spent with the Kelly Tractor Company was \$75,356 for inventory Purchase Order parts.

**FUNDING**

Funding for the \$50,000 PO increase is budgeted and available in account number 50124291-035540 Fleet/Vehicle Maintenance/Parts.

**RECOMMENDATION**

Staff recommends the Board approve an increase of \$50,000 to Purchase Order 79330 to Kelly Tractor for the purchase of parts to maintain County equipment.

**ATTACHMENTS**

FY 17-18 Kelly Tractor Purchases by Equipment

**APPROVED AGENDA ITEM FOR: June 5, 2018**