

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

DATE: August 8, 2024

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Authorization to Increase Blanket Purchase Orders

BACKGROUND:

Blanket Purchase orders are issued at the request of 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.

DISCUSSION:

The Fleet Maintenance Division is handling a significant number of vehicles in need of repair. Repairs that can be completed internally require parts, while other repairs require the services of an external shop. Dealer services are utilized for external repairs, as they are completed with OEM parts and come with a warranty. Two vehicles are currently in need of transmission replacement, and two other vehicles need complete engine reseals.

Due to urgent need for OEM parts, the County Administrator authorized an interim increase to NAPA PO 97502 from \$80,000 (approved by the Board on May 7, 2024), to \$105,000.

Waiver of the requirement for bids and pre-authorization of the allocation of funds to Purchase Orders by the Board will ensure the Purchase Orders can be increased expeditiously, after confirmation of the availability of funds in the appropriate account by the Budget Office.

FUNDING:

Funds are, or will be made, available, as indicated in the following tables.

PO#	Vendor	Current Amount Encumbered	Total Amount Anticipated for FY 23/24	Amount Spent Last Fiscal Year (22/23)
97502	Cole Auto Supply (NAPA)	\$105,000	\$110,000	\$76,427.36

Justification: Inventory and as needed at time of repair parts for County vehicles. Costs charged back to owning department.

Account Name	Account Number
Fleet/Inventory-Parts	501-141024

PO#	Vendor	Current Amount Authorized	Total Amount Anticipated for FY 23/24	Amount Spent Last Fiscal Year (22/23)
97837	Auto Partners LLC (Dyer Chevrolet)	\$80,000	\$120,000	\$80,527.61
97932	Mullinax Ford of Vero Beach	\$60,000	\$120,000	\$72,230.56

Justification: Sublet repairs to County equipment and vehicles.

Account Name	Account Number
Fleet/Vehicle Maintenance/Other Contractual Services	50124291-033490

RECOMMENDATION:

Staff recommends the Board of County Commissioners waive the requirement for bids and authorize increases to the listed Purchase Orders, as approved by Budget.