

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

DATE: December 27, 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: Ratification of Purchase Order 101387

BACKGROUND:

According to Section 1.4 of the Purchasing Manual, the mandatory bid threshold shall be \$35,000 and the Board shall be authorized to approve a procurement transaction up to or in excess of \$75,000, without competitive selection, unless otherwise required by applicable law. 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.

There continues to be a significant wait time when purchasing vehicles under State and other cooperative contracts, with delivery being anywhere from 3 to 6 months after the issuance of a Purchase Order. The Building Division reached out to a local dealer, Mullinax Ford of Vero Beach, to obtain quotes for two trucks. These trucks cost \$44,580 each and for a combined total of \$89,160. These totals are over the mandatory bid threshold as well as the Administrators' approval authority.

To facilitate the purchase of the vehicles while they were available, the Deputy County Administrator approved a requisition on December 12, 2024. Staff now requests the Board ratify the purchase exceeding the Administrator's authority. These vehicles were approved in the Fiscal Year 2024/2025 Original Budget on September 18, 2024 for a total amount of \$91,311.

FUNDING:

Funding, in the amount of \$89,160, for these vehicles, will come from the County Building Fund/Vehicles account number, 441-166001. This purchase is \$2,151 under budget.

Account Description	Account Number	Amount
County Building Fund/Vehicles	441-166001	\$89,160

RECOMMENDATION:

Staff recommends the Board of County Commissioners ratify the issuance of Purchase Order 101387 for \$89,160.00 to Mullinax Ford of Vero Beach, and further authorize the County Administrator or his designee to authorize additional off the lot purchases from local dealers, as necessary, with said purchases to be reported quarterly to the Board.