



## *Memo*

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To: Board of Directors  
From: Alan E. Clanin, General Manager  
Date: March 19, 2019  
Subject: Declare Tractor as Surplus Equipment

The new 2019 John Deere HL Backhoe that was approved by the Board May 17, 2018 and is in service and performing as expected. The new Backhoe was purchased to replace the aging 1990 Case 580K Backhoe.

The next step in the process is to declare the 1990 Case Backhoe as surplus property. Once the tractor is declared surplus and ready to be sold, we will establish a minimum bid amount for the tractor and will prepare notices for this vehicle, publish in the local newspapers and will post at three locations in the community advertising it for sale and requesting sealed bids with a stated minimum amount. If after a reasonable time the District has not received a bid for the tractor, then a price will be negotiated for the sale of the tractor.

The tractor to be declared surplus at this time:

1990 Case 580K Tractor Loader Extendahoe, S/N JJG0029547

**Recommendation:**

It is requested that the Board of Directors declare the above tractor as surplus district property and authorize staff to proceed with the sale of the vehicle.