



Memo

To: Board of Directors
From: Larrie Ann Davis; Office Manager
Date: June 15, 2021
Subject: Declare Vehicle as Surplus Equipment

We have received the new 2021 Ford F150 Extra Cab pickup that was approved and ordered in 2020. This new vehicle is now fully equipped and placed into service.

The next step in the process is to declare the truck that is no longer needed as surplus property. Once this vehicle is declared surplus, we will prepare notices for the vehicle declared surplus that will be published in newspapers and will be posted at three locations in the community, advertising it for sale and requesting sealed bids with a stated minimum amount.

The vehicle to be declared surplus at this time is:

2001 Ford F150 4X4 (Vehicle No. 098005)

Once the vehicle is declared surplus and ready for to be sold, we will establish a minimum bid amount for the vehicle. In the past we have established the minimum bid amount as the amount half way between the Kelley Blue Book Trade-in Value and Private Party Value.

We will post the notice for a reasonable period anticipating the receipt of bids. The bids will be brought back to the Board for final approval. However, if after a reasonable time we receive no bids for a vehicle, then a price will be negotiated for the sale of said vehicle.

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