

City of Coconut Creek InterOffice Memorandum

To: Peta-Gay Lake, Director of Finance and
Administrative Services *PL*

Date: September 6, 2022

Through: Linda Jeethan, Procurement Manager *LJ*

Subject: Surplus Items for Commission
Approval

From: Nafisa Aliea Seeram, Procurement
Technician *NS*

Authority:

Per Resolution No. 2018-223; the City's Administrative Order No. P-01 (3) – Purchasing Policies and Procedures; and Chapter 274, Florida Statutes, City surplus property valued \$5,000 and over and classified as obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function shall be approved for disposition at the October 13, 2022 City Commission Meeting. Items are due to the City Clerk's office by September 26, 2022.

The attached list from the Public Works/Fleet department are the items to be sold, scrapped, or discarded using the most efficient and cost effective means of disposal.

Please review and if in approval, please sign each Surplus Designation Form and return to my attention. Please feel free to contact me at ext. 1542 with any questions or concerns you may have.