



City of Coconut Creek InterOffice Memorandum

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

Date: July 13, 2021

Through: Linda Jeethan, Procurement Manager 

Subject: Surplus Items for Commission
Approval

From: Nafisa Aliea Seeram, Procurement
Technician 

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 over \$1,000 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 August 9, 2021 City Commission Meeting. Items are due to the City Clerk's office by July 20, 2021.

The attached list from Fire Administration, Human Resources, Information Technology, Parks and Recreation, and Public Works departments 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.