

City of Coconut Creek InterOffice Memorandum

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

Date: July 25, 2023

From: Gretchen Marie Rodriguez
Procurement Technician

Subject: 4th Quarter 2023 Surplus
Items for Commission
Approval

Authority:

Per Resolution No. 2018-223, the City's Administrative Order No. P-01 (3) – Purchasing Policies and Procedures, and Florida Statutes Chapter 274, 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 August 24, 2023 City Commission Meeting. Items are due to the City Clerk's office by August 7, 2023.

The attached lists from Police, Public Works, Parks and Recreation, and Utilities and Engineering Departments are the items to be sold, scrapped, or discarded using the most efficient and cost effective means of disposal.

Please review and kindly sign each Surplus Designation Form if in approval. Should you have any questions, please contact me at ext. 1548.

City of Coconut Creek InterOffice Memorandum

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

Date: March 21, 2023

From: Lorie Messer 
Procurement Analyst

Subject: Disposition of Damaged
Vehicle 1481

Authority:

Procurement Policies & Procedures Manual - Section 35: Surplus

35.6 Disposition of Surplus Property

- (2) Property that is in a wrecked, inoperable or partially dismantled condition, or that has deteriorated to the point that it has no apparent monetary value, or may pose a potential risk to the City if disposed of through a sale, may be discarded as trash through an environmentally acceptable method, upon receipt or written approval by the Procurement Official or designee.


Issue:

Vehicle number 1481 was involved in an accident on 01/14/2023. The City's insurance carrier, Preferred Government Claims Services (PGCS) requested an inspection on the vehicle from Appraisers of Central Florida. Appraisers of Central Florida reported that the vehicle will be considered a total loss. PGCS will handle the disposition of the vehicle and will issue the City cash value. Risk Management will coordinate the disposition of the vehicle. Please reference attached backup documents for further details.

APPROVED

DATE

DENIED



Peta-Gay Lake, Director
Finance & Administrative Services



3/20/23

Peta-Gay Lake, Director
Finance & Administrative Services

City of Coconut Creek InterOffice Memorandum

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

Date: March 21, 2023

From: Lorie Messer 
Procurement Analyst

Subject: Disposition of Damaged
Vehicle 1487

Authority:

Procurement Policies & Procedures Manual - Section 35: Surplus

35.6 Disposition of Surplus Property

- (2) Property that is in a wrecked, inoperable or partially dismantled condition, or that has deteriorated to the point that it has no apparent monetary value, or may pose a potential risk to the City if disposed of through a sale, may be discarded as trash through an environmentally acceptable method, upon receipt or written approval by the Procurement Official or designee.

Issue:

Vehicle number 1487 was involved in an accident on 02/26/2023. The City's insurance carrier, Preferred Government Claims Services (PGCS) requested an inspection on the vehicle from Appraisers of Central Florida. Appraisers of Central Florida reported that the vehicle will be considered a total loss. PGCS will handle the disposition of the vehicle and will issue the City cash value. Risk Management will coordinate the disposition of the vehicle. Please reference attached backup documents for further details.

APPROVED

DATE

DENIED



Peta-Gay Lake, Director
Finance & Administrative Services

3/22/23

Peta-Gay Lake, Director
Finance & Administrative Services

City of Coconut Creek InterOffice Memorandum

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

Date: June 15, 2023

From: Gretchen Marie Rodriguez
Procurement Technician



Subject: Disposition of Damaged
Vehicle 1531

Authority:

Procurement Policies & Procedures Manual - Section 35: Surplus

35.6 Disposition of Surplus Property

- (2) Property that is in a wrecked, inoperable or partially dismantled condition, or that has deteriorated to the point that it has no apparent monetary value, or may pose a potential risk to the City if disposed of through a sale, may be discarded as trash through an environmentally acceptable method, upon receipt or written approval by the Procurement Official or designee.

Issue:

Vehicle number 1531 was involved in an accident on 08/14/2022. The City's insurance carrier, Preferred Government Claims Services (PGCS) requested an inspection on the vehicle from Appraisers of Central Florida. Appraisers of Central Florida reported that the vehicle will be considered a total loss. PGCS will handle the disposition of the vehicle and will issue the City cash value. Risk Management will coordinate the disposition of the vehicle. Please reference attached backup documents for further details.

APPROVED

DATE

DENIED



Peta-Gay Lake, Director
Finance & Administrative Services



6/15/23

Peta-Gay Lake, Director
Finance & Administrative Services

City of Coconut Creek InterOffice Memorandum

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

Date: June 15, 2023

From: Gretchen Marie Rodriguez 
Procurement Technician

Subject: Disposition of Damaged
Vehicle 1450

Authority:

Procurement Policies & Procedures Manual - Section 35: Surplus

35.6 Disposition of Surplus Property

- (2) Property that is in a wrecked, inoperable or partially dismantled condition, or that has deteriorated to the point that it has no apparent monetary value, or may pose a potential risk to the City if disposed of through a sale, may be discarded as trash through an environmentally acceptable method, upon receipt or written approval by the Procurement Official or designee.

Issue:

Vehicle number 1450 was involved in an accident on 02/25/2023. The City's insurance carrier, Preferred Government Claims Services (PGCS) requested an inspection on the vehicle from Appraisers of Central Florida. Appraisers of Central Florida reported that the vehicle will be considered a total loss. PGCS will handle the disposition of the vehicle and will issue the City cash value. Risk Management will coordinate the disposition of the vehicle. Please reference attached backup documents for further details.

APPROVED

DATE

DENIED



for Peta-Gay Lake, Director
Finance & Administrative Services

6/21/23

Peta-Gay Lake, Director
Finance & Administrative Services