


City of Coconut Creek InterOffice Memorandum

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

Date: December 9, 2024

From: Gretchen Marie Rodríguez
Procurement Technician 

Subject: **2nd Quarter 2025 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 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 January 9, 2025 City Commission Meeting. Items are due to the City Clerk's office by December 17, 2024.


The attached lists from Public Works (Fleet) and Utilities & Engineering Departments detail 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 extension 1548.

City of Coconut Creek InterOffice Memorandum

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

Date: October 10, 2024

From: Gretchen Marie Rodriguez
Procurement Technician 

Subject: Disposition of Damaged
Vehicle 1364

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 1364 was involved in an accident on 9/4/2024. 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

12/19/24

Peta-Gay Lake, Director
Finance & Administrative Services