

Board of County Commissioners

Agenda Request

Date of Meeting: June 7, 2010

Date Submitted: May 21, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Timothy Barden, Assistant County Administrator
Debbie DuBose, OMB Coordinator
John Taylor, Facilities Management Coordinator

Subject: Request Board Approval to Conduct an Auction of County Surplus Property and Approve the List of Property

Statement of Issue:

This agenda item requests Board approval to conduct an auction of County surplus property that has outlived their life span and are no longer needed or utilized by County staff.

Background:

In accordance with Section 13.0 of the Board's Purchasing Policy which addresses Surplus Property and Disposal, the County will routinely dispose of surplus property at a public auction when there is a sufficient amount of property to be disposed of. At this time County staff has identified twenty-five (25) items to be auctioned (Attachment #1). A few examples of the items available include a 1991 Ford Ranger, a 1989 Book Mobile, a 1970 Cab Over Fire Truck, a Air Compressor, and Air Conditioner Recovery Units, as well as many other items.

Analysis:

The items identified for auction are no longer of use to the County and it is in the best interest of the Board to dispose of these items. Upon the Board's approval, notices will be placed on the County's website as well as in the Wakulla News of the upcoming auction. The opening of the auction period will begin on Monday, June 21, 2010 at 8:00a.m. and will close on Saturday, June 26, 2010 at 11:00a.m. The auction period will allow interested parties ample time to view the items from the website or in person if they so choose, prior to submitting bids. The location of the auction will be at the Facilities Management Office located at 338 Trice Lane, Crawfordville, Florida.

Auction Process

Interested citizens and/or vendors who are interested in bidding on the surplus property will submit their bids on a bid sheet (Attachment #2) that will include the following: the item number, bid amount and appropriate contact information. Bid sheets can be submitted at anytime during the auction period in sealed envelopes to the Facilities Management Office, 338 Trice Lane, Crawfordville, Florida. The auction process is as follows:

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- Bids will *not* be accepted after 11:00am on June 26, 2010.
- All bids received will be stamped in with the date and time received.
- The highest bidder for any particular item will be the successful bidder.
- Identical bids received for the same item will be awarded based on the earliest date and time stamped receipt of the bids for that item.
- The successful bidders will be notified no later than the next business day (Monday, June 28, 2010) and will be given notice that they have five (5) days to make arrangements for payment and pick-up of the item awarded.
- Bidders will be required to pay by cashier's check; money order; cash or bank check. No personal checks will be accepted.
- All items will be auctioned in as is condition.
- All transactions are final.

Upon receipt of the payment, the appropriate paperwork will be processed and proceeds from the sale will be deposited into the General Fund.

Additionally, all other Constitutional Offices were notified of the items and asked if they would like to participate in this auction. However, all has confirmed that they do not have any surplus auction items at this time. The County Attorney assisted staff in developing this auction process and has approved this item for the Board's consideration.

Options:

1. Approve to conduct a County Surplus Auction and approve the list of property to be auctioned during the auction period of Monday, June 21, 2010 at 8:00a.m. through Saturday, June 26, 2010 at 11:00a.m.
2. Do not approve the County Surplus Auction and list of property to be auctioned during the auction period of Monday, June 21, 2010 at 8:00a.m. through Saturday, June 26, 2010 at 10:00a.m.
3. Board direction.

Attachments:

1. List of items to be auctioned
2. Auction Bid Form

Recommendation:

Option #1.

Attachment(s):

1. List of Items with photographs of surplus items to be auctioned.

[BHP/TB/dkd]