

Trailer Estates Park and Recreation District

Board of Trustees Workshop

June 16, 2026

9:30AM Mark's Hall

1903 69th Avenue West

Bradenton, FL 34207

Call to Order

Pledge of Allegiance

Roll Call

Public Comment (Limit 3 Minutes on Workshop Agenda Items Only)

Reports from Standing Committees

Clubs & Organizations

Discussion Items Presented by Board & Staff

1. Spectrum Contract Renewal
2. Waste Pro Contract Options
3. Disposition of Surplus Copier/Exercise Equipment

Trustee Reports

Park Manager Comments

Unfinished Business

Adjournment

Trailer Estates Board Meetings & Workshops are broadcast in the park on Channel 732

Join Zoom Meeting

<https://us02web.zoom.us/j/85246418638?pwd=4nournfWLgDGsxtVv3btRYdcMAnIvt.1>

Meeting ID: 852 4641 8638

Passcode: 096744

One tap mobile

+13052241968,,85246418638#,,,,*096744# US

+13126256799,,85246418638#,,,,*096744# US (Chicago)

Mobile Password: 096744

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the Office Staff at (941)756- 7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Spectrum Contract Renewal

For Upcoming Meeting—Date June 16, 2026

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Discuss the renewal of the Spectrum Cable & Internet Service Agreement for an additional 5 years. Spectrum has offered to double our communities' Internet speed along with an additional set top box (makes 3). Spectrum increased their signing bonus to \$300 per door for an total of _____

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
Base Price is \$43.50 per household per month with a 3% yearly escalator.
Approximately \$700K per year, contract cost.

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** _____
Board Memorandum, Value Statement, and Spectrum Offer Email

Trustee Chairman Lombardi

Date Submitted June 4, 2026

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

TRAILER ESTATES PARK & RECREATION DISTRICT BOARD AGENDA MEMORANDUM

TO: Board of Trustees

FROM: Lee Morris, Park Manager

DATE: June 16, 2026

SUBJECT: Approval of Spectrum Cable Television and Internet Service Agreement Renewal

Recommendation

Approve the renewal of the Spectrum Community Solutions Bulk Cable Television and Internet Services Agreement and authorize the Chairman to execute the renewal documents substantially in the form presented.

Background

Trailer Estates currently provides bulk cable television and internet services to residents through Spectrum Community Solutions under an agreement that expires in August 2027. Spectrum approached the District with a proposal to extend the agreement for an additional five-year term.

The Chairman and Park Manager met with Spectrum representatives and negotiated several improvements to the proposed renewal package, including increased resident services and additional financial compensation to the District.

Proposed Renewal Terms

The negotiated agreement includes the following services and benefits:

- **1 Gig Internet Service** for all units, increasing the current internet speed from 500 Mbps to 1 Gig.
- **Spectrum TV Select Plus with Entertainment View**, providing more than 250 television channels.
- Access to Spectrum's streaming applications at no additional cost.
- **Three HD/Xumo television boxes** per unit, including one DVR-enabled device.
- **Managed Wi-Fi service at 12 common area locations**, utilizing the same community-wide login credentials.
- Modem and router included for each unit.
- Monthly service cost of **\$43.50 per unit**, plus applicable taxes and fees. (Initial Contract Term)
- Five-year contract term.
- Annual price adjustment of 3%.

Financial Impact

As part of the renewal, Spectrum has agreed to provide a **sign-on bonus of \$300 per unit**, resulting in a one-time payment of approximately **\$384,000** to Trailer Estates. This represents a significant increase from the current agreement's door fee compensation and was achieved through negotiations with Spectrum management.

Benefits of Renewal

The proposed agreement provides several advantages to residents and the District:

1. **Doubles internet speeds** from 500 Mbps to 1 Gig service for every household.
2. Maintains a comprehensive television package with more than 250 channels and streaming access.
3. Provides additional television equipment for residents.
4. Expands and maintains managed Wi-Fi coverage in common areas.
5. Secures a substantial one-time payment to the District of approximately \$384,000.
6. Provides pricing certainty and continuity of service for residents through a nationally recognized provider.

Value Statement

The proposed agreement continues to provide significant value to Trailer Estates residents. The bundled services included in the agreement—1 Gig internet service, Spectrum TV Select Plus, Entertainment View programming, streaming applications, and equipment—have an estimated retail value of approximately \$175 per month per household. The negotiated bulk rate of \$43.50 per month provides residents with access to these services at a substantial discount, representing an estimated savings of more than \$1,500 annually per household.

Recommendation

After reviewing the proposal and negotiating improved compensation and service levels, we believe the renewal provides substantial value to both the District and its residents. The increased internet speeds, enhanced television package, expanded equipment offerings, and increased sign-on bonus represent meaningful improvements over the existing agreement.

We recommend approval of the Spectrum Community Solutions Cable Television and Internet Services Agreement renewal and authorization for execution of the final contract documents after District Attorney review.

Based on Spectrum's current residential pricing, the services provided to Trailer Estates would cost a resident approximately:

Service	Current Retail Price
Spectrum Internet Gig (1 Gbps)	~\$50/month
Spectrum TV Select Plus	~\$110/month
Entertainment View Add-on	~\$15/month
Total Retail Value	~\$175/month

This does not include:

- DVR service
- Up to 3 HD/Xumo devices per unit
- Managed community Wi-Fi
- Installation and support
- Taxes, broadcast TV surcharge, regional sports fees, and other pass-through charges

Those items could easily add another \$15-\$30+ per month in a typical retail account.

Comparison to Trailer Estates Contract

Contract Cost: \$43.50 per unit/month

Estimated Retail Value: ~\$175/month

Resident Savings Through Bulk Agreement: Approximately \$130 per month per household or roughly \$1,560 annually per household.

For all 1,273 units, the aggregate retail value of the services provided is approximately:

- Retail value: ~\$2.67 million per year
- Contract cost: ~\$665,000 per year
- Community-wide value: approximately **\$2.0 million in annual resident savings**

Phillips, Tory L<tory.phillips@charter.com>
Manager
Todd Lombardi; Trailer Estates

Fi Lee,

Thanks for the reminder. As we discussed on our call, please see below for the deal points that have been reviewed and approved by our corporate executives.

I am currently putting these details onto a one-page document and will include the channel lineup on the back, just like I presented during our meeting.

Please let me know if you have any additional questions or concerns.

Thank you!

Proposal: Bulk Internet & TV (Approved offer)

- **1 Gig Internet:** Fast internet for every unit. Modem and router are included.
- **250+ TV Channels:** Spectrum Select Plus, Entertainment View, and includes access to our free streaming apps.
- **TV Equipment:** 3 HD/Xumo boxes per unit (1 includes DVR service).
- **Managed Wi-Fi Common Area** 12 common area locations with same network login community wide.
- **Price: \$43.50** per unit each month. (pre-taxes and fees)
- **Sign-On Bonus:** We pay you **\$300** per door - \$384K paid to Trailer Estates HOA
- **Contract Term: 5 years** with a **3% annual price increase**.

Tory Phillips | Account Executive, SCS | 813-705-6847 O | 813-245-5090 M
3511 Queen Palm Drive, 2nd Floor | Tampa, FL 33619

Bulk Owner Customer Support: 877.647.7732

Bulk Tenant Customer Support: 833.697.7328

Bulk WIFI Customer Support: 855.895.5302

Want to know more about Spectrum Bulk Services?: www.spectrum.com/communitysolutions

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Solid Waste Contract Options

For Upcoming Meeting—Date June 16, 2026

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

See attached Back-up and Discussion Items to establish Contract Requirements.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) _____

Attachments

Trustee Chairman Lombardi/Treasurer Neal

Date Submitted June 1, 2026

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

Service Level Comparison- Trailer Estates Park & Recreation District

Option	Match Existing Contract	# of Units	Price Per Unit	Monthly Cost	Annual Cost	Considerations
Option A - Current Service Level	Maintain existing curbside trash collection schedule and existing roll-off services	1275	\$15.85	\$20,208.75	\$242,505.00	New Price, No Changes
Option	Service Level Changes	# of Units	Monthly Savings Per Unit	Approx. Monthly District Savings*	Approx. Annual District Savings*	Considerations
Option 1 – Reduce Curbside Trash Collection	Reduce curbside residential trash pickup to 1x per week year-round	1275	\$0.75	\$956/month	-\$11,475/year	Lowest operational impact to common-area services, but residents would experience reduced household pickup frequency
Option 2 – Remove Trash Roll-Off Container	Eliminate trash roll-off container and associated 100 annual pulls; retain recycling and yard waste roll-offs with weekly service	1275	\$1.50	\$1,913/month	-\$22,950/year	Residents would lose access to the community trash roll-off for bulk-type trash disposal
Option 3 – Combine Options 1 & 2	Reduce curbside pickup to 1x weekly AND remove trash roll-off container	1275	\$2.25	\$2,869/month	-\$34,425/year	Produces greatest savings, but also represents the largest reduction in service availability

*Estimated savings based on approximately 1,275 residential units. (Note-Pricing shown is 1st year, subsequent years will have CPI adjustment)

Existing Base Service Included in Proposal

Under the current proposal, Waste Pro provides:

- Curbside solid waste collection
- Centralized Dumpster recycling collection
- Centralized Dumpster Yard waste collection
- Approximately 200 annual roll-off pulls included in the base rate

The proposed base residential solid waste rate would be **\$15.85 per unit/month** for trash collection services.

Discussion Points:

When evaluating the options, the Board may wish to consider:

- Resident tolerance for reduced curbside pickup frequency
 - Demand and usage levels for the community trash roll-off container
 - Could Reduce illegal dumping or overflow trash issues
 - Overall affordability versus service expectations
 - Whether partial reductions or phased changes should be considered
-

Board Direction Options

The Board could provide direction to:

1. Maintain the current proposed service levels
2. Implement Option 1 only
3. Implement Option 2 only
4. Implement both Options 1 and 2



May 22, 2026

Trailer Estates Park & Recreation District
1903 69th Avenue West
Bradenton, FL 34207

Re: Revised Service Level Rates

Dear Mr. Morris,

We appreciate the opportunity to discuss different service level options available to Trailer Estates in an effort to reduce the overall costs of the solid waste collection services. We have been reviewing different scenarios to try and assist in keeping your rates down.

We believe these two options that we will outline should help in achieving that objective.

Option 1 – Reduce the curbside service schedule year round to 1x per week.

Option 1 would reduce the monthly per unit cost by **\$0.75 per month**.

Option 2 – Remove the Roll Off Container for Trash and the ~ 100 pulls per year associated with it. Leave the Recycling Roll Off Container and schedule it for weekly service (52 pulls per year) and the Yard Waste Roll Off Container and also schedule it for weekly service (52 pulls per year).

Option 2 would reduce the monthly per unit cost by **\$1.50 per month**.

Both options combined would reduce the monthly per unit cost by **\$2.25 per month**.

These two options were the one's that we believed would give the residents a considerable savings and not affect the total service offerings to the community.

We welcome the opportunity to discuss these options in further detail as we look to structure the best solid waste system possible for the residents of Trailer Estates Park & Recreation District.

Sincerely,

Robert "Bob" TenHaaf
Division Vice President

Waste Pro of Florida, Inc.
7921 15th Street E.
Sarasota, FL 34243



WASTE PRO[®]

Caring For Our Communities[®]

TAB 4

Pricing Proposal (Exhibit A)



TAB 4 – Pricing Proposal (Exhibit A)

- o Annual and monthly pricing for each service component.*
- o Per-unit pricing, if applicable.*
- o Pricing for optional and additional services.*

See Exhibit A – Attached

- The District may postpone the award of the contract, to elect not to proceed with the subject award process, and to accept a proposal or portion of a proposal, which in its judgment, best serves the District.
- The District may waive informalities or minor irregularities.
- The District may request additional information or clarification from the firms.
- Submission of a proposal constitutes acceptance of all RFP conditions.
- All proposals become public records in accordance with Chapter 119, Florida Statutes.

EXHIBIT A - PRICING PROPOSAL FORM

Proposers shall complete this Exhibit A in its entirety. The Proposer is encouraged to visit the District prior to submitting a proposal. No additional compensation or relief from any obligations of the contract will be granted because of a lack of knowledge of the site or conditions.

All pricing shall be provided in U.S. dollars and shall include all labor, equipment, containers, fuel, disposal, administrative, and overhead costs necessary to fully perform the services described in the RFP.

Failure to submit a completed Exhibit A may result in rejection of the proposal.

A. GENERAL PRICING INFORMATION

Proposer Name: Waste Pro of Florida, Inc.

Primary Contact: Robert "Bob" TenHaaf

Phone: 980-279-9998 Email: btenhaaf@wasteprousa.com

Proposed Contract Start Date: October 1, 2026

Initial Contract Term: Three (3) Five (5) Years

B. RESIDENTIAL UNIT COUNT

Total number of residential dwelling units served under this proposal:

Number of Units: 1275

(For pricing purposes, the District anticipates approximately 1,275-1,280 units.)

C. SOLID WASTE (TRASH) COLLECTION PRICING

Curbside residential solid waste collection as specified in the RFP, including seasonal frequency.

Description	Annual Cost	Monthly Cost	Cost Per Unit / Month
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Solid Waste Collection \$ 242,505.00 \$ 20,208.75 \$ 15.85

This base rate includes same service levels as Trailer Estates has in place now - including 200 roll-off pulls

D. RECYCLING COLLECTION PRICING

Curbside Commingled residential recycling collection, including education and outreach materials.

Description	Annual Cost	Monthly Cost	Cost Per Unit / Month
Recycling Collection	\$ 71,757.00	\$ 5,979.75	\$ 4.69 -if applicable - \$0 if use same service levels

Weekly

Recycling Collection	\$ 50,337.00	\$ 4,194.75	\$ 3.29 - if applicable - \$0 if use same service levels
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Bi-Weekly

Accepted recyclable materials (attach list): Attached and in Tab 3 Technical Proposal

Accepted Materials: Paper (newspapers, office paper, cardboard); Plastics (#1 - #7 containers, rigid bulky plastics); Glass (food and beverage containers); Metals (aluminum cans, steel/tin containers); aseptic cartons

E. YARD WASTE COLLECTION PRICING

Yard waste collection and disposal, including vegetative debris.

Description	Annual Cost	Monthly Cost	Cost Per Unit / Month
Yard Waste Collection	\$ 14,040.00	\$ 1,170.00	\$

Collection method (check one):

Curbside Pickup Dumpsters Hybrid

The rate above is included in the base rate for 200 roll-off pulls so this charge would not be applicable w/same service levels

F. DUMPSTER / ROLL-OFF SERVICES (if Required)

Provide pricing for dumpsters and/or roll-off containers serving common areas.

Description	Quantity Included	Annual Cost
Included Dumpster / Roll-Off Pulls	200 pulls/year	\$ 0 - inc included in base solid waste rate

Cost per Additional Pull (Trash): \$ 480.00 per pull

Cost per Additional Pull (Recycling): \$ 250.00 per pull

Cost per Additional Pull (Yard Waste): \$ 450.00 per pull

G. BULK AND SPECIAL PICKUP SERVICES

Provide pricing for bulk item or special pickups (e.g., furniture, appliances).

Description	Unit Cost	Notes
Bulk Pickup (Scheduled)	\$ 120.00	up to 4 cubic yards
Bulk Pickup (On-Call)	\$ 120.00	up to 4 cubic yards

Number of bulk pickups included annually at no additional charge (if any 4 Yards or Less):
0

residents can utilize the trash roll-off for bulk items if Trailer Estates keep the same service levels

H. CONTAINERS / CARTS (IF APPLICABLE)

If curbside carts are proposed, provide the following pricing:

Description	Included in Base Price (Yes/No)	Unit Cost
Trash Cart (size: <u>64</u> gallons)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <u>1.60</u> per month
Recycling Cart (size: <u>64</u> gallons)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <u>1.60</u> per month
Replacement Cart	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$ <u>75.00</u> replacement fee

I. STORM AND DISASTER DEBRIS SERVICES (As Needed Basis)

Provide pricing or rate structure for storm or disaster debris removal:

Description	Cost per Dumpster
Dumpster / Roll-Off Pulls	<u> </u> per pull \$ <u>350.00</u> + \$80/ton disposal

District will be responsible storm debris removal costs (acknowledged)

J. PRICE ADJUSTMENTS AND ESCALATION

Identify any proposed price escalation during the contract term:

- No annual escalation during initial term
- Fixed annual escalation of %
- CPI-based adjustment (describe index and method):

Index - CUSR0000SEHG - Water and Sewer and Trash Collection Services - CPI-U US City Average

Fuel surcharges or other adjustments (describe):

Disposal rates to be adjusted accordingly based on Manatee County L/F - 30 day notice minimum

K. TOTAL PROPOSAL COST SUMMARY

Description	Annual Cost	Monthly Cost
Solid Waste Collection	\$ <u>242,505.00</u>	\$ <u>20,208.75</u> - (base rate)
Recycling Collection	\$ <u>50,337.00</u>	\$ <u>4,194.75</u> - (if applicable - \$0 current system)
Yard Waste Collection	\$ <u>14,040.00</u>	\$ <u>1,170.00</u> - (if applicable - \$0 current system)
Dumpster / Roll-Off Services	\$ <u>0</u>	\$ <u>0</u> - (200 pulls included in base rate)
Bulk / Special Pickups (Estimated)	\$ <u>21,600.00</u>	\$ <u>1,800</u> - (if needed - \$0 current system)
TOTAL ANNUAL COST	\$ <u>328,482.00*</u> - (\$242,505.00 if keep same service levels)	

* - See Pricing Clarifications in Tab 8 Exceptions and Clarifications

TOTAL MONTHLY COST \$ 27,373.50* - (\$20,208.75 same service levels)

L. CERTIFICATION

The undersigned certifies that the pricing provided in this Exhibit A is true, correct, and binding for the period stated in the RFP, and that the Proposer has included all costs necessary to perform the required services.

Authorized Representative (Print Name): ROBERT A. JEW HARR
Signature: [Handwritten Signature] Date: 3-10-2026
Title: DEVELOPMENT VICE PRESIDENT



LIST OF PROGRAM RECYCLABLES

#	Material Categories	Description of Categories
1	Newspaper	Newspaper (loose or tied) including other paper normally distributed inside newspaper such as ads, flyers, etc. and other items made from newsprint such as advertising guides. <i>Does not include bagged newspaper.</i>
2	Corrugated Cardboard	Uncoated brown cardboard boxes with a wavy core (no plastic liners or waxy coatings). Includes clean pizza boxes. <i>Does not include cardboard within shrink-wrap plastic, such as that from a case of bottled water.</i>
3	Magazines and Catalogs	All magazines and catalogs, including glossy magazines.
4	Mixed Recyclable Paper	Printed or unprinted recyclable paper including white, colored, coated, and uncoated papers, envelopes, index cards, file folders, telephone books, paperboard, chipboard, Kraft paper, brown paper bags, mail, paperback books, blueprints, and other printed material on glossy and non-glossy paper. <i>Does not include shredded, contaminated, waxy, or metallic paper.</i>
5	Aseptic Containers/ Cartons	Gable-top cartons, aseptic juice boxes, and other similar containers made of coated paperboard.
6	PET Bottles (#1)	Clear and colored bottles and jars coded polyethylene terephthalate (PET #1). Examples include soda bottles, water bottles, food jars, etc. <i>Does not include loose caps and lids.</i>
7	Natural HDPE Bottles (#2)	Clear/natural plastic bottles coded high-density polyethylene (HDPE #2). Examples include milk jugs, vinegar bottles, and gallon water bottles. <i>Does not include loose caps and lids or containers >3 gallons.</i>
8	Colored HDPE Bottles (#2)	Opaque, pigmented plastic bottles coded HDPE #2. Examples include detergent and shampoo bottles. <i>Does not include loose caps and lids or containers >3 gallons.</i>
9	Non-Bottle PET Containers (#1)	Clear and colored plastic non-bottle, non-jar containers coded PET #1. Examples include clamshell containers, fruit or vegetable platters, and some plastic drink cups.
10	Non-Bottle HDPE Containers (#2)	Wide-mouthed tubs and containers coded HDPE #2. Examples include large plastic coffee containers and plastic chip tubes, including lids. <i>Does not include containers >3 gallons.</i>
11	PP Containers (#5)	Clear and colored plastic containers coded polypropylene (PP) #5. Examples include some dairy product cups and tubs, pill bottles, frozen food trays, and plastic drink cups. <i>Does not include loose caps and lids or containers >3 gallons.</i>
12	Other Plastic Containers (#3,4,6,7)	All plastic containers coded #3, #4, #6, or #7. Examples include some bottles, some drink cups, some clamshells, and Arizona Iced Tea™ gallon jugs.
13	Tin/Steel Cans	Tin-plated steel cans, usually food containers and empty aerosol cans, including labels. Includes steel caps.
14	Aluminum Cans	Aluminum soft drink, beer, food cans, and empty aerosol cans.
15	Glass Containers	All clear, green, blue, and amber glass bottles and jars as well as broken container glass pieces.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Disposition of Surplus Equipment

For Upcoming Meeting—Date June 16, 2026

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Sale of the following items:

Older Copier & Supplies - Estimated Proceeds \$500-900

Gym Equipment - \$0-\$100

Will be advertised in Tribune and Website

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** _____

Current Disposition Policy - (under Review by District Attorney)

Trustee Park Manager Morris

Date Submitted 6/8/2026

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

TRAILER ESTATES PARK AND RECREATION DISTRICT DISPOSAL OF DISTRICT PERSONAL PROPERTY PP19

DEFINITION

District personal property is any property other than real property. (i.e. pool table, air conditioner, lawn mower, truck, table saw, etc.).

POLICY

District personal property shall become surplus after examination by the maintenance trustee whose area of assigned responsibility it falls under, and if necessary, the maintenance foreman or office manager. The surplus property may be the result of its replacement, accidental damage, used beyond its expected life, or for any other reason. When replacing, it may be beneficial to trade in the item to reduce the cost of its replacement.

If, after examination by the maintenance trustee and the maintenance manager, there is a mutual agreement that the asset holds no value whatsoever and should be discarded as junk, the asset number will be provided to the Treasurer to update Asset Inventory for the district and the item will be discarded.

If, after examination by the maintenance trustee and the maintenance manager, there is a mutual agreement that the asset holds value the property will be disposed of in the following manner:

1. Estimated value of \$1500 or less-offer through postings to District residents. This would be considered a Local disposition authorization.
2. Estimated value over \$1500-item shall be posted in the park bulletin boards and website, placed on channel 732, and advertised in the newspaper recognized as a newspaper of general circulation.
3. Estimated value at \$5000 or more-item shall be published not less than one week nor more than two weeks before the sale in the newspaper recognized as a newspaper of general circulation. (See addendum, Section 274.06, FS)

POSTINGS

Both postings and ads must state basic descriptions of the item(s), its location, the disposal/inventory tag number, contact person, inspection times, and-whether or not in operating condition, and indicate that all sales are as is, where is, and no express guarantee. Since bidding on the item will require a sealed bid, there shall be a date, time, and location of the bid opening stated.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISPOSAL OF DISTRICT PERSONAL PROPERTY PP19**

BID PROCESS

Both procedures shall require a bid sealed in an envelope clearly marked on the outside- Bid for _____ Date _____ and may be mailed (no Email) or delivered to the District office before the bid opening time. Bids received later than the advertised deadline will not be accepted. Bid opening date shall be scheduled to correspond with a regularly scheduled board meeting. The bids shall be opened during a Trailer Estates board meeting and an award made at that time.

PAYMENT

Full payment by certified check, money order, or cash will be required from the successful bidder before release. Any item thought to have a worth of over \$1000 shall require a certified check in the amount of 10% of the bid offered, included with the bid, which shall be returned to non-successful bidders. All monies received from the sale of the item(s) offered shall be deposited in the general fund by the treasurer. All sales are as is, where is, and no express guarantee.

These procedures comply with Florida Statutes 274.05FS and 274.06FS.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISPOSAL OF DISTRICT PERSONAL PROPERTY PP19**

Date: _____

TRAILER ESTATES SURPLUS PROPERTY WORKSHEET

ITEM DESCRIPTION _____

REASON FOR DISPOSAL _____

INVENTORY TAG # _____

PURCHASE DATE _____

PURCHASE AMOUNT _____

APPROXIMATE WORTH _____

OPERATING CONDITION _____

ITEM LOCATION _____

Maintenance Trustee/Date

Maintenance Foreman/Date

- Estimated value \$1500.00 or less is considered Local Disposition Authorization.
- Estimated value over \$1500.00, item shall be posted on park bulletin boards, Channel 732 and advertised in local newspaper of general circulation.
- Estimated value \$5000.00 or more, item shall be published not less than one week nor more than two weeks before the sale in newspaper of general circulation.

BOARD RECOMMENDATION: () Dispose () Local Disposition () Publish

Board Meeting Date: _____