

# TRAILER ESTATES PARK AND RECREATION DISTRICT DISPOSAL OF DISTRICT PERSONAL PROPERTYPP15

## **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.

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**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.

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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: \_\_\_\_\_