

Agenda Item: 11.

Memo

To: Programs, Projects and Operations Subcommittee

From: Heather Guthridge, Purchasing Agent

Date: 8/3/2012

Re: Sale of District Surplus Equipment

With the needs of the District changing, some items of equipment have become surplus to the District. Programming requests for grass drill rental have dramatically decreased over the past few years. There are currently eight grass drills available for Field Office use. Management has declared the following items of District personal property to be surplus to the needs of the District:

<u>Item</u>	<u>Reasoning</u>	<u>Estimated Book Value</u>
9GD03 1976 Miller Grass Drill	Surplus due to decrease in programming	\$0
8AE20 1995 Donahue Trailer	Used to haul 9GD03	\$0
9GD16 2001 Miller Grass Drill	Surplus due to decrease in programming	\$0
8AE12 1990 Donahue Trailer	Used to haul 9GD16	\$0
9JS14 Ford Sickle Mower	Not compatible with current tractors	\$0

According to policy 16.2 District Property – Surplus Property, Management is authorized to declare any item of district personal property, with an estimated fair market value of \$1,000 or less, as surplus to the needs of the District, and is authorized to sell such item for the highest price obtainable after receiving oral bids from at least two persons known or believed to be potential purchasers of such items, or after publishing a newspaper advertisement for the sale of such item. The above estimated book value was determined based on the NRD Equipment Depreciation Schedule.

With Board approval, Management would direct staff to take the above items of surplus property to the August 16, 2012 Summer Annual Farm Machinery Consignment Auction at Lee Valley, Inc. near Tekamah, NE. Management feels this would be a fair way to dispose of surplus equipment and is advertised by Lee Valley, Inc.

Management recommends that the Subcommittee recommend to the Board of Directors that the above equipment be taken to the August 16, 2012, Summer Annual Farm Machinery Consignment Auction at Lee Valley, Inc. to be sold as surplus equipment.