



**CITY OF PORT ST. LUCIE**  
**Procurement Management Department**



MEMORANDUM

April 6, 2023


TO: Jesus Merejo, City Manager  
FROM: Caroline Sturgis, Director, Office of Management & Budget, and Procurement  
RE: Approval to dispose of obsolete equipment

As per Section 35.09 of City Ordinance please approve the disposal of the attached "Request to Relinquish Surplus" forms of obsolete equipment submitted by various departments.

City Council approval is not required as per Section 35.09.

Please return the entire package back to the Procurement Management Department.

Thank you.

  
Jesus Merejo, City Manager

Attached: Sec.35.09, Department Memo, Equipment List, Request to Relinquish Forms



Department Tracking # \_\_\_\_\_  
Transaction # \_\_\_\_\_

## REQUEST TO RELINQUISH SURPLUS

DATE INITIATED 03/27/23 DEPARTMENT HEAD APPROVAL (SIGNATURE) *Klatyngel* 2023.03.27 18:36:37 -04'00'

CONTACT PERSON AND TELEPHONE NUMBER David Reyes (772)834-1865

DEPARTMENT Water PM 3316

ITEM DESCRIPTION 416D Caterpillar Backhoe

ITEM LOCATION 900 SE OGDEN LANE PSL FL, 34983

MANUFACTURER Caterpillar Backhoe

MODEL # 416D SERIAL # CAT0416DKBFP07426

FIXED ASSET # 08959-000 EST. CURRENT VALUE \$ 10,000

UNIT # UWD-7426

CONDITION:  EXCELLENT  GOOD  FAIR  POOR  TRASH

REASON FOR REQUEST Age and Condition

TRANSFER FROM DEPARTMENT \_\_\_\_\_

TO DEPARTMENT \_\_\_\_\_

IS ITEM TO BE USED AS A TRADE-IN?  YES  NO

IF YES: ON WHAT ITEM \_\_\_\_\_

VALUE OFFERED \$ \_\_\_\_\_ VENDOR \_\_\_\_\_

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RECOMMENDATION:

TRADE-IN  RECYCLE/DISPOSE/RELINQUISH  
 AUCTION  STOLEN POLICE REPORT# \_\_\_\_\_  
 ON LINE AUCTION  
DISPOSAL METHOD SPECIFIED \_\_\_\_\_

DISPOSAL APPROVED BY PROCUREMENT MANAGEMENT DEPT: *Caroline Stungs*

RECIPIENT (METHOD) \_\_\_\_\_ P.O. # \_\_\_\_\_

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COUNCIL APPROVAL (BLUE SHEET) RECEIVED DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

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AUCTION ITEM # \_\_\_\_\_ VALUE RECEIVED \$ \_\_\_\_\_ DATE SOLD \_\_\_\_/\_\_\_\_/\_\_\_\_

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