



CITY OF PORT ST. LUCIE
Procurement Management Department



MEMORANDUM

March 15, 2023

TO: Jesus Merejo, City Manager

FROM: Caroline Sturgis, Director, Office of Management & Budget, and Procurement

RE: Approval to dispose of obsolete equipment

Handwritten initials "CS" in black ink.

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.

Handwritten signature of Jesus Merejo in black ink.

Jesus Merejo, City Manager

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

Department Tracking # _____
Transaction # _____

3314

REQUEST TO RELINQUISH SURPLUS

DATE INITIATED 11 / 08 / 21 DEPARTMENT HEAD APPROVAL (SIGNATURE) *[Signature]*

CONTACT PERSON AND TELEPHONE NUMBER DAN BURDETT 772-201-8426 *Daniel Burdett*

DEPARTMENT UTILITIES _____

ITEM DESCRIPTION 2000 CASE L-580 LOADER BACKHOE

ITEM LOCATION GULFPORT DRIVE (UTILITIES)

MANUFACTURER CASE

MODEL # I-580 SERIAL # JJG0275310

FIXED ASSET # 06590-000 EST. CURRENT VALUE \$ 1,000.00

UNIT # UWD-86

CONDITION: EXCELLENT GOOD FAIR POOR TRASH

REASON FOR REQUEST NEEDS APPROX. \$30,000 WORTH OF WORK FOR WIRING/REPAIRS
TRANSFER FROM DEPARTMENT
TO DEPARTMENT

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

IF YES: ON WHAT ITEM _____

VALUE OFFERED \$ _____ VENDOR _____

RECOMMENDATION:

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

DISPOSAL APPROVED BY PROCUREMENT MANAGEMENT DEPT.: *Caroline Sturgis*

RECIPIENT (METHOD) _____ P.O. # _____

COUNCIL APPROVAL (BLUE SHEET) RECEIVED DATE ____/____/____

AUCTION ITEM # _____ VALUE RECEIVED \$ _____ DATE SOLD ____/____/____
