

**TRAILER ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE
DISPOSAL OF DISTRICT PERSONAL PROPERTY**

PP 48

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 trustee whose area of assigned responsibility it falls under, and if necessary, the maintenance foreman. 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 trustee and the maintenance foreman, there is a mutual agreement as to the approximate worth, it will be presented to the Board of Trustees for approval to dispose of the property. The property may be disposed of in the following manner:

1. No worth whatsoever—discard as junk.
2. Estimated value of \$1500 or less—offer through postings to District residents. This would be considered a Local disposition authorization.
3. Estimated value over \$1500—item shall be posted in the park bulletin boards and website, placed on channel 95, and advertised in the newspaper recognized as a newspaper of general circulation.
4. 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.

BID PROCESS

Both procedures shall require a bid sealed in an envelope clearly marked on the outside— Bid for _____ Date _____

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and may be mailed (no E mail) 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.

Addendum:

274.05 FS Surplus property. A governmental unit shall have discretion to classify as surplus any of its property, which property is not otherwise lawfully disposed of, that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. Within the reasonable exercise of its discretion and having consideration for the best interests of the county or district, the value and condition of property classified as surplus, and the probability of such property's being desired by the prospective bidder or donee to whom offered, the governmental unit may offer surplus property to other governmental units in the county or district for sale or donation or may offer the property to private nonprofit agencies as defined in s. [273.01\(3\)](#) by sale or donation. If the surplus property is offered for sale and no acceptable bid is received within a reasonable time, the governmental unit shall offer such property to such other governmental units or private nonprofit agencies as determined by the governmental units on the basis of the foregoing criteria. Such offer shall disclose the value and condition of the property. The best bid shall be accepted by the governmental unit offering such surplus property. The cost of transferring the property shall be paid by the governmental unit or the private nonprofit agency purchasing or receiving the donation of the surplus property.

274.06 FS "Having consideration for the best interests of the county or district, a governmental unit's property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function, which property is not otherwise lawfully disposed of, may be disposed of for value to any person, or may be disposed of for value without bids to the state, to any governmental unit, or to any political subdivision as defined in [s. 1.01](#), or if the property is without commercial value it may be donated, destroyed, or abandoned. The determination of property to be disposed of by a governmental unit pursuant to this section instead of pursuant to other provisions of law shall be at the election of such governmental unit in the reasonable exercise of its discretion. Property, the value of which the governmental unit estimates to be under \$5,000, may be disposed of in the most efficient and cost-effective means as determined by the governmental unit. Any sale of property the value of which the governmental unit estimates to be \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than 1 week nor more than 2 weeks prior to sale in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit, and in additional newspapers if in the judgment of the governmental unit the best interests of the county or district will better be served by the additional notices; provided that nothing herein contained shall be construed to require the sheriff of a county to advertise the sale of miscellaneous contraband of an estimated value of less than \$5,000."