



DATE December 4, 2019 Item #11
TO GCTD Board of Directors
FROM Marlena Kohler, Purchasing Manager *MK*
SUBJECT Consider Approval for the Disposal of Surplus Property Located at 301 E. Third Street Facility.

SUMMARY

In accordance with GCTD Purchasing Procedure, the disposal of surplus and/or non-repairable materials with any financial record value over \$3000 shall be by determination of the Board of Directors. Staff is requesting the approval to disposal of all surplus property which was left behind due to the vacancy of GCTD's property located at 301 E. Third Street, Oxnard, CA.

BACKGROUND

In July of this year, GCTD moved into its new Operations & Maintenance Facility. As a result of this move, property was left behind that was either not needed at the new facility or non-repairable and considered surplus.

In accordance with GCTD Purchasing Procedure, the Purchasing Officer shall have the authority to dispose of surplus and/or non-repairable property or material which either has no further financial record value or has an estimated fair market value of \$3,000 or less per item or batch of the same item. Staff generally uses the services of Public Surplus to dispose of such items. However, property or material with any financial record value or fair market value of over \$3000 requires a determination by the Board of Directors.

Recently, staff worked on cleaning up the 301 facility in order to prepare for the disposal of surplus. This work consisted of systematically going through the whole facility, room by room, organizing all items left behind, disposing of those items which were non-repairable and of no financial value such as a broken chair or broken office supplies, and setting aside those items that can be auctioned on public surplus such as the lateral filing cabinets, refrigerators, or bookcases and when possible sending scrap items to a recycling center.

There are also items, such as trailers, bus hoist and lube reels located on the property that have a financial record value over \$3000. Such items require Board of Directors determination for disposal. Staff is recommending auctioning such items, as we are doing for the other surplus items, using Public Surplus.

RECOMMENDATION

It is recommended the Board of Directors authorize the disposal of surplus property located at 301 E. Third Street, Oxnard, using Public Surplus auction services.

GOLD COAST TRANSIT DISTRICT

GENERAL MANAGER'S CONCURRENCE

Steven P. Brown

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General Manager