



MIAMI BEACH

City of Miami Beach, 2300 Pine Tree Drive, Miami Beach, Florida 33140, www.miamibeachfl.gov
Tel: 305-673-7120, Fax: 786-394-4546

February 27th, 2023

To Whom It May Concern:

Re: Surplus Decommissioned Equipment, Radio System Components and Racks from the City of Miami Beach's Motorola 800Mhz Trunked Simulcast Public Safety 10 Channel Radio System from Miami Beach Radio Sites.

Effective February 27th, 2023, I hereby authorize moving forward with requesting authorization from the City of Miami Beach Commission for the purpose of trading-in, for credit, the decommissioned Motorola 800Mhz radio system equipment (i.e. communication components, racks, etc...), as described in Appendix (A) and as illustrated in Appendix (B), in exchange for acquiring new radio equipment outlined in Appendix (D) of this package. Please note that the surplus decommissioned equipment failed to sell under city auction, which ran for a period of eighteen days with an approved reserve of \$39,800.00 U.S. dollars. The auction ended January 24th, 2023 at 7pm E.S.T. The highest bid obtained during this process was only \$2,525.00 dollars, please see Appendix (E) Auction Bid Summary. The radio equipment to be obtained in trade is valued at \$5,096.04 U.S. dollars, please see Appendix (D).

Please see summary below describing the scope of equipment proposed for trade-in/credit:

Summary of Equipment

One lot of Motorola 800 Mhz radio site equipment decommissioned from the city's radio system sites, comprised of associated radio system components and racks. Please see attached description of equipment and racks for trade-in/credit in Appendixes (A) and (B).

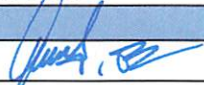
Components in this lot include channel banks, trunking controllers, CEB, Ambassador Switch, Quantar repeaters (transmitters/receivers), Quantar receivers, multi-couplers, combiners, Tensr channel banks, computers, control stations and/or desktop cabinets and associated radio site equipment currently included on the decommissioned equipment racks and/or cabinets, as exemplified by attached pictures. No antennas, no coax lines and no subscriber radios are included in this proposed trade-in. The proposed trade-in is strictly limited to the cabinets, and equipment exemplified and/or as shown in the accompanying listings and pictures in Appendixes (A) & (B).

All equipment is in 'AS-IS condition' with no warranty or guarantees of operational status. Equipment may be in varied states of condition ranging from operational to non-operational, in need of repair and/or beyond repair.

This proposed transaction exceeds the highest bid received during auction. The proposed trade-in shall be in accordance with the Administrative Order of the City Manager, Order Number PO.19.02 and under the circumstances maximizes value and benefits the city's operations.

Respectfully,

Chief Virgil Fernandez
City of Miami Beach Fire Department
2300 Pine Tree Drive
Miami Beach Florida 33140

Custodian Department	Department Contact Individual
City of Miami Beach Fire Department	Carlos Bello as RSA PSCD MBFD
Department Director Name	ACM Name & Signature
Chief Virgilio Fernandez 	Deputy City Manager, Eric Carpenter

Is the item(s) a fixed asset? ☒ Yes ☐ No

Was the item(s) purchased by a grant? ☐ Yes ☒ No

Select requested surplus action:

☐ Transfer	Receiving Department:
For transfers, the Surplus Action Form must be signed and retained by both directors.	
☐ Sale/Auction	Type: ☐ Turnkey ☐ Custodian Department Managed
For sale/auction, the custodian department must contact Procurement to place an item for auction through the City's surplus property system(s).	
☒ Exchange/Trade-in	Estimated Cost of Replacement: Credit against purchase of a new radio.
For the exchange or trade-in of equipment in excess of the formal bid threshold requires prior approval from the City Commission.	
☐ Donation	Estimated Cost of Replacement:
For donations, surplus items with a replacement value below the formal bid threshold may be donated to another governmental agency or a non-profit/not-for-profit organization with the approval of the deputy/assistant city manager for the custodian department. The donation of surplus items in excess of the formal bid threshold requires the approval of the City Commission.	
☐ Disposal	Deputy/ACM Approval Required.
For disposals, the custodian department must document that an attempt has been made to sell, in accordance with Sections 2B and 2C, and if unable to sell, donate the items in accordance with Section 2E of Administrative Order PO.19.02. The approval of the deputy/assistant city manager for the applicable department is required prior to the disposal.	

Select the reason for disposition.

☒ Obsolete ☒ Exceeds useful life ☐ Damaged beyond repair ☐ Lost/Stolen ☒ No longer needed

The following information (if applicable) must be provided in excel format to be posted on the City's online auction.

Qty.	Description of Item(s)	Model	Year	Make	Serial No.	Condition of Property	Minimum Dollar Amount to be Auctioned
1	One Lot of Retired Motorola Radio System Equipment from City Radio Sites. Please see attached, appendix items (A), (B), (C) and (D).	800Mhz	Approx 2003	Motorola	N/A One Lot	USED in 'As-Is' Condition.	No auction. Retired radio infrastructure equipment lot being used as credit in exchange for new radio equipment purchase for the City because it failed to sell at auction for approved reserve. Please see appendixes (A) ,(B), (C) & (D). Pending City Commission Approval.

****FINANCE USE ONLY****

Was the asset removed from inventory? ☐ Yes ☐ No

Comments (include/attach asset tag numbers removed)	
Account Number	
Fixed Asset Manager Name	Date
Fixed Asset Manager Signature	

Appendix (A)

Appendix A

Summary description below describing the scope of equipment to be traded-in for credit for the purchase of new radio equipment because items failed to sell at auction for previously approved reserve auction price.

Summary

One lot of Motorola 800 Mhz radio site equipment decommissioned from the city's radio system sites, comprised of associated radio system components and racks. Please see attached sample pictures of equipment and racks to be auctioned.

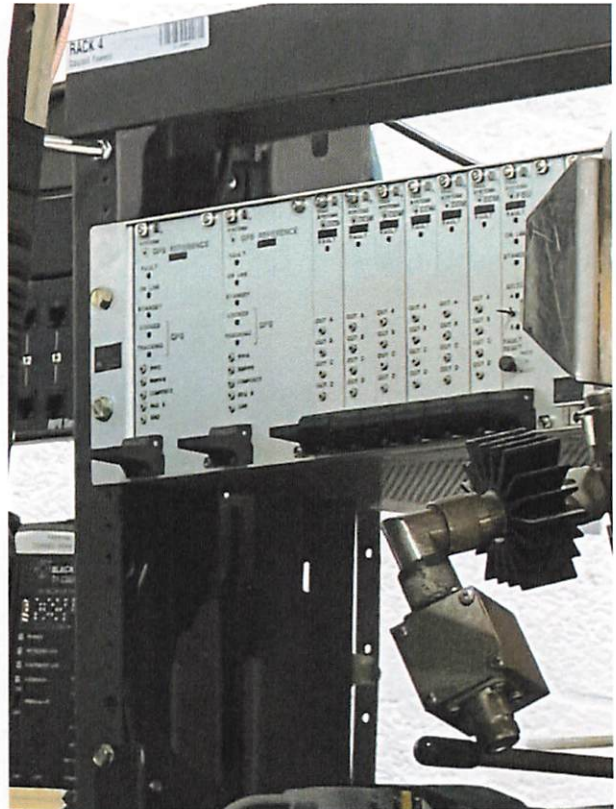
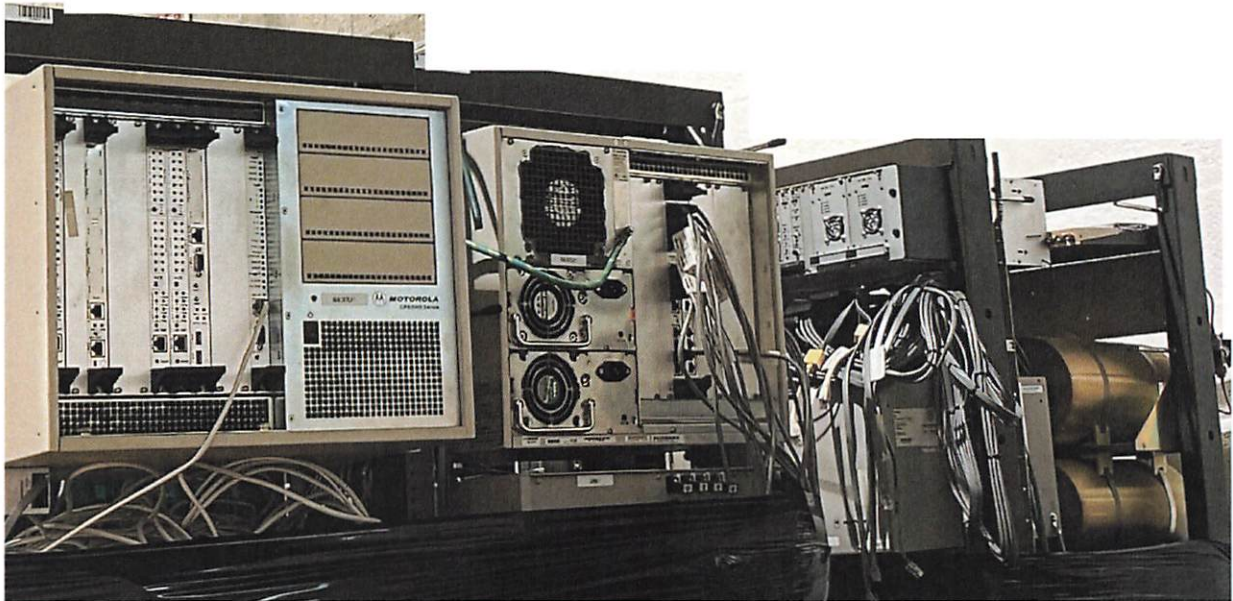
This lot consists of decommissioned equipment (Motorola 800Mhz radio system components and racks) from the City of Miami Beach's retired public safety Motorola trunked simulcast (ten channel) radio system.

Components in this lot include channel banks, trunking controllers, CEB, Ambassador Switch, Quantar repeaters (transmitters/receivers), Quantar receivers, multi-couplers, combiners, Tensr channel banks, computers, control stations and/or desktop cabinets and associated radio site equipment currently included on the decommissioned equipment racks and/or cabinets, as exemplified by attached pictures in appendix (B). No antennas, no coax lines and no subscriber radios are included in this lot. Proposed trade-in is strictly limited to the cabinets and equipment as described and/or as shown in this document and/or appendix (B).

All equipment is in 'AS-IS condition' with no warranty or guarantees of operational status. Equipment may be in varied states of condition, ranging from operational to non-operational, in need of repair and/or beyond repair. Labeled boxes are as-is and the City of Miami Beach will not be responsible for any mislabeling or errors in labeling, writings and/or missing items.

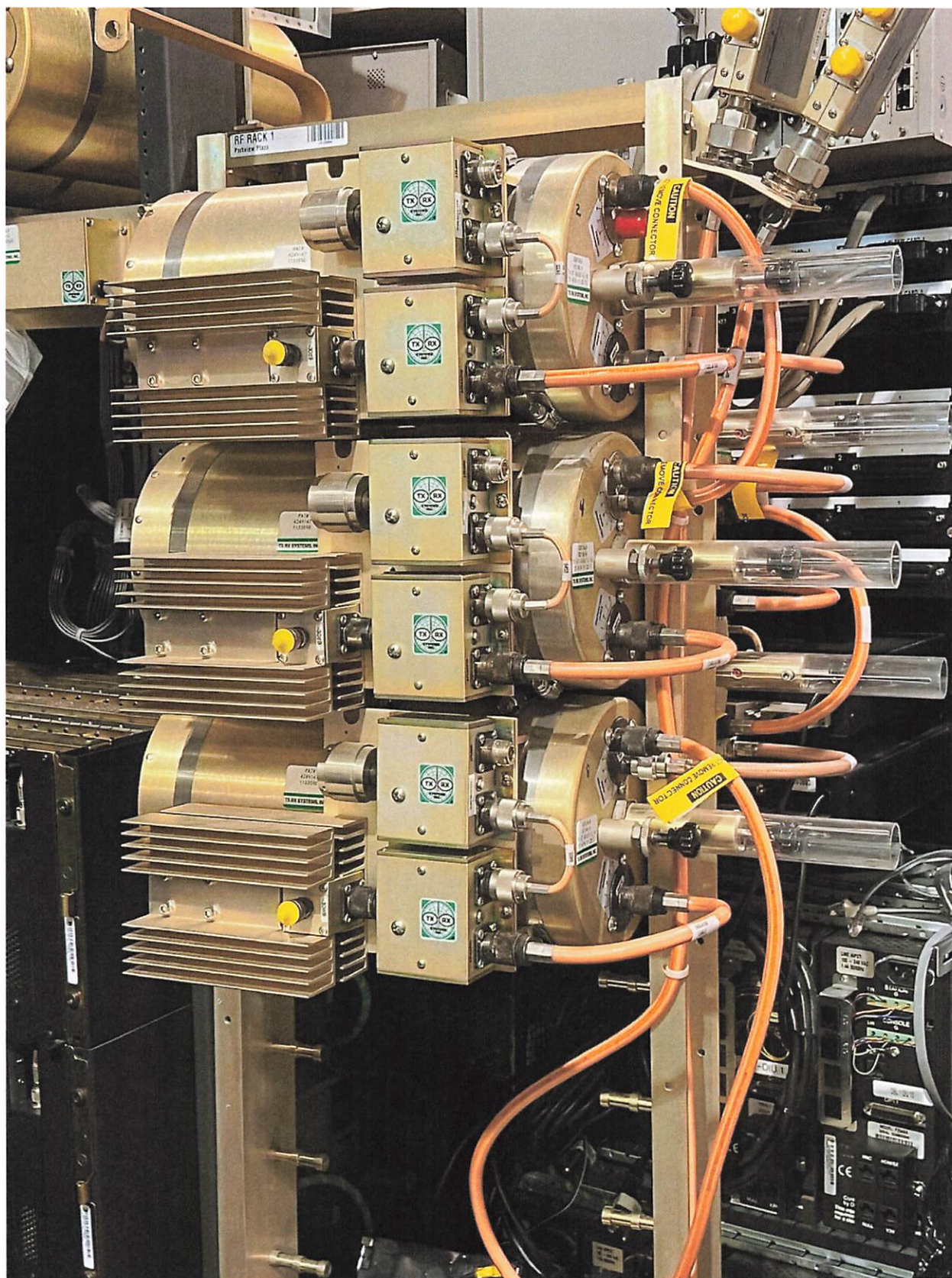
Appendix (B)

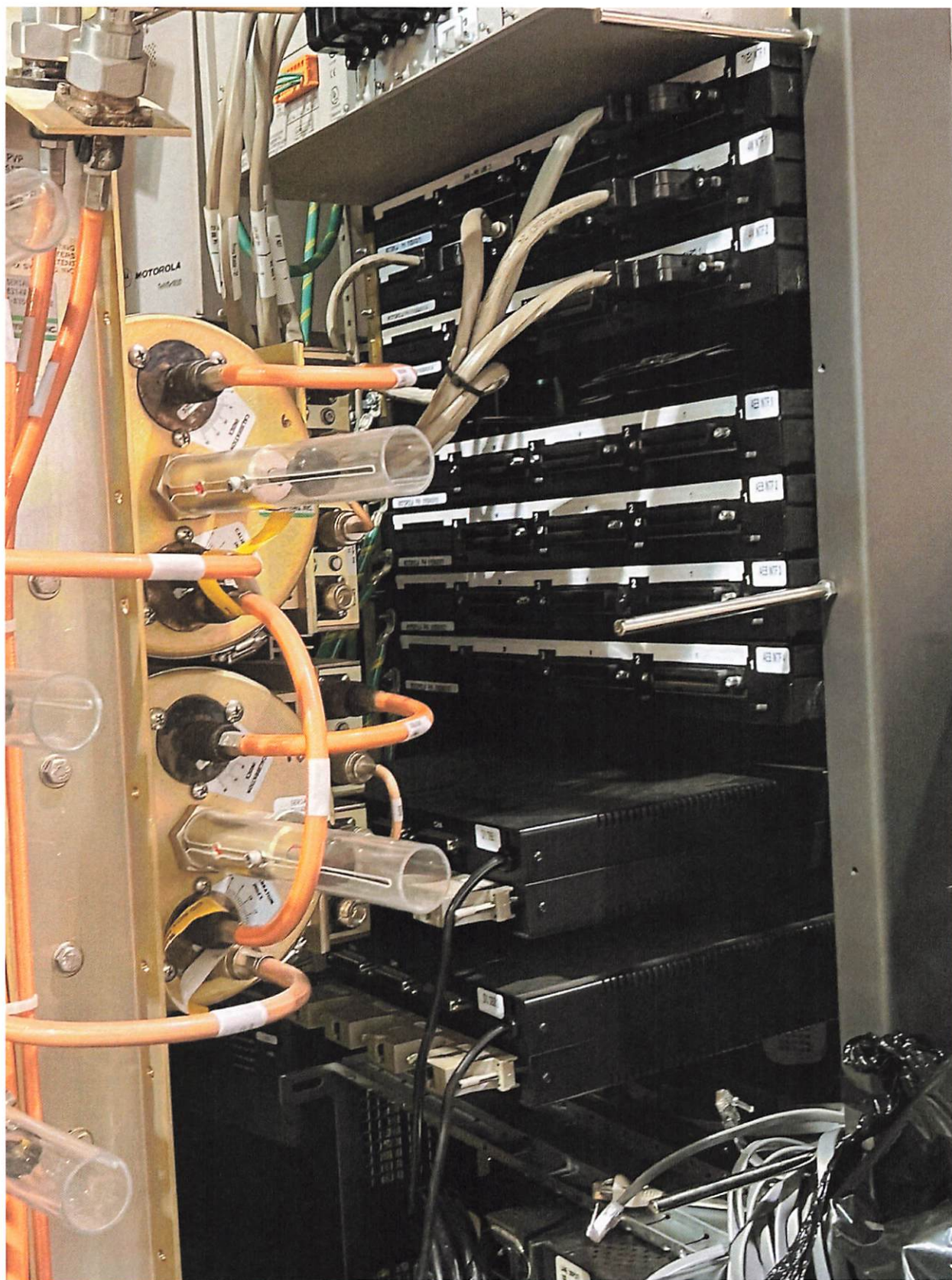
Appendix B – Sample Pictures of Equipment Lot

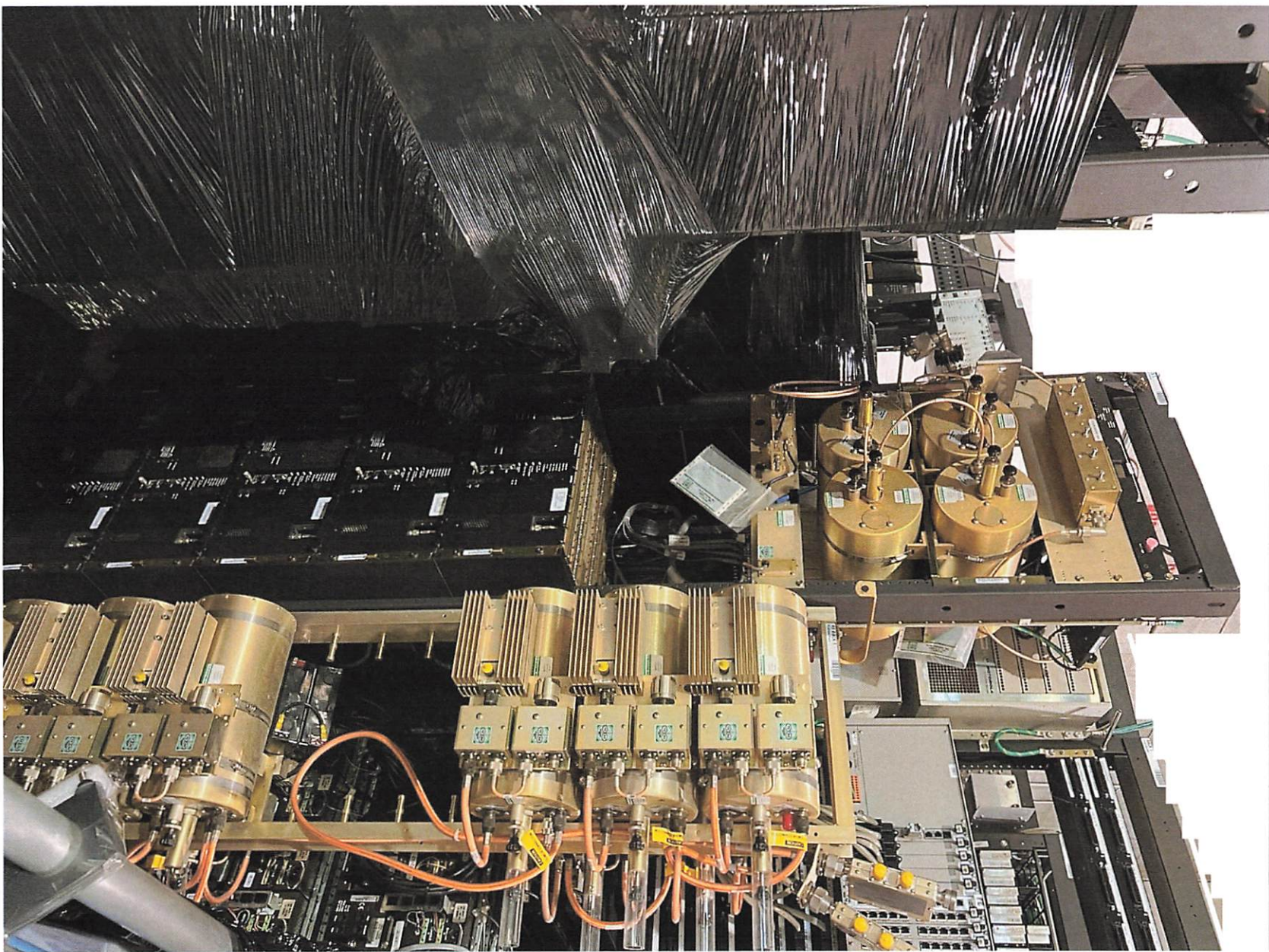


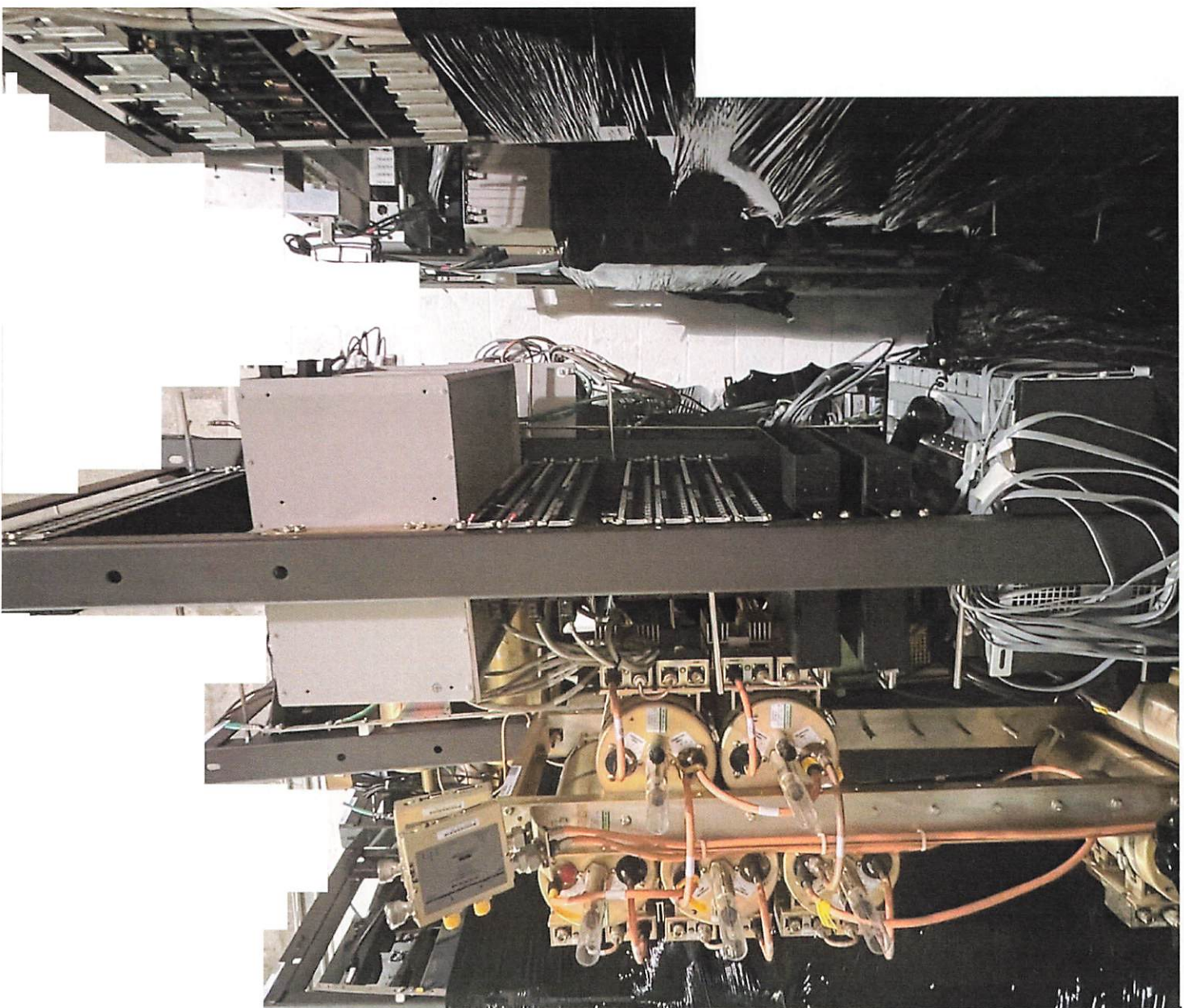




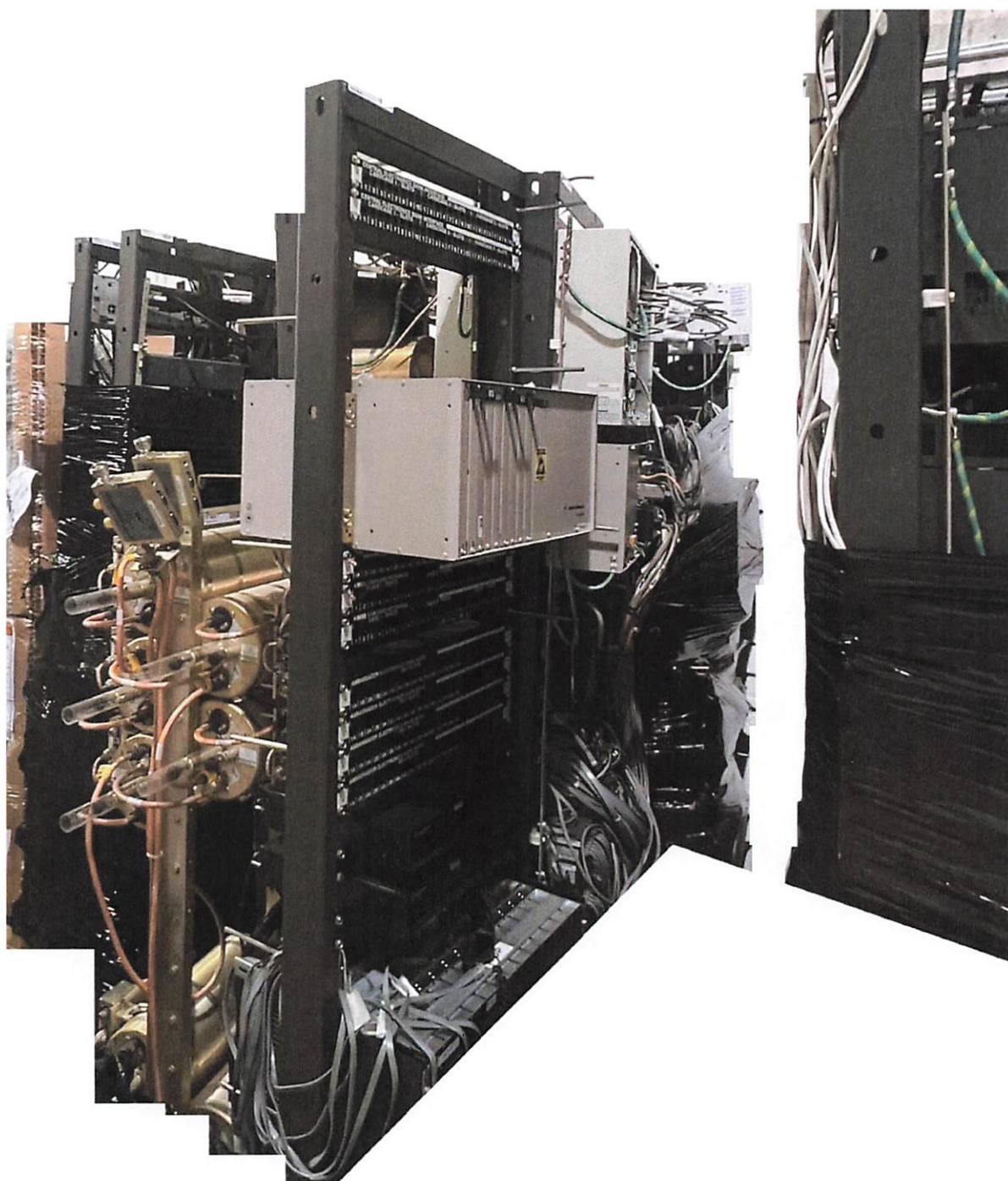




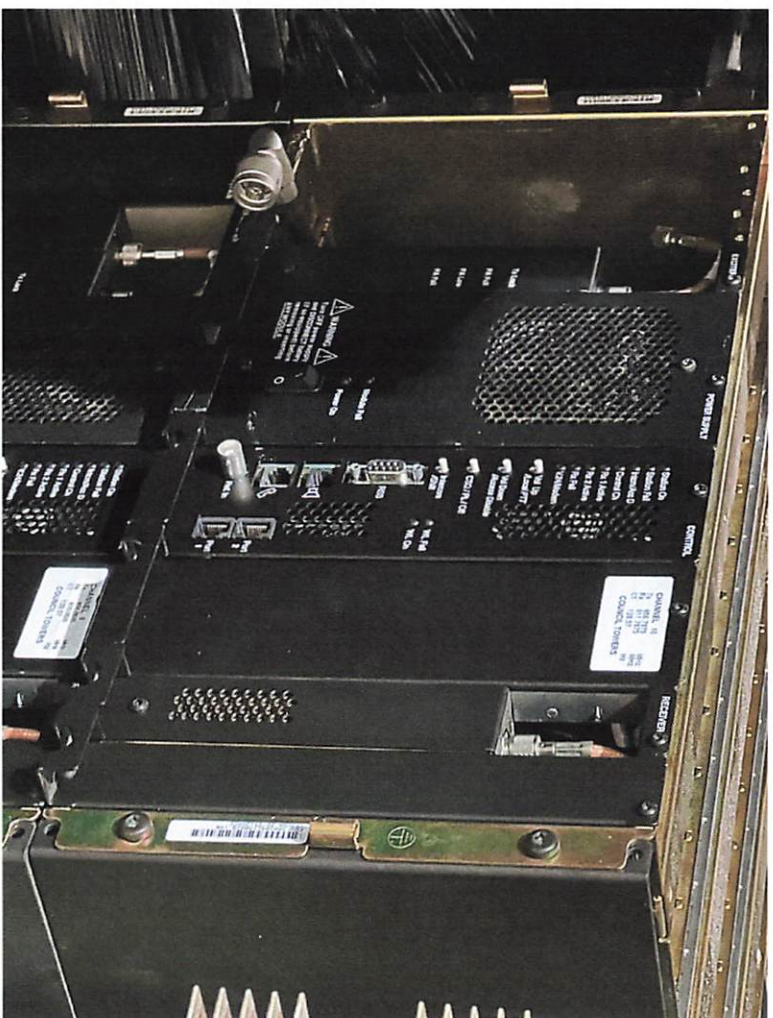


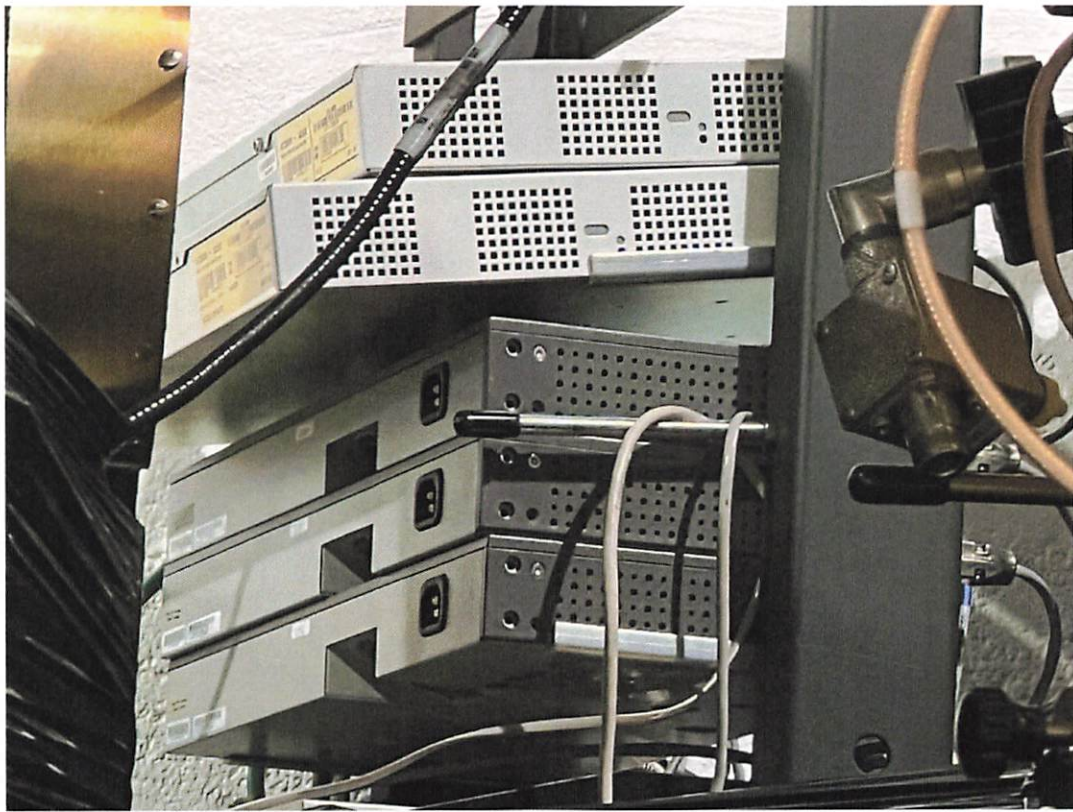
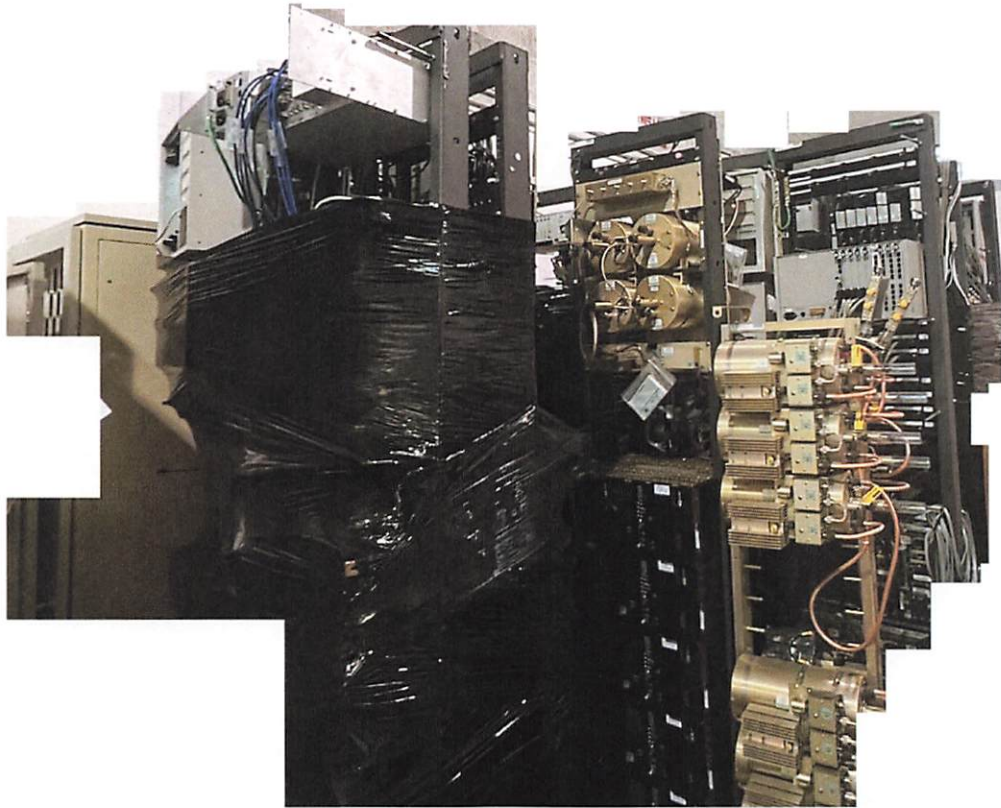


















Appendix (C)



City of Miami Beach Fire Department • 2300 Pine Tree Drive, Miami Beach, Florida 33140

February 27, 2023

To Whom It May Concern:

Re: Retired 800 MHz Motorola Radio Infrastructure Equipment Lot from City Radio Sites.

Whereas the referenced equipment lot was previously advertised and submitted for auction, ending on Tuesday, January 24th at 7 p.m. through Bidera.com.

Whereas the auction for the referenced equipment lot failed to yield bids that met or exceeded the minimum reserve of the posted auction.

Whereas to recoup maximum value for the City of Miami Beach, the value of the retired 800 MHz Motorola radio infrastructure equipment lot is being proposed/offered to the City's vendor L3 Harris Corporation, as credit for an even swap, in exchange for one new L3 Harris XL-185 radio with all features utilized by the city in its operations.

Whereas appendix (D) is a quote from L3 Harris outlining the proposed value credit to be applied if the proposed transaction is eventually approved by the City of Miami Beach Commission.

Whereas appendix (D) lists the proposed equipment to be purchased in exchange for trade-in credit for the radio infrastructure equipment.

Whereas this proposed trade-in in exchange for new radio equipment is contingent upon the approval of the City of Miami Beach Commission.

Appendix (D)



L3Harris Technologies, Inc.
Public Safety and Professional Communications
221 Jefferson Ridge Parkway
Lynchburg, Virginia 24501
Phone: 1-800-368-3277
Fax: 321-409-4393

Quote Name: Miami Beach Parks Department XL185P Quote Feb 2023

Date: 2/13/2023 Valid for 30 days

Sales POC: Jose Vasquez
Area Sales Manager
954.214.5783
jose.vasquez@l3harris.com

Lazaro Guerra
Public Safety Communications Division
Administrator
MIAMI BEACH FIRE DEPARTMENT
2300 Pinetree Drive
Miami Beach, FL 33140
Office: (305) 673-7000 X 2804
Mobile: (305) 775-7339
LazaroGuerra@MiamiBeachFL.Gov

L3Harris' Internal Use Only	
Quote by:	W. Baxter
CRM #	N/A
CCC Case #	WA089

Part Number	Description	Qty	List Price	Discount	Sale Price	Extended Sale Price
10	XS-PFS1M PORTABLE,XL-185P 7/800MHZ, FKP,BLK,US	1	\$ 2,455.00	35%	\$ 1,595.75	\$ 1,595.75
20	XS-NC8F ANTENNA,WHIP,1/4 WAVE,762-870MHZ	1	\$ 40.00	35%	\$ 26.00	\$ 26.00
30	XS-PKGPT FEATURE PACKAGE,P25 TRUNKING	1	\$ 1,600.00	35%	\$ 1,040.00	\$ 1,040.00
40	XS-FW2X OPERATION,LOAD NIFOG PERSONALITY	1	\$ 0.01	0%	\$ 0.01	\$ 0.01
50	XS-PL4U FEATURE,SINGLE-KEY DES ENCRYPTION	1	\$ 0.01	0%	\$ 0.01	\$ 0.01
60	XS-PL9E FEATURE, SINGLE-KEY AES ENCRYPTION	1	\$ 0.01	0%	\$ 0.01	\$ 0.01
70	XS-PL8T FEATURE, LTE	1	\$ 1,200.00	35%	\$ 780.00	\$ 780.00
80	XS-PL8N FEATURE, IN-BAND GPS	1	\$ 300.00	35%	\$ 195.00	\$ 195.00
90	XS-PL9K FEATURE,VIDA ID	1	\$ 300.00	35%	\$ 195.00	\$ 195.00
100	BM-PKGCL-XL APP, BEON XL RADIO FAMILY	1	\$ 365.00	35%	\$ 237.25	\$ 237.25
110	XS-PL5K FEATURE,PROFILE OTAP OVER-THE-AIR PRGM	1	\$ 350.00	35%	\$ 227.50	\$ 227.50
120	XS-PL5L FEATURE,P25 OTAR(OVER-THE-AIR-REKEYING)	1	\$ 625.00	35%	\$ 406.25	\$ 406.25
130	XS-PL4F FEATURE,P25 PHASE 2 TDMA	1	\$ 250.00	35%	\$ 162.50	\$ 162.50
140	XS-PA4K BATTERY,LI-ION,HI-CAPACITY,4800MAH	1	\$ 175.00	35%	\$ 113.75	\$ 113.75
150	XS-PA3V BATTERY,LI-ION,3100 MAH	1	\$ 150.00	35%	\$ 97.50	\$ 97.50
160	XS-HC3L BELT CLIP,METAL	1	\$ 30.00	35%	\$ 19.50	\$ 19.50
170	XS-PL4L FEATURE, SINGLE BAND 7/800	1	\$ 0.01	0%	\$ 0.01	\$ 0.01
180	N/A Motorola Legacy System Trade Credit	Lot			\$	(5,096.04)
Lead time is subject to material availability at time of order						Total Sale Price \$ -

Terms and Conditions:

- The Terms and Conditions are governed by the agreement between L3Harris Technologies and Miami Beach, FL. Please reference MBP# 16231
- Storing battery packs is not recommended because the chemicals in the battery degrade over time and this affects the functionality of the battery. Improper storage of batteries may void warranty.
- Pricing does not include installation, programming, taxes or shipping (if applicable), unless otherwise noted. These items may be waived based on the terms and conditions which are applicable to this quote (Item 1) and could be subject to change.

Purchase Order requirements:

Purchase Order issued to L3Harris Technologies - PSPC - 221 Jefferson Ridge Parkway - Lynchburg, VA 24501

The Purchase Order should include the following references:

Must include Quote Name and Date. If applicable, include MBP#.

All orders must contain valid model number, quantity, and price for each item.

Frequencies must be supplied with order if applicable.

Requested Delivery Date; If related to **Grant Funding**, important to provide Grant name, Agency, deadline and product receipt deadline, when applicable.

Shipping will default to Best Way ground, unless otherwise specific. Special shipping/delivery instructions (ex. Delivery lift gate required?) must be noted if applicable. Non Standard packing will be billed to the customer.

Bill to and Ship to addresses along with contact information must be included. Provide customer account number if readily available.

L3Harris DUNS#: 101474992; Cage Code: 1PNR4; Tax ID 34-0276860.

Appendix (E)

Auction Bid History

2/7/2023
17:49:14

Bidera
Item Detail with Invoices & Alternate Bids

Page: 1
v9.08-Inventory-15

ITEM INFO

Inv#: 103909

800Mhz Motorola Trunked Smartzone Radio Site/Equip

One large auction lot comprised of equipment from three (3) Motorola 800 Mhz trunked TX/RX (transmit/receive) radio sites and one (1) RX (receive only) site; equipment was decommissioned from the City of Miami Beach on May 2022. The system equipment was built and configured as a 10 channel Motorola SmartZone 4.1 trunked radio system. The lot contains associated radio system communication components equipment and racks for these system components. Please see attached sample pictures of equipment and racks available for this auction.

Examples of components in this auction lot include Quantar repeaters, Astro-Tac receivers, Motorola MTC3600 trunking controllers, Central Electronics Banks (CEB), Ambassador Switch, multi-couplers, combiners, Tensr channel banks, MOSCAD equipment, servers, computers, Motorola Astro Spectra control stations and associated radio infrastructure equipment currently included on the decommissioned equipment racks and/or cabinets, as exemplified by pictures in Appendix B. No antennas, no coax lines and no subscriber radios are included in this auction. Auction is strictly limited to the cabinets, racks and equipment described.

All equipment and components to be auctioned are in 'AS-IS condition' with no warranty or guarantees of operational status. Equipment may be in varied states of condition, ranging from operational to non-operational, in need of repair and/or beyond repair.

The City of Miami Beach and/or Bidera Gov't Auctions will not be responsible for any mislabeling or errors in labeling, writings and/or missing items.

All on Pallets and Shrink Wrapped ready for Pick up!

No 3rd Party Pick Up with Credit Card Payment.

3rd Party Pick Up Allowed with immediate funds,

With a Wire Transfer.

Please direct any questions regarding this auction to Bidera Gov't Auctions email: ap@bidera.com

We are making ourselves available for a one time visit for potential bidders to conduct an on-site inspection of the equipment offered in this this auction lot.

All potential bidders may go to the warehouse on the listed date and time below.

RSVP

Date: 1/19/2023

Time: 130pm-230pm

Warehouse Address:

11231 NW 20th St, Suite 135, Miami, Florida.

The inspection is scheduled for next week, which is ahead of the auction close date. This will allow potentially interested parties to inspect items ahead of the auction close date.

INVOICES

Invoice#	Auction/Lot#	Date	Base Price Ext.	Buyer Info
	Auction/Lot#	Date	Bid Max (Ext.)	Bidder Info
	451 / 100	1/9/2023	1,000.00	David Reynolds Me 2665 crag st Ft myers, FL 33901 Phone:941-623-7206

2/7/2023
17:49:14

Bidera
Item Detail with Invoices & Alternate Bids

Page: 2
v9.08-Inventory-15

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The system equipment was built and configured as a 10 channel Motorola SmartZone 4.1 trunked radio system. The lot contains associated radio system communication components equipment and racks for these system components.

Please see attached sample pictures of equipment and racks available for this auction.

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451 / 100	1/10/2023	1,025.00	ERIC WOOD Dynamic Roadway Services 3166 valley high drive LAKELAND, FL 33812 Phone:607-232-0049
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451 / 100	1/23/2023	2,500.00	Michael Kennedy PHR 2869 SE Saint Lucie blvd Stuart, FL 34997 Phone:704-728-6010
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2/7/2023
17:49:14

Bidera
Item Detail with Invoices & Alternate Bids

Page: 3
v9 08-Inventory-15

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451 / 100

1/24/2023

2,525.00 Amir Sattar

A & B Import Export Inc
745 NW 7Th Ave

Fort Lauderdale, FL 33311
Phone:954-762-9100 Fax:954-762-9043



Administrative Order Of the City Manager

PO.19.02

Surplus City Owned Equipment

MIAMI BEACH ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: August 2022	Page: 1 Of: 4	ORDER NUMBER: PO.19.02
	DATE UPDATED:		
	SUBJECT: SURPLUS CITY-OWNED PROPERTY		
	RESPONSIBLE DEPARTMENT: PROCUREMENT		

PURPOSE:

The purpose of this administrative order is to provide city departments with guidelines and internal controls for the transfer, sale, or exchange of surplus city-owned property.

APPLICABILITY

This Order is applicable to all City employees in departments reporting to the City Manager.

DEFINITIONS:

Custodian department shall mean the department to which the asset is assigned and is accountable for managing and maintaining the assets.

Fixed Asset shall mean any equipment with a value equal to or greater than \$5,000.

Surplus item shall mean any item exceeding a replacement value of \$500, including fixed assets, determined by the custodian department to be obsolete, having exceeded its useful life, damaged beyond repair, or otherwise no longer needed. Any item less than \$500 is to be disposed of in the most cost-efficient and environmentally conscious manner possible. The term surplus item does not include confiscated items.

PROCEDURE:

1. DECLARATION OF SURPLUS. The custodian department shall use the Surplus Action Form when declaring any item as surplus. The Surplus Action Form must identify any surplus stock or equipment classified as a fixed asset. The custodian department must contact the IT Department before disposing of any City-owned property. All city-owned IT equipment must be appropriately wiped to offset potential data loss, cyber breaches, and environmental ramifications. Before disposing of any City-owned property, the custodian department must consult the grant guidelines and contact the Grants Department for the proper procedure.

- A.** For any item that is not a fixed asset, the city manager delegates the authority to approve the Surplus Action Form to the applicable department director. For any fixed asset item, the city manager delegates to the deputy/assistant city manager for the applicable department authority to approve the Surplus Action Form.

2. REMOVING SURPLUS ITEMS FROM DEPARTMENT INVENTORY. One of the following methods (transfer, sale by auction, exchange, donation, or disposal) must be used for permanently removing a fixed asset or item above \$500 from a custodian department's inventory.

- A. TRANSFER OF SURPLUS ITEMS BETWEEN CITY DEPARTMENTS.** The City Manager delegates the approval to transfer surplus items to the applicable department directors. The Surplus Action Form must be signed and retained by both directors.

MIAMI BEACH ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: August 2022 DATE UPDATED:	Page: 2 Of: 4	ORDER NUMBER: PO.19.02
	SUBJECT: SURPLUS CITY-OWNED PROPERTY		
	RESPONSIBLE DEPARTMENT: PROCUREMENT		

B. SALE OR AUCTION OF SURPLUS ITEMS, EXCLUDING VEHICLES AND HEAVY EQUIPMENT. Following the approval of the Surplus Action Form, the custodian department shall send an e-mail to all other departments to see if there is a need for the surplus/excess items. Departments that need the surplus/excess item will request the item they are interested in via e-mail to the custodian department for their determination. If any department does not request the item, the item will be disposed of properly via online auction.

The following applicable information must be provided for any auctions.

- Department's Director's written approval for the sale of the surplus item(s);
- Item(s) description to include model, year, make, or serial number;
- Replacement cost or purchase value (if replacement value is not available) of the item;
- Photos of the item(s);
- Condition of the item(s);
- Indicate if sales will be by item (unit) or as a lot;
- Minimum dollar amount wanted per unit or as a lot;
- Titles for any Fleet Vehicles must be in City's possession before the auction;
- Department, Contact Person, name, e-mail, and phone number of the individual that will administrate your surplus item: answering questions, reviewing bids, and closing the auction.
- Location, date, and time to pick up items or view goods;
- The minimum amount of the bid; and
- Account number for the bid dollar amount and buyer premium – provided by Finance Department.

C. SALE OR AUCTION OF SURPLUS VEHICLES AND HEAVY EQUIPMENT. For the sale of vehicle surplus, the custodian department shall submit the Surplus Action Form to the Fleet Division Director.

Custodian Departments shall ensure that the following are removed from vehicles before surrendering Fleet assets.

- Sun pass transponder;
- Personal items;
- Loose equipment not associated with the fleet asset; and
- Supplies.

D. EXCHANGE/TRADE-IN OF SURPLUS ITEMS. Surplus items with a replacement value below the formal bid threshold may be exchanged or traded in for replacement items providing that the purchase of the replacement items is in accordance with procurement rules. The exchange or trade-in of equipment in excess of the formal bid threshold requires approval of the City Commission prior to the exchange or trade-in.

MIAMI BEACH ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: August 2022 DATE UPDATED:	Page: 3 Of: 4	ORDER NUMBER: PO.19.02
	SUBJECT: SURPLUS CITY-OWNED PROPERTY		
	RESPONSIBLE DEPARTMENT: PROCUREMENT		

E. DONATION OF SURPLUS EQUIPMENT. Surplus items with a replacement value below the formal bid threshold may be donated to another governmental agency or a non-profit/not-for-profit organization with the approval of the deputy/assistant city manager for the applicable custodian department. The donation of the surplus item in excess of the formal bid threshold requires the approval of the City Commission.

F. DISPOSAL OF SURPLUS EQUIPMENT. Prior to disposing of surplus items, the custodian department must document that an attempt has been made to sell, in accordance with Sections 2B and 2C, and donate the items in accordance with Section 2E. The approval of the deputy/assistant city manager for the applicable department is required prior to the disposal. Departments must ensure that all items are disposed of in accordance with applicable regulations.

3. REPORTING REQUIREMENT FOR FIXED ASSETS. For any item classified as a fixed asset removed from a custodian department's inventory, a copy of the completed Surplus Action Form must be sent to the Finance Department by the custodian department.

EXPIRATION

This order shall remain in effect until further notice.

Prepared by: DocuSigned by:
 Alex Denis
 9207E7A759EE46B...
 Procurement Director

Reviewed by: DocuSigned by:
 [Signature]
 194B24CA03D744F...
 Chief Learning and Development Officer

DocuSigned by:
 John Woodruff
 D67FC9CDAE604F1...
 Chief Financial Officer
 DocuSigned by:
 Mark Taysis
 E9AC051BF2AA41A...
 Assistant City Manager

Approved by:
 [Signature]
 Alina T. Hudak
 City Manager

8/9/22
 Date

MIAMI BEACH ADMINISTRATIVE ORDER OF THE CITY MANAGER	DATE ISSUED: August 2022 DATE UPDATED:	Page: 4 Of: 4	ORDER NUMBER: PO.19.02
	SUBJECT: SURPLUS CITY-OWNED PROPERTY		
	RESPONSIBLE DEPARTMENT: PROCUREMENT		

Custodian Department	Department Contact Individual
Department Director Name	ACM Name & Signature

Is the item(s) a fixed asset? ☐ Yes ☐ No Was the item(s) purchased by a grant? ☐ Yes ☐ No
 Select requested surplus action:

☐ Transfer	Receiving Department:
For Transfers, the Surplus Action Form must be signed and retained by both directors.	

☐ Sale/Auction	Type: ☐ Turnkey ☐ Custodian Department Managed
For Sale/Auction, the custodian department must contact Procurement to place an item for auction through the City's surplus property system(s).	

☐ Exchange/Trade-in	Estimated Cost of Replacement:
For the exchange or trade-in of equipment in excess of the formal bid threshold requires prior approval from the City Commission.	

☐ Donation	Estimated Cost of Replacement:
For Donations, Surplus items with a replacement value below the formal bid threshold may be donated to another governmental agency or a non-profit/not-for-profit organization with the approval of the deputy/assistant city manager for the custodian department. The donation of surplus items in excess of the formal bid threshold requires the approval of the City Commission.	

☐ Disposal	Deputy/ACM Approval Required.
For Disposals, the custodian department must document that an attempt has been made to sell, in accordance with Sections 2B and 2C, and donate the items, in accordance with Section 2E of Administrative Order XXXXX. The approval of the deputy/assistant city manager for the applicable department is required prior to the disposal.	

Select the reason for disposition.

☐ Obsolete ☐ Exceeds useful life ☐ Damaged beyond repair ☐ Lost/Stolen ☐ No longer needed

The following information (if applicable) must be provided in excel format to be posted on the City's online auction.

Qty.	Description of Item(s)	Model	Year	Make	Serial No.	Condition of Property	Minimum Dollar Amount to be Auctioned
							\$

****FINANCE USE ONLY****

Was the asset removed from inventory? ☐ Yes ☐ No

Comments (include/attach asset tag numbers removed)	
Account Number	
Fixed Asset Manager Name	Date
Fixed Asset Manager Signature	