

**INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET  
PURCHASING DIVISION**

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**DATE:** December 10, 2024

**TO:** BOARD OF COUNTY COMMISSIONERS

**THROUGH:** John A. Titkanich, Jr., County Administrator  
Kristin Daniels, Director, Office of Management & Budget  
Jennifer Hyde, Purchasing Manager

**PREPARED BY:** Shelby Ball, Purchasing Specialist

**SUBJECT:** Designation of Excess Equipment as Surplus and Authorization for Trade-In

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**BACKGROUND:**

The equipment listed below is scheduled to be replaced at Fleet Management. In order to make room for the new vehicle lift, the old one must be removed and disposed of in accordance with Florida Statutes and Finance Policies.

In order to facilitate the lift replacement, the installer, Cole Auto Supply (NAPA), has offered to uninstall the old lift and dispose of it for a cost of \$600, which has been included in the overall cost of the new lift.

Current Staff do not have the capabilities to uninstall the old lift, nor do they have the space available to store it until a public auction could be held in accordance with normal disposal procedures.

**FUNDING:**

Funds in the amount of \$600 can be found in the Fleet/ Other Equipment account, number 501-166002.

**RECOMMENDATION:**

Staff recommends the Board declare asset item 23511 as surplus and authorize its assignment to the installer for disposal.