City of Carroll

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MEMO TO: Honorable Mayor and City Council

FROM: Jack Wardell, Director of Parks & Recreation JW

DATE: September 8, 2016

SUBJECT: Report of Bid Opening – Surplus Exercise Equipment – Carroll Recreation Center

In compliance with Policy #304 the following procedure for City Proerty has been followed and the results of the bid opening on September 2, 2016 are included in this memorandum.

Policy No# 0304 the following procedures for City Property.

Purpose: From time to time the City may wish to sell surplus property to acquire the cash value for other purposes. The following procedure shall be used to sell surplus property.

Policy:

1. The City Manager shall approve the method of sale of disposal of any good(s) with a projected cash value of less than $1,000.00.

2. For goods with a project value of $1,000.00 or more the Council shall approve the disposal by motion which contained the following:
   a. A determination to sell goods
   b. A description of the goods to be sold
   c. A determination of the method of sale – sealed bids or auction
   d. Date, time and place for opening of sealed bids
   e. Disclaimer stating that Council may reject any and all bids

3. **For goods with the projected value of $1,000.00 or more Staff shall:**
   a. **Publish a conspicuous notice at least one (not less than four days nor more than twenty days before the state for accepting sealed bids) in a newspaper having general circulation notifying the public of the details of the sale.**
   b. **Council desires that known prospects for the sale be sent notices of the sale.**

c. **Hold bid opening at time and date advertised.**
d. **Report to Council showing any and all bids. Council shall authorize by motion the sale to the highest and best bidder.**

4. The sale or disposal of real property will be done in accordance with Iowa Code Section 364.7.
   a. A minimum bid shall be established for the sale or disposal of all surplus City real estate by appraisal, costing out through actual cash and related in-house expenditures or by any other process recommended by Staff or the Council. At no time shall the minimum bid be established at less than $250.00. The transfer of surplus real estate to other governmental subdivisions is excluded from this requirement.

The Carroll Recreation Center has updated several pieces to fitness equipment in the weight room. These new pieces of equipment are replacing older pieces of fitness equipment. There are six treadmills, four ellipticals and two Arch Trainers available for purchase.

Results of the bid opening:

- Treadmills - Minimum bid $500.00 - $600.00 for one treadmill
- Ellipticals – Minimum bid $300.00 - One at $451.00; One at $360.00 and One at $300.00
- Arc Trainer – Minimum bid $400.00 – No bids
- Lemond Bikes – Minimum bid $50.00 – One at $100.00; One at $91.00 and One at $65.00
- Schwinn Spinner Bike - Minimum bid $50.00 – One at $60.00
- Schwinn Bike – Minimum bid $50.00 – Two at $50.00

The pieces of equipment that were not sold in the silent bid process will be taken to the local auction in October 2016.

RECOMMENDATION: For the Mayor and City Council consideration and approval of the above listed bids for exercise equipment and to allow City Staff to take remaining equipment to the local auction in October 2016.