

Introduced by: Council Member Chris Hoffman  
Adopted: May 4, 2020

**RESOLUTION NO. 2058-2020**

**A RESOLUTION BY THE CITY OF JACKSONVILLE BEACH, AUTHORIZING THE SALE OF CITY SURPLUS PROPERTY USING GOVDEALS ONLINE AUCTION SERVICES, AS ALLOWED BY CITY CODE OF ORDINANCES SEC. 2-1.1(e), AND DELEGATE ADMINISTRATIVE RESPONSIBILITY FOR DETERMINING SURPLUS PROPERTY AND RESULTING SALES TO THE CITY MANAGER.**

**WHEREAS**, City of Jacksonville Beach (“City”) Code of Ordinances Sec. 2-1.1.(e) allows for City surplus property to be disposed of by public auction; and

**WHEREAS**, City property identified on the list attached to this Resolution is in excess of the foreseeable needs of the public, and it is in the City’s best interest that the property be disposed of and offered for public sale on GovDeals online auction; and

**WHEREAS**, the required public notice of the auction and property shall be given; the property will be sold to the highest bidder(s); the Property and Procurement Officer will maintain a list of the surplus items and, either the City Manager or the Deputy City Manager will approve the sale of each property item prior to the Bid sale; and

**WHEREAS**, the public will be allowed sufficient time to inspect the surplus property prior to commencement of the public online auction in accordance with the GovDeals New Best Practices Memorandum, which is also attached to this Resolution; and

**WHEREAS**, the City reserves the right to reject any and all bids on the property submitted; and

**WHEREAS**, by approval of this Resolution, the City Council hereby delegates administrative authority to the City Manager to determine surplus property and sell same by a competitive award process or by public auction, so that the City Council no longer needs to make those administrative decisions; and

**WHEREAS**, the City Attorney shall revise the Code of Ordinances Sec. 2-1.1.(e), and any other related Sections, as needed, to reflect this permanent delegation of administrative authority from Council to the City Manager.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH AS FOLLOWS:**

**SECTION 1.** The foregoing recitals are hereby fully incorporated herein by reference and are deemed a part of this Resolution

**SECTION 2.** After providing public notice, the City surplus property items identified on the attached list shall be disposed of by using an online auction open to the public using GovDeals. All items shall be sold in, as is, where is condition, and without warranty or guarantee.

**SECTION 3.** The City Manager is hereby permanently delegated the administrative authority to declare surplus property and sell same by a competitive award process or by public auction.

**SECTION 4.** The City Attorney shall submit for Council approval, an Ordinance to revise the Code of Ordinances, as necessary, to reflect the permanent delegation of administrative authority to the City Manager to determine surplus property and place such property for sale by a competitive award process or by public auction.

**SECTION 5.** This Resolution shall become effective immediately upon its adoption.

AUTHENTICATED this 4<sup>th</sup> day of May, A.D., 2020.



William C. Lathan, MAYOR



Laurie Scott, CITY CLERK

Attachment A: City surplus property auction items.

Attachment B: GovDeals New Best Practices Memorandum.

City of Jacksonville Beach  
 Items for Auction: from Various City Departments  
 December, 2019 - May, 2020

BATCH	LOT NO.	ASSET NO.	ITEM DESCRIPTION	SERIAL NO.	From: DEPT
20-05-001			<p>Add-On Cabinets for Interior of SUVs or Vans:</p> <p>(1) 12 1/2" w x 31" h x 23" d, 2-compartment, color gray</p> <p>(1) 16 1/4" w x 27 1/4" h x 23" d, 2-compartment, with bottom as a drawer, color gray</p> <p>(1) 31" w x 21" h x 23" d, 3-compartment - 1 section is with a glass door, 1 section is open, 1 bottom section is a flat drawer, top surface is upholstered with fabric, color gray</p>		from Old Fleet Vehicle Ford Excursion #708
20-05-003			(2) Schonstedt Magnetic Iron Locators - Schonstedt Model GA-52C and GA-52Cx, both non-operational		BES-Engineering
20-05-006			<p>Various Ink Cartridges:</p> <p>(5) HP58, (4) HP45, (1) HP29, (4) HP57, (1) HP45&amp;HP78, (1) HP78, (1) HP22, (2) HP21, (29) HP920 assorted black, cyan, magenta, yellow, (12) HP97, (2) HP27, (19) HP98, (4) HP110</p> <p>Various Toner Cartridges:</p> <p>(1) HP 304A Magenta, (1) HP 304A Yellow, (1) Q2612A Black, (1) CCS31A Blue, (2) HP Laserjet 55A CE255A Black</p>		Police-Admin
20-05-007			(7) Quartet Instant Display Easels, black, Model 29E, 64" easels, holds up to 10lbs.		Finance-Utility/Billing
20-05-008		8753/ST17	2007 ExMark Lazer 50" Riding Mower	983628	BES-Admin
			ENGINE-motor is in good condition; BODY-under deck bent, blades strike metal; ELECTRICAL HYDRAULICS-found no concerns at this time; OTHER COMMENTS-choke rod falls off, seat armrests broken, blades are hitting deck		PW-Street
20-05-009		8752/ST13	2007 ExMark Lazer 50" Riding Mower	673189	PW-Street
			TO BE SOLD FOR PARTS ONLY		
			BODY-good condition; OTHER COMMENTS-the drive motor and hydraulic pump are broken		

20-05-010		Lot of Miscellaneous Office Supplies and Equipment - (1) box of #10 ready-seal business envelopes; (1) small desktop file rack; (1) bookend; (1) incoming mail tray; (1) small pack of Memorex CD-R; various binder clips; (1) ergonomic keyboard and mouse tray; (1) old Fellowes PS-77c Shredder; (1) paper cutter; (1) Sharp XE-A203 cash register (slightly used); (1) Optomo DLP projection display AC 100-240v Serial# Q72G612AAAAAC0148; (1) Mitsubishi DLP projector XD490U AC100-240v Serial# 6020599; (2) Chair Mats; (2) calculators; (1) deskphone; keyboard; various plastic binding combs		Finance-Utility/Billing; Finance-Admin
20-05-011		(2) PremAire System Air Respirator Escape Packs, with Hoses; (2) MSA PortAire Portable Air Supply Self-Contained Breathing Apparatus SCBA Surface Air Breathing Systems; (1) Ramfan Quick-Couple Canister, with confined space fan; (4) SCBA Masks		Fire Department - reposting from 2019-11 Auction Note: These are items not picked up by previous winning bidder - he refused the shipment cost.
20-05-012		Tall Metal Cabinet, with doors, color beige, 72" h x 30" w x 18" d		Police-Patrol
20-05-013	3118/12145	Oce 7056 Large Wide Format Copier/Printer	705504724	PW-Street
20-05-014		Old Baldor 3-Phase Motor, 3 HorsePower, 240/480v - still works	06J010H9846	PW-PCP
20-05-015	G-23	SmithCo Super Star Model 42-011-AB Ballfield Trap Rake, with Vanguard Commercial Power, Briggs & Stratton Engine 16HP V-Twin - to be sold for parts only		1984-011 Parks & Rec-Recreation
20-05-016		Ferno Lightweight Ambulance Stretcher		Parks & Rec-Ocean Rescue
20-05-017		(1) Office Desk, Rubbermaid, Trapezoid-Shape, with Lamp Attachment, with collapsible keyboard tray, 58 1/2" w x 32 1/2" d x 29" h, color beige		PW-Street
20-05-019	GM-Concession	2004 Supreme Concession Trailer, 14' x 8' Base Model CF14, 2-Axles, Entrance Door at Rear End, Opening Awning at Front (Tongue) End, with Overhead Storage Shelves on two sides, roof and exterior badly rusted - TO BE SOLD FOR PARTS ONLY	159C7142841175324	Parks & Rec-Recreation
20-05-020		(49) Old Streamlight Stinger XT Flashlights, all need replacement Streamlight nickel cadmium rechargeable 1.8ah SL-20XP batteries		Police-Patrol
20-05-021		(20) Maglite Flashlights; (6) 5.11 UC 3.400 Light for Life Flashlights; (2) 5.11 Flashpoint Charging Base; various Maglite Heads		Police-Patrol

20-05-022

(11) Assorted nylon, fabric Long Gun Cases; (5)  
Allen Co. Style 400, Size 52 faux leather Long Gun  
Cases; (3) Assorted Make, Style Long Gun Cases

Police-Patrol

# New Best Practices

With recent events being at the top of everyone's mind, GovDeals wants you to know that the health and well-being of our Sellers and Buyers is a top priority. Below are some best practices aimed at minimizing Buyer/Seller contact.

## 1. Bill of Sale

- **Paid Email Bill of Sale** – After a Buyer has made payment, a Bill of Sale can then be sent via email to both you and the Buyer automatically, eliminating the need for a paper copy to be passed back and forth after being signed. The Buyer can scan the BOS, sign it and then email it back to you. Contact your CAM to have Paid Email BOS enabled in your account.
- **Bill of Sale Footer** – While most sections on the Bill of Sale cannot be edited, sellers may add a brief customized message in the footer. Customize your BOS to add pickup information such as scheduled dates and times for asset removal. Select Maintenance on the blue bar at the top of the screen. Select Bill of Sale and add the information to the Bill of Sale Footer Text.

## 2. Authorization of Release

- Buyers who don't feel comfortable traveling at this time may opt to send an acquaintance or 3<sup>rd</sup> party logistics company to pick up their won assets. Any person other than the buyer is required to show an Authorization of Release Form signed by the Buyer and giving permission for the asset to be released.

We can attach a link to the Authorization of Release Form to your auction and include instructions in your long description so the Buyer knows they will need to provide this. The form can also be found in your account under Information>Forms.

## 3. Scanning Documents

- Rather than making copies of Driver's Licenses and signed Bills of Sale, consider scanning these documents. Genius Scan is a free app and is available for iPhone, iPad, and Android. Simply use the app to photograph the document and you can then export it as a PDF file. You can print a hard copy at a later time or save it to your desktop files under internal documents.

## 4. Titles

- Ordinarily you would provide a paper title to a vehicle Buyer at the time of pickup. In order to limit contact, consider sending the title to the Buyer at a later time. The title can be sent via certified mail to the buyer upon removal of the vehicle. Remember to be clear in your auction long description that the title will be mailed after payment and pickup are completed.

## 5. Media and Merchandising

- Buyers may not feel comfortable traveling to your agency to inspect an item. Give them the confidence they need to bid on your asset by giving detailed and accurate descriptions. There is no limit to the number of photos you can use, so include as many as it takes to show every angle and feature of your asset. Videos are also a great way to showcase running equipment and moving parts. In many cases, it can serve as a virtual inspection.