



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: August 3, 2018

RE: **Town of Fort Frances Surplus Assets Sale Items**

The Community Services Division is coordinating the disposal of obsolete materials, equipment and vehicles for the organization in 2018. All Town departments were contacted to provide a list of redundant items to be included in the sale.

The process is for Council to declare surplus all items that are deemed redundant by each department. On the table below, please find the 14 items to be declared surplus by Council.

Once declared surplus, the following procedure will be utilized to dispose of the items:

- 1) Advertise in the Fort Frances Times - sale of surplus materials, equipment and vehicles.
- 2) All items will be posted on the Town's website for the public to view.
- 3) Interested parties can visit a specified location for a closer inspection of the item.
- 4) Individuals can submit bids on any or all items. Forms will be available at the Civic Centre and Memorial Sports Centre in advance of the sale.
- 5) The bids will be publicly opened in the committee room.
- 6) Payment will be due prior to removing any items from the Town's property.
- 7) Successful bidders will have two weeks to pick up their items.
- 8) Where no bids are received for a certain item, if possible these items will be recycled. If not recyclable, the items will be disposed at the Town's landfill site.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse that: 1) The 14 items outlined on the attached spreadsheet be declared surplus to organizational needs, 2) The above-mentioned procedure will be used to dispose of these surplus materials, equipment and vehicles.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

2018 - Town of Fort Frances Surplus Assets Sale Items

ITEM #	NAME/DESCRIPTION	LOCATION	CONTACT	PHONE #
1	Abdominal Crunch Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
2	Back Extension Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
3	Bicep Curl Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
4	Spin Bike - Broken	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
5	Decline Bench	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
6	Leg Press Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
7	Seated Military Press	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
8	Treadmill	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
9	Dip Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
10	Foam Boss with pump and tank	Public Works	Travis Rob	274-5323 x-1316
11	15 Aluminum Air Cylinders 2216 PSI (Age:1980s&90s) Need Hydrostatic Testing	Fort Frances Fire Hall	Tyler Moffitt	274-9841 x-3
12	1999 Ford Handivan Bus	Public Works Yard	Lori Pattison	274-9893
13	2007 GMC Handivan Bus	Public Works Yard	Lori Pattison	274-9893
14	3 office desks	Public Works	Milt Strachan	274-9893