

COMMISSION AGENDA

Item No: 4B

Meeting: 4/19/18

DATE: 3/27/18
TO: Port Commission
FROM: John Wolfe, Chief Executive Officer
Sponsor/Project Manager: Ricardo Charlton
SUBJECT: Surplus Storeroom Parts

A. ACTION REQUESTED

Declare as surplus the storeroom inventory parts associated with the cranes formerly owned by APMT and authorize the CEO to dispose of these items in the most effective and efficient manner.

The estimated value of the Property proposed to be declared surplus exceeds \$18,853.00 and therefore requires Commission approval pursuant to state law and the Port's Master Policy Delegation of Authority.

B. BACKGROUND

The Port maintenance and purchasing/storeroom staff review the storeroom inventory on a recurring basis to ensure that inventoried items are properly valued, counts are accurate, and to identify potential obsolete items.

On October 2nd, 2017 SSA was awarded the new lease of the former APMT terminal (West Sitcum Terminal). In the lease, it was negotiated that SSA would take on the responsibility of maintaining the underground power supply for the five (5) cranes located on that terminal. Prior to the lease change, the Port of Tacoma Maintenance department (ILWU 22) was responsible for maintaining the underground connection (The Trench). During the negotiation of the new lease ILWU Local 22 Facility Maintenance group decided they no longer wanted that work hence moving it over to the new tenant SSA.

With the change in the lease, Port of Tacoma is no longer required to maintain an inventory of parts to perform Preventative and Repair Maintenance in the underground power supply at SSA (West Sitcum Terminal).

C. SCOPE OF WORK

- Remove the parts from the Port's inventory database;
- Physically remove the parts from the storeroom shelves and container;
- Surplus the inventory.

D. FINANCIAL SUMMARY

Financial Impacts: The book value of \$32,061.42 for the surplus parts was recognized as expense in 2017 when the SSA lease was signed, therefore this surplus action will not impact the current year's financial results.

E. NEXT STEPS

Remove the inventory from database, shelves, container and post the surplus.