

PORT OF TACOMA COMMISSION
ACTION ITEM MEMO



Item No: 6E
Meeting Date: 5/4/23

DATE: March 30, 2023
TO: Port of Tacoma Commission
FROM: Eric Johnson - Executive Director
Sponsor: Rick Atkinson - Assistant Director, Equipment & Maintenance
Presenter: Alex Compton - Manager, Contracts & Purchasing
SUBJECT: Port of Tacoma Resolution 2023-06-PT – Declaration of surplus Port property and authorization to sell/dispose of surplus property.

A. ACTION REQUESTED

Request Commission approval of Resolution 2023-06-PT to declare surplus Port property and to authorize the Executive Director to sell/dispose of surplus property.

B. BACKGROUND

Port staff has determined that certain port-owned property, consisting of a forklift (asset ID: 10196), estimated to be valued at \$60,000.00, is appropriate to be declared surplus to allow for disposal or sale. Per the Master Policy (section V, sub paragraph F) if an individual piece of property has estimated value over \$10,000.00, this action requires Commission approval.

C. JUSTIFICATION

The vehicle is no longer viable to repair. The forklift needs forks replaced and the cost exceeds the value of Tier 0 forklift. (see attachment)

Attachment A: Signed Surplus Memorandum dated March 24, 2023

MEMORANDUM

To: Eric D. Johnson

Date: March 24, 2023

From: Rick Atkinson

Via: Alex Compton

Thru: Joe MacMillan

Subject: Surplus Equipment Port of Tacoma Northwest Seaport Alliance

This personal property has been declared surplus to the needs of the Port of Tacoma. The estimated value of each item is less than \$10,000.00; therefore, the property will be disposed of under the Port's/ Alliance's Master Policy. (If the value exceeds the above dollar figure, Commission/ Managing Members approval is required.)

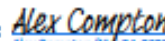
<u>Port ID# / Item #</u>	<u>Description (include Vin #, make & model)</u>	<u>Quantity</u>	<u>Est. Value</u>
10196	2004 Wiggins W360YXL, 36K lb Lift Truck	1	\$60,000
11021	2009 Ford F150 Crew Cab 4x4	1	\$2000
3435	2003 K15 Silverado Ext Cab 4x4	1	\$1000

Justification: (required, attach any related memos, pictures etc.)

Vehicles are no longer viable to repair. Forklift needs forks replaced and cost exceeds value of Tier 0 forklift.

Department Head Signature: 
Rick Atkinson (Mar 24, 2023 10:20 PDT) _____
 Email: ratkinson@portoftacoma.com

The Contracts & Purchasing Manager has reviewed and finds no other use for the equipment within the Port.

Manager, Contracts & Purchasing: Signature: 
Alex Compton (Mar 24, 2023 11:49 PDT) _____
 Email: acompton@portoftacoma.com

Executive Director/ Chief Executive Officer Approval
 _____ Signature: 
 Email: ejohnson@portoftacoma.com _____ Date _____

Eric D. Johnson, Executive Director POT / John Wolfe, Chief Executive Officer NWSA