9	**AGENDA ITEM** **ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**
	Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting

11/17/2026

BCC MEETING DATE

TO: **Joy Andrews, County Administrator** **DATE:** **October 13, 2026**

FROM: **Jaime Locklear, Director, Purchasing** **PHONE:** **904 209-0158**

SUBJECT OR TITLE: **Donation of One (1) 2008 Ford Ranger Truck to SEA Community Help Resource Center, Inc.**

AGENDA TYPE: **Consent Agenda**

BACKGROUND INFORMATION:

The SEA Community Help Resource Center, Inc. has submitted the attached request for the 2008 Ford Ranger (CV# 1138) VIN 1FTYR10D38PA3601. This vehicle was purchased on February 11, 2008 for $10,490.00 for St Johns County. Fleet Maintenance has determined that due to age and miles (47,915) the truck no longer meets the maintenance requirements for the County and was declared surplus on BCC Consent Agenda July 21, 2026, However, SEA Community Help Resource is requesting the donation of the truck to use as a vehicle for the transportation of donated items, including but not limited to furniture, household items and food that are then donated to people of St Johns County in need. Per Section 17 of the SJC Purchasing Policy, and in accordance with Florida Statute 274, the Board of County Commissioners must approve the donation to the SEA Community Help Resource Center, Inc.

1. IS FUNDING REQUIRED? No **2. IF YES, INDICATE IF BUDGETED.** No

IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:

INDICATE FUNDING SOURCE:

SUGGESTED MOTION/RECOMMENDATION/ACTION:

Motion to authorize the County Administrator, or designee, to donate a 2008 Ford Ranger (CV#1138) to the SEA Community Help Resource Center, Inc.

For Administration Use Only:
Legal: Jalisa Ferguson 11/9/2026 **OMB: ARM 11/9/2026** **Admin: Brad Bradley 11/10/2026**

SEA COMMUNITY HELP
RESOURCE CENTER, INC.

6480 Armstrong Road Elkton, Fl 32033
Email: seacommunity@yahoo.com Phone: (904)806-3939
(Tax-deductible: EIN Number 6-1795782)

Date: October 8, 2026

Dear Honorable Commissioners of St. Johns County,

On behalf of SEA Community Help Resource Center Inc., a dedicated 501(c)(3) nonprofit organization serving families, seniors, youth, and individuals throughout St. Johns County, we extend our warm greetings and appreciation for your continued commitment to the well-being of our community. Our mission is rooted in providing food distribution, household support, emergency assistance, and outreach programs that uplift those facing hardship.

We are writing to respectfully request the County's consideration in donating a vehicle, preferably a pickup truck or similar utility vehicle, to support our daily operations. For many years, SEA Community Help Resource Center relied on a single pickup truck to collect donated items such as food, furniture, clothing, and essential household goods. This truck was a vital part of our ability to reach families who depend on these resources.

Unfortunately, our truck, now over 20 years old, has completely stopped working. After multiple evaluations, we have been informed that it is no longer fixable or safe to operate. The loss of this vehicle has created a significant challenge in our ability to pick up donations from partners, local businesses, and community members. Without a functioning truck, we are unable to transport items that directly bless and support the families we serve.

A donated vehicle from St. Johns County would immediately restore our ability to carry out these essential services. It would allow us to resume donation pickups, expand our outreach efforts, and continue being a reliable resource for residents in need. Your support would have a direct and meaningful impact on the lives of many individuals and families throughout the county.

We sincerely appreciate your time, consideration, and any assistance you may be able to provide. SEA Community Help Resource Center Inc. is available to meet with the Board or provide additional information at your convenience.

With heartfelt gratitude,
SEA Community Help Resource Center Inc.

Malinda Peeples, Executive Director (904)806-3939
Alverso Knight, Assistant Director (404)550-0333
Margaret Murray, President (904) 692-3561

ST. JOHNS COUNTY
HEALTH & HUMAN SERVICES DEPARTMENT
200 San Sebastian View, Suite 2300
St. Augustine, Florida 32084

INTEROFFICE MEMORANDUM

TO: Jaime Locklear, Purchasing Director
FROM: Shawna Novak, Director SN
SUBJECT: Public Benefit Determination- Donation Vehicle to SEA Community Help Resource Center, Inc.
DATE: 10/13/2026

I am writing to provide formal support for the donation of a surplus County vehicle to SEA Community Help Resource Center, Inc., a longstanding nonprofit partner serving vulnerable residents throughout St. Johns County. SEA Community's attached letter outlines the operational hardship caused by the loss of their only functioning pickup truck, which previously enabled them to collect and distribute essential resources such as food, furniture, clothing, and household goods.

This request clearly supports a public benefit, as SEA Community has an established and meaningful partnership with the County's Health and Human Services Department. Specifically, SEA was recommended by our department as an awardee of Community Development Block Grant (CDBG) funds to support the construction of a warehouse for the storage and handling of food and donated items. Additionally, SEA was a recipient of Emergency Food Assistance funding in November 2025, reflecting their ongoing, critical role in addressing food insecurity and supporting households in crisis across our community.

24	**AGENDA ITEM** **ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**
	Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting

7/21/2026

BCC MEETING DATE

TO: **Joy Andrews, County Administrator** **DATE:** **June 23, 2026**

FROM: **Jaime Locklear, Director, Purchasing** **PHONE:** **904 209-0158**

SUBJECT OR TITLE: **County Surplus Property**

AGENDA TYPE: **Consent Agenda**

BACKGROUND INFORMATION:

Florida Statute 274 regulates the control of tangible personal property owned by local Governments. The authority to declare this property as surplus is vested in the Board of County Commissioners. Staff is requesting the BOCC declare the attached list of miscellaneous rolling stock, equipment, and other items as surplus. Individual item information available upon request. This equipment is either non-functional, obsolete, or no longer serves a useful purpose for the County.

1. IS FUNDING REQUIRED? No **2. IF YES, INDICATE IF BUDGETED.** No

IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:

INDICATE FUNDING SOURCE:

SUGGESTED MOTION/RECOMMENDATION/ACTION:

Motion to declare the attachment list as surplus and authorize the County Administrator, or designee, to dispose of the same in accordance with the Purchasing Policy Section 17.1 and Florida State Statute 274.06.

For Administration Use Only:
Legal: Jalisa Ferguson 6/29/2026 **OMB: Christopher Thompson 6/29/2026** **Admin: JDD 7/9/2026**

Vehicle / Rolling Stock Surplus Form

To: Finance Director
Thru: Purchasing Manager
CC: Fixed Assets Manager - Finance Department
Risk Management

Please issue authority to:

		Department Name	Department Number
Transfer		**From:** Golf Course	1473
		To:	
Declare Surplus	✔	Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.	
Other			

Explanation for items not transferred or allotted for surplus sale

Vehicle / Rolling Stock Description		SJC Asset #	CV#
2008 Ford Ranger		12707	1138
VIN# or Serial #	**License Plate #**	**Trash Removed?**	**# of Sets of Keys**
1FTYR10D38PA63601	TB3292	Yes	1

Contact Name Jeff Nordsiek
Contact Number 904-209-0283

For Fleet Staff Use Only:

Mileage	County Decal Removed?	Condition	Issues / Reason for Surplus (What does not work or is broken on the Vehicle/ Rolling Stock)
47,915	Yes	Poor	Age, score = 45

For Purchasing Staff Use Only:

Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery	
Date Received in Surplus Yard	**# of Keys Received**	**Was Vehicle Running?**	**Signature of Receiving Agent**

REQUIRED SIGNATURES:

Surplus/Transferring Department Head — (Department Head Signature ONLY) — Date: 6-11-2026

Reviewed by Fleet Maintenance Manager — (For items with CV# ONLY) — Date: 6-15-26

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.
(Witness to Disposition ONLY) — Date

APPROVAL SIGNATURES:
Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager — (For Purchasing Dept. Use ONLY) — Date: 6/17/26

Receiving Department Head Signature — (For transfer of assets ONLY) — Date

POSTED BY FIXED ASSETS MANAGER — (For Finance Dept. Use ONLY) — Date

Revised 09/15

Rolling Stock Surplus Items

ITEM	SJC#	SERIAL #	CV#	CONDITION	Mileage	Department	Manner of Disposition	Location
2019 Down to Earth Trailer	17704	5MYCH1820KB66180	2107	poor		Fleet		Fleet
2006 Ford F550 Ambulance	11463	1FDAF56P46EA60648	275	poor		Fleet		Fleet
2013 Bobcat T-630	14967	A7PU13657	1469	poor		Fleet		Fleet
2017 Ford F150	16682	1FTFX1EFXHKD95815	1854	poor		Fleet		Fleet
2008 Ford Ranger	12707	IFTYR10D38PA63601	1138	poor		Fleet		Fleet
2004 Ford F250	10734	IFTNW21S44EB65848	65	poor		Fleet		Fleet

Computer Surplus Items

ITEM	SJC #	SERIAL #	QUANTITY	CONDITION		Department	Manner of Disposition	Location
25" Sony Flat Screen TV			1	Poor		Library - Hastings		Hastings Library
25" Sony Flat Screen TV			1	Poor		Library - Hastings		Hastings Library
56" Sony Flat Screen TV			1	Poor		Library - Hastings		Hastings Library

Miscellaneous Surplus Items

ITEM	SJC #	SERIAL #	QUANTITY	CONDITION		Department	Manner of Disposition	Location
Shelving Units - 21'3" L x 43.5 H		n/a	7 Bays	Good		Library - Bartram Trail		Bartram Trail Branch Library

Shelving Units - 21'3" L x 43.5 H		n/a	7 Bays	Good		Library - Bartram Trail		Bartram Trail Branch Library
Shelving Units - 21'3" L x 43.5 H		n/a	7 Bays	Good		Library - Bartram Trail		Bartram Trail Branch Library
109" x 44" Single Sided Shelving Units - Frame Only			1	Obsolete		Library - Main		Main Library
Metal Bookcases with Wooden End panels 66"x108"x21"			4	Fair		Library - Ponte Vedra Beach		Ponte Vedra Library
Metal Shelf w/ Wood End Panels 42"x 110" x10"			1	Fair		Library - Ponte Vedra Beach		Ponte Vedra Library
Gray Padded Chairs			8	Poor		Library - Hastings		Hastings Library
Black Office Chair w Arms			1	Poor		Library - Hastings		Hastings Library
Black Office Chair w Arms			1	Poor		Library - Hastings		Hastings Library
Black Office Chair w Arms			1	Poor		Library - Hastings		Hastings Library

Shelving Units - 21'3" L x 43.5 H		n/a	7 Bays	Good		Library - Bartram Trail		Bartram Trail Branch Library
Black Office Chair w Arms			1	Poor		Library - Hastings		Hastings Library
Gray Office Chair w Arms			1	Poor		Library - Hastings		Hastings Library
Black Office Chair w Arms			1	Poor		Library - Hastings		Hastings Library
Red Plastic Chairs			1	Poor		Library - Hastings		Hastings Library
Black Stool			1	Poor		Library - Hastings		Hastings Library
Black Stool			1	Poor		Library - Hastings		Hastings Library
Top Table Blonde Formica			2	Poor		Library - Hastings		Hastings Library
Brown Folding Table 4'			1	Poor		Library - Hastings		Hastings Library
Brown Folding Table 4'			1	Poor		Library - Hastings		Hastings Library
Brown PC Table			1	Poor		Library - Hastings		Hastings Library
Brown PC Table			1	Poor		Library - Hastings		Hastings Library
Brown 2 door cabinet			1	Damaged		Library - Hastings		Hastings Library
Round Children Height Table with 4 Chairs			1	Poor		Library - Hastings		Hastings Library
Steel Desk with Hutch			1	Poor		Library - Hastings		Hastings Library
Red Table			1	Poor		Library - Hastings		Hastings Library
Red Table			1	Poor		Library - Hastings		Hastings Library
End Table			1	Poor		Library - Hastings		Hastings Library
Round Dining Tables and 4 Chairs			1	Poor		Library - Hastings		Hastings Library
Small Wood Desk with Chairs			1	Poor		Library - Hastings		Hastings Library
Small Steel Desk			1	Poor		Library - Hastings		Hastings Library
Large Bulletin Board with Doors			1	Poor		Library - Hastings		Hastings Library
Small Bulletin Board with Door			1	Poor		Library - Hastings		Hastings Library
Small Bulletin Board			1	Poor		Library - Hastings		Hastings Library
Large Bulletin Board			1	Poor		Library - Hastings		Hastings Library
Five Shelf Library Shelving Units			2	Poor		Library - Hastings		Hastings Library
Eight Shelf Library Shelving Units			2	Poor		Library - Hastings		Hastings Library

Shelving Units - 21'3" L x 43.5 H		n/a	7 Bays	Good		Library - Bartram Trail		Bartram Trail Branch Library
Six Shelf Library Shelving Units			2	Poor		Library - Hastings		Hastings Library
Eight Shelf Library Shelving Units			3	Poor		Library - Hastings		Hastings Library
16 Shelf 3' Library Shelving Unit			1	Poor		Library - Hastings		Hastings Library
Seven Shelf Library Shelving Unit			6	Poor		Library - Hastings		Hastings Library
6 Shelf Library Shelving Unit			1	Poor		Library - Hastings		Hastings Library
7 Shelf Library Shelving Unit			1	Poor		Library - Hastings		Hastings Library
12 Shelf 3' Library Shelving Unit			1	Poor		Library - Hastings		Hastings Library
12 Shelf 3' Library Shelving Unit			1	Poor		Library - Hastings		Hastings Library
Plastic 4 Shelf Garage Shleving Unit			1	Poor		Library - Hastings		Hastings Library
Green Picture Book Display Bin			1	Poor		Library - Hastings		Hastings Library
Flat Screen TV Cart			1	Poor		Library - Hastings		Hastings Library
Flat Screen TV Cart			1	Poor		Library - Hastings		Hastings Library
Black Stool with Arms			1	Poor		Library - Hastings		Hastings Library
Steel 2 Drawer File Gray			1	Poor		Library - Hastings		Hastings Library
Plastic 2 Drawer File Black & Silver			1	Poor		Library - Hastings		Hastings Library
2 Drawer File Cabinet with Pencil Drawer Black			1	Poor		Library - Hastings		Hastings Library
Steel 4 Drawer File Cabinet Legal Sized Gray			1	Poor		Library - Hastings		Hastings Library
Steel lateral File 4 Drawer Black			1	Poor		Library - Hastings		Hastings Library
Particle Board Single Drawer Rolling File Cabinet Gray			1	Poor		Library - Hastings		Hastings Library
Plastic 2 Drawer Rolling File Cabinet			1	Poor		Library - Hastings		Hastings Library
Folding Chairs and Cart			25	Poor		Library - Hastings		Hastings Library
Brown Vinyl Chair			3	Poor		Library - Hastings		Hastings Library
Blue Plastic Yard Chairs			4	Poor		Library - Hastings		Hastings Library
Bench Tan			1	Poor		Library - Hastings		Hastings Library
Bench Tan			1	Poor		Library - Hastings		Hastings Library
Bench Tan			1	Poor		Library - Hastings		Hastings Library

Shelving Units - 21'3" L x 43.5 H		n/a	7 Bays	Good		Library - Bartram Trail		Bartram Trail Branch Library
Black Plastic Chair			1	Poor		Library - Hastings		Hastings Library
Gray Vinyl Padded Chair			1	Poor		Library - Hastings		Hastings Library
Office Chair Black w/ Arms			1	Poor		Library - Hastings		Hastings Library
Office Chair Black w/ Arms			1	Poor		Library - Hastings		Hastings Library
Book Truck Steel Double Sided Tan			1	Poor		Library - Hastings		Hastings Library
Book Truck Steel Double Sided Tan			1	Poor		Library - Hastings		Hastings Library
Book Truck Steel Double Sided Tan			1	Poor		Library - Hastings		Hastings Library
Book Truck Steel Double Sided Blue			1	Poor		Library - Hastings		Hastings Library
Book Truck Steel Double Sided Gray			1	Poor		Library - Hastings		Hastings Library
Book Truck Steel Double Sided Gray			1	Poor		Library - Hastings		Hastings Library
ABC Rug Large			1	Poor		Library - Hastings		Hastings Library
Blue Spotted Rug			1	Poor		Library - Hastings		Hastings Library
Red Spotted Rug			1	Poor		Library - Hastings		Hastings Library
Dragon Rug			1	Poor		Library - Hastings		Hastings Library
Shelf Tops and Sides			7	Poor		Library - Hastings		Hastings Library
Long Shelf Top			1	Poor		Library - Hastings		Hastings Library
Canvas with Handprints			1	Poor		Library - Hastings		Hastings Library
Wood Easel Floor Standing			1	Poor		Library - Hastings		Hastings Library
Fire Safe			1	Poor		Library - Hastings		Hastings Library
Rolling IPAD Stand			1	Poor		Library - Hastings		Hastings Library
Refrigerator White			1	Poor		Library - Hastings		Hastings Library
Microwave Stainless Steel			1	Poor		Library - Hastings		Hastings Library
36 Shelf Double Sided Library Shelving Unit			1	Poor		Library - Hastings		Hastings Library
18 Shelf Double Sided Library Shelving Unit			1	Poor		Library - Hastings		Hastings Library
30 Shelf Library Shelving Unit			1	Poor		Library - Hastings		Hastings Library
3' Six Shelf Library Shelving			1	Poor		Library - Hastings		Hastings Library

Shelving Units - 21'3" L x 43.5 H		n/a	7 Bays	Good		Library - Bartram Trail		Bartram Trail Branch Library
Steel Garage Shelving			1	Poor		Library - Hastings		Hastings Library
Steel Garage Shelving			1	Poor		Library - Hastings		Hastings Library
Steel Garage Shelving			1	Poor		Library - Hastings		Hastings Library
Long Particle Board Shelf Top			1	Poor		Library - Hastings		Hastings Library
Particle Board Shelf Sides and Tops			7	Poor		Library - Hastings		Hastings Library
Multi-Sizes filing cabinets			8	Poor		Florida Department of Health-SLC		CHD
Tables - 36"W x 50"L x 29"H			9	Fair		Library - Ponte Vedra Beach		Ponte Vedra Library

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

From: Department Name: Bartram Trail Branch Library — Department Number: 0078

To: Surplus

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Replacing with larger units from PVB Branch

Explanation for items not transferred or alloted for surplus sale

Contact Name Julie Bartley, Branch Manager **Contact Number** 904-827-6960

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	Shelving Units- 7 Bays 21'3"L x 2'W x43.5H		n/a	Good	BT			
2	Shelving Units- 7 Bays 21'3"x2'Wx43.5"H		n/a	Good	BT			
3	Shelving Units- 7 Bays 21'3"L x 2'W x 43.5"H		n/a	Good	BT			
4								
5								
6								
7								
8								
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Debra Deck-Erickson 5-21-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

(For Purchasing Dept. Use ONLY) Date 6/1/26

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

From: Department Name: Libraries - Main Branch | Department Number: 0078

To:

Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Nicole Jebbia **Contact Number** 904-827-6940

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	109"x44" single sided shelving unit - frame only			Obsolete	Main			
2								
3								
4								
5								
6								
7								
8								
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

(Department Head Signature ONLY) Date 5-27-26

Reviewed by Fleet Maintenance Manager *(if applicable)*

(For items with CV# ONLY) Date

Witness to asset disposition *(if applicable)*

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

(For Purchasing Dept. Use ONLY) Date 6/1/26

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

Department Name **Department Number**

From: Library- Ponte Vedra Beach 0078

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Kim Odom, Branch Manager **Contact Number** 904-827-6950

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	(4) Metal bookcases with wood endpanels 66"x108"x21"			Fair				
2	metal shelf w/wood endpanels 42" x 110" x 10"			Fair				
3								
4								
5								
6								
7								
8								
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Melissa Nichols Odom 5-22-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager *(if applicable)*

(For items with CV# ONLY) Date

Witness to asset disposition *(if applicable)*

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

(For Purchasing Dept. Use ONLY) Date 6/1/26

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

Transfer ☐

Declare Surplus ☑

Other ☐

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

From: Department Name: Library — Department Number: 0078

To:

Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 904-827-6970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	8 gray padded chairs			Poor	Hastings	surplus		
2	black office chair with arms			Poor	Hastings	surplus		
3	black office chair with arms			Poor	Hastings	surplus		
4	black office chair with arms			Poor	Hastings	surplus		
5	black office chair with arms			Poor	Hastings	surplus		
6	gray office chair with arms			Poor	Hastings	surplus		
7	black office chair with arms			Poor	Hastings	surplus		
8	red plastic chairs			Poor	Hastings	surplus		
9	black stool			Poor	Hastings	surplus		
10	black stool			Poor	Hastings	surplus		

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Debbie Rhodes Library 5-27-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

6/1/26

(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to: ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

From: Department Name: Library — Department Number: 0078

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 9048276970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	2 top table blonde formica			Poor	Hastings	surplus		
2	brown folding table 4'			Poor	Hastings	surplus		
3	brown folding table 4'			Poor	Hastings	surplus		
4	Brown PC table			Poor	Hastings	surplus		
5	Brown PC Table			Poor	Hastings	surplus		
6	brown 2 door cabinet			Damaged	Hastings	surplus		
7	round children's height table with 4 chairs			Poor	Hastings	surplus		
8	steel desk with hutch			Poor	Hastings	surplus		
9	red table			Poor	Hastings	surplus		
10	red table			Poor	Hastings	surplus		

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

(Department Head Signature ONLY) Date 5-27-26

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

(For Purchasing Dept. Use ONLY) Date 6/1/26

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

Department Name **Department Number**

From: Library 0078

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 9048276970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	end table			Poor	Hastings	surplus		
2	round dining table and 4 chairs			Poor	Hastings	surplus		
3	small wood desk with chair			Poor	Hastings	surplus		
4	small steel desk			Poor	Hastings	surplus		
5	large bulletin board with doors			Poor	Hastings	surplus		
6	small bulletin board with door			Poor	Hasstings	surplus		
7	small bulletin board			Poor	Hastings	surplus		
8	large bulletin board			Poor	Hastings	surplus		
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Debra Brooks 5-27-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

6/1/26

(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

Transfer ☐

Declare Surplus ☑

Other ☐

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

From: Department Name: Library — Department Number: 0078

To:

Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 904-827-6970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	2 five shelf library shelving units			Poor	Hastings	surplus		
2	2 eight shelf library shelving units			Poor	Hastings	surplus		
3	2 six shelf library shelving units			Poor	Hastings	surplus		
4	3 eight shelf library shelving units			Poor	Hastings	surplus		
5	16 shelf 3' library shelving unit			Poor	Hasting	surplus		
6	6 seven shelf library shelving units			Poor	Hastings	surplus		
7	6 shelf library shelving unit			Poor	Hastings	surplus		
8	7 shelf library shelving unit			Poor	Hastings	surplus		
9	12 shelf 3' library shelving unit			Poor	Hastings	surplus		
10	12 shelf 3' library shelving unit			Obsolete	Hastings	surplus		

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

John Rhodes Gibson 5-27-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

Department Name / **Department Number**

From: Library 0078

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 904-827-6970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	plastic 4 shelf garage shelving unit			Poor	Hastings	surplus		
2	green picture book display bin			Poor	Hastings	surplus		
3	25" Sony flat screen TV			Poor	Hastings	surplus		
4	25" Sony flat screen TV			Poor	Hastings	surplus		
5	56" Sony flat screen TV			Poor	Hastings	surplus		
6	flat screen TV cart			Poor	Hastings	surplus		
7	flat screen tv cart			Poor	Hastings	surplus		
8								
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Debra Wilcox-Gibbs 5-27-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

6/1/26

(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

Department Name Library **Department Number** 0078

From:

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 904-827-6970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	25 folding chairs and cart			Poor	Hastings	surplus		
2	3 brown vinyl chairs			Poor	Hastings	surplus		
3	4 blue plastic yard chairs			Poor	Hastings	surplus		
4	bench tan			Poor	Hastings	surplus		
5	bench tan			Poor	Hastings	surplus		
6	bench tan			Poor	Hastings	surplus		
7	black plastic chair			Poor	Hastings	surplus		
8	gray vinyl padded chair			Poor	Hastings	surplus		
9	office chair black with arms			Poor	Hastings	surplus		
10	office chair black with arms			Poor	Hastings	surplus		

REQUIREDSIGNATURES:

Surplus/Transferring Department Head — (Department Head Signature ONLY) — Date 5-27-26

Reviewed by Fleet Maintenance Manager (*if applicable*) — (For items with CV# ONLY) — Date

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) — Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager — (For Purchasing Dept. Use ONLY) — Date 6/1/26

Receiving Department Head Signature — (For transfer of assets ONLY) — Date

POSTED BY FIXED ASSETS MANAGER — (For Finance Dept. Use ONLY) — Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to: ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

Department Name / **Department Number**

From: Library 0078

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 904-827-6970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	book truck steel double sided tan			Poor	Hastings Library	surplus		
2	book truck steel double sided tan			Poor	Hastings Library	surplus		
3	book truck steel double sided tan			Poor	Hastings Library	surplus		
4	book truck steel double sided blue			Poor	Hastings Library	surplus		
5	book truck steel double sided gray			Poor	Hastings Library	surplus		
6	book truck steel double sided gray			Poor	Hastings Library	surplus		
7	ABC rug large			Poor	Hastings Library	surplus		
8	blue spotted rug			Poor	Hastings Library	surplus		
9	red spotted rug			Poor	Hastings Library	surplus		
10	dragon rug			Poor	Hastings Library	surplus		

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Debra Meeks Collins 5-27-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager *(if applicable)*

(For items with CV# ONLY) Date

Witness to asset disposition *(if applicable)*

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

(For Purchasing Dept. Use ONLY) 6/1/26 Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

From: **Department Name** Library **Department Number** 0078

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 9048276970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	7 shelf tops and sides			Poor	Hastings	surplus		
2	1 long shelf top red			Poor	Hastings	surplus		
3	canvas with handprints			Poor	Hastings	surplus		
4	wood easel floor standing			Poor	Hastings	surplus		
5	fire safe			Poor	Hastings	surplus		
6	rolling iPad stand			Poor	Hastings	surplus		
7	refrigerator white			Poor	Hastings	surplus		
8	microwave stainless teel			Poor	Hastings	surplus		
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Debra Brock Crabtree 5-28-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

6/1/26

(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Transfer ☐

Declare Surplus ☑

Other ☐

Department Name / **Department Number**

From: Library / 0078

To:

Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 904-827-6970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	36 shelf double sided library shelving unit			Poor	Hastings	surplus		
2	18 shelf double sided library shelving unit			Poor	Hastings	surplus		
3	30 shelf library shelving unit			Poor	Hastings	surplus		
4	3' six shelf library shelving unit			Poor	Hastings	surplus		
5	steel garage shelving			Poor	Hastings	surplus		
6	steel garage shelving			Poor	Hastings	surplus		
7	steel garage shelving			Poor	Hastings	surplus		
8	long particle board shelf top			Poor	Hastings	surplus		
9	7 particle board shelf sides and tops			Poor	Hastuings	surplus		
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Debra Woody Carlson 5-28-26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

6/1/26

(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

Transfer ☑

Declare Surplus ☐

Other ☐

ST JOHNS COUNTY
MAY 29 2026
PURCHASING

From: Library — **Department Name** — **Department Number** 0078

To: St. Johns County Pet Center

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 904-827-6970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	4 laundry carts			Good	Hastings	transfer		
2								
3								
4								
5								
6								
7								
8								
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

Debra Rhodes 5-28-26
(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager *(if applicable)*

(For items with CV# ONLY) Date

Witness to asset disposition *(if applicable)*
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

(For Purchasing Dept. Use ONLY) 6/1/26 Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

Transfer ☐

Declare Surplus ☑

Other ☐

ST JOHNS COUNTY

MAY 2 9 2026

PURCHASING

Department Name Library **Department Number** 0078

From:

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Brad Powell **Contact Number** 904-827-6970

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	black stool with arms			Poor	Hastings			
2	steel 2 drawer file gray			Poor				
3	plastic 2 drawer file black and silver			Poor				
4	2 drawer file cabinet with pencil drawer black							
5	steel 4 drawer file cabinet legal sized gray							
6	steel lateral file 4 drawer black							
7	particle booard single drawer rolling file cabinet gray							
8	plastic 2 drawer rolling file cabinet							
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head — (Department Head Signature ONLY) — Date 5-27-26

Reviewed by Fleet Maintenance Manager (*if applicable*) — (For items with CV# ONLY) — Date

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) — Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager — (For Purchasing Dept. Use ONLY) — Date 6/1/26

Receiving Department Head Signature — (For transfer of assets ONLY) — Date

POSTED BY FIXED ASSETS MANAGER — (For Finance Dept. Use ONLY) — Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

Transfer ☐

Declare Surplus ☑

Other ☐

ST JOHNS COUNTY

JUN 09 2026

PURCHASING

Department Name / **Department Number**

From: Libarry-Ponte Vedra Beach 0078

To:

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Stephanie Fazenbaker **Contact Number** 904-827-6950 x0

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	9 tables - 36"w x50"l x 29"h			Fair	PVB Library			
2								
3								
4								
5								
6								
7								
8								
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

6/5/26

(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

6/9/26

(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

SURPLUS PROPERTY FORM
REQUEST TO TRANSFER/DECLARE SURPLUS

To: Finance Director

Thru: Purchasing Manager

CC: Fixed Assets Manager - Finance Department

Risk Management

Please issue authority to:

Transfer ☐

Declare Surplus ☑

Other ☐

Department Name **Department Number**

From: Florida Department of Health - SJC

To:

Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy

Explanation for items not transferred or alloted for surplus sale

Contact Name Aaron Jones or David Crum **Contact Number** 904-506-6081

	Item Description	SJC Asset #	Serial #	Condition	Location	Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery
1	15" x 58.45" x 28.5" filing cabinet			Poor	CHD	Surplus		
2	36" x 76 x 17 Filing Cabinet			Poor	CHD	Surplus		
3	41.5 x 62.5 x 18 Filing Cabinet			Poor	CHD	Surplus		
4	36 x 65.5 x 18 Filing Cabinet			Poor	CHD	Surplus		
5	43.75 x 78 x 16 Filing Cabinet			Poor	CHD	Surplus		
6	43.75 x 78 x 16 Filing Cabinet			Poor	CHD	Surplus		
7	30 x 51 x 18 Filing Cabinet			Poor	CHD	Surplus		
8	42 x 40 x 18 Filing Cabinet			Poor	CHD	Surplus		
9								
10								

REQUIREDSIGNATURES:

Surplus/Transferring Department Head

(Department Head Signature ONLY) 6-4-26 Date

Reviewed by Fleet Maintenance Manager (*if applicable*)

(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)

A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:

Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager

(For Purchasing Dept. Use ONLY) 6/9/2026 Date

Receiving Department Head Signature

(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER

(For Finance Dept. Use ONLY) Date

Revised 6/17

Vehicle / Rolling Stock Surplus Form

To: Finance Director
Thru: Purchasing Manager
CC: Fixed Assets Manager - Finance Department
Risk Management

Please issue authority to:

Transfer	
Declare Surplus	✓
Other	

	Department Name	Department Number
From:	Parks and Recreation	0080
To:		

Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Jeff Nordsiek
Contact Number 904-209-0283

Vehicle / Rolling Stock Description		SJC Asset #	CV#
2019 Down To Earth Trailer		17704	2107
VIN# or Serial #	**License Plate #**	**Trash Removed?**	**# of Sets of Keys**
5MYCH1820KB66180	TJ2030	Yes	N/A

For Fleet Staff Use Only:

Mileage	County Decal Removed?	Condition	Issues / Reason for Surplus (What does not work or is broken on the Vehicle/ Rolling Stock)
N/A	Yes	Poor	Frame broken in multiple locations

For Purchasing Staff Use Only:

Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery

Date Received in Surplus Yard	# of Keys Received	Was Vehicle Running?	Signature of Receiving Agent

REQUIRED SIGNATURES:

Surplus/Transferring Department Head — (Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager — Jeff Nordsiek 06/09/2026
(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.
(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:
Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager — 6/9/26
(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature
(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER
(For Finance Dept. Use ONLY) Date

Revised 09/15

Vehicle / Rolling Stock Surplus Form

To: Finance Director
Thru: Purchasing Manager
CC: Fixed Assets Manager - Finance Department
Risk Management
Please issue authority to:

Transfer
Declare Surplus ✓
Other

	Department Name	Department Number
From:	Fire Rescue	1224
To:		

Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or slated for surplus sale

Contact Name: Jeff Nordsiek
Contact Number: 904-209-0283

Vehicle / Rolling Stock Description	SJC Asset #	CV#
2006 Ford F550 Ambulance	11463	0275

VIN# or Serial #	License Plate #	Trash Removed?	# of Sets of Keys
1FDAF56P46EA60648	226423	Yes	1

For Fleet Staff Use Only:

Mileage	County Decal Removed?	Condition	Issues / Reason for Surplus (What does not work or is broken on the Vehicle/ Rolling Stock)?
137,630	Yes	Poor	Age, condition

For Purchasing Staff Use Only:

Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery

Date Received in Surplus Yard	# of Keys Received	Was Vehicle Running?	Signature of Receiving Agent

REQUIRED SIGNATURES:

Surplus/Transferring Department Head
(Department Head Signature ONLY) Date

Reviewed by Fleet Maintenance Manager
Jeff Nordsiek 06/09/2024
(For items with CV# ONLY) Date

Witness to asset disposition *(if applicable)*
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.
(Witness to Disposition ONLY) Date

APPROVAL SIGNATURES:
Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager
(For Purchasing Dept. Use ONLY) Date 6/9/26

Receiving Department Head Signature
(For transfer of assets ONLY) Date

POSTED BY FIXED ASSETS MANAGER
(For Finance Dept. Use ONLY) Date

Revised 09/15

Vehicle / Rolling Stock Surplus Form

To: Finance Director
Thru: Purchasing Manager
CC: Fixed Assets Manager - Finance Department
Risk Management

Please issue authority to:

Transfer [ ]

Declare Surplus [✓]

Other [ ]

	Department Name	Department Number
From:	Solid Waste	4399
To:		

Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.

Explanation for items not transferred or alloted for surplus sale

Contact Name Jeff Nordsiek
Contact Number 904-209-0283

Vehicle / Rolling Stock Description		SJC Asset #	CV#
2013 Bobcat T-630		14967	1469
VIN# or Serial #	**License Plate #**	**Trash Removed?**	**# of Sets of Keys**
A7PU13657	N/A	Yes	1

For Fleet Staff Use Only:

Mileage	County Decal Removed?	Condition	Issues / Reason for Surplus (What does not work or is broken on the Vehicle/ Rolling Stock)
1,167 hours	Yes	Poor	Age, condition

For Purchasing Staff Use Only:

Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery

Date Received in Surplus Yard	# of Keys Received	Was Vehicle Running?	Signature of Receiving Agent

REQUIRED SIGNATURES:

Surplus/Transferring Department Head X _____ Date
(Department Head Signature ONLY)

Reviewed by Fleet Maintenance Manager _____ 6-9-26
(For items with CV# ONLY) Date

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.

_____ Date
(Witness to Disposition ONLY)

APPROVAL SIGNATURES:
Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager _____ 6/9/26
(For Purchasing Dept. Use ONLY) Date

Receiving Department Head Signature _____ Date
(For transfer of assets ONLY)

POSTED BY FIXED ASSETS MANAGER _____ Date
(For Finance Dept. Use ONLY)

Revised 09/15

Vehicle / Rolling Stock Surplus Form

To: Finance Director
Thru: Purchasing Manager
CC: Fixed Assets Manager - Finance Department
Risk Management

Please issue authority to:

		Department Name	Department Number
Transfer		**From:** Growth Management	0101
		To:	
Declare Surplus	✔	Dispose of in accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.	
Other			

Explanation for items not transferred or alloted for surplus sale

Contact Name Jeff Nordsiek
Contact Number 904-209-0283

Vehicle /Rolling Stock Description		SJC Asset #	CV#
2017 Ford F150		16682	1854
VIN# or Serial #	**License Plate #**	**Trash Removed?**	**# of Sets of Keys**
1FTFX1EFXHKD95815	TE8487	Yes	1

For Fleet Staff Use Only:

Mileage	County Decal Removed?	Condition	Issues / Reason for Surplus (What does not work or is broken on the Vehicle/ Rolling Stock)
157,338	Yes	Poor	Age, mileage, transmission issues, score = 52

For Purchasing Staff Use Only:

Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery

Date Received in Surplus Yard	# of Keys Received	Was Vehicle Running?	Signature of Receiving Agent

REQUIRED SIGNATURES:

Surplus/Transferring Department Head — (Department Head Signature ONLY) — Date: 6/11/26

Reviewed by Fleet Maintenance Manager — Jeff Nordsiek 06/15/26
(For items with CV# ONLY) — Date

Witness to asset disposition *(if applicable)*
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.
(Witness to Disposition ONLY) — Date

APPROVAL SIGNATURES:
Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager — (For Purchasing Dept. Use ONLY) — Date: 6/17/26

Receiving Department Head Signature — (For transfer of assets ONLY) — Date

POSTED BY FIXED ASSETS MANAGER — (For Finance Dept. Use ONLY) — Date

Revised 09/15

Vehicle / Rolling Stock Surplus Form

To: Finance Director
Thru: Purchasing Manager
CC: Fixed Assets Manager - Finance Department
Risk Management

Please issue authority to:

		Department Name	Department Number
Transfer		**From:** Fleet Maintenance	1123
		To:	
Declare Surplus	✔	Dispose of In accordance with Florida Statues 274.05 & 274.06 and St. Johns County Purchasing Policy.	
Other			

Explanation for items not transferred or alloted for surplus sale

Contact Name Jeff Nordsiek
Contact Number 904-209-0283

Vehicle / Rolling Stock Description		SJC Asset #	CV#
2004 Ford F250		10734	0065
VIN# or Serial #	**License Plate #**	**Trash Removed?**	**# of Sets of Keys**
1FTNW21S44EB65848	220094	Yes	1

For Fleet Staff Use Only:

Mileage	County Decal Removed?	Condition	Issues / Reason for Surplus (What does not work or is broken on the Vehicle/ Rolling Stock)
148,146	Yes	Poor	Age, mileage, score = 36

For Purchasing Staff Use Only:

Manner of Disposition	Sale Amount	Trade-In or Insurance Recovery

Date Received in Surplus Yard	# of Keys Received	Was Vehicle Running?	Signature of Receiving Agent

REQUIRED SIGNATURES:

Surplus/Transferring Department Head — (Department Head Signature ONLY) — Date 6/10/26

Reviewed by Fleet Maintenance Manager — (For items with CV# ONLY) — Date 6/11/26

Witness to asset disposition (*if applicable*)
A witness is only required if an asset is scrapped or demolished, not sold, traded in or transferred.
(Witness to Disposition ONLY) — Date

APPROVAL SIGNATURES:
Request to declare surplus, transfer or dispose of the above item(s) is granted by:

Purchasing Manager — (For Purchasing Dept. Use ONLY) — Date 6/17/26

Receiving Department Head Signature — (For transfer of assets ONLY) — Date

POSTED BY FIXED ASSETS MANAGER — (For Finance Dept. Use ONLY) — Date

Revised 09/15