

CITY OF GREAT FALLS, MONTANA

AGENDA # 25

AGENDA REPORT

DATE December 7, 2004

ITEM: SURPLUS PROPERTY: FORMER STAFF DESK FROM COMMISSION CHAMBERS

INITIATED BY: City Manager's Office

ACTION REQUESTED: Declare former staff desk from Commission Chambers as surplus

PRESENTED BY: Peggy Bourne, City Clerk

RECOMMENDATION: Staff recommends that the City Commission declare a former staff desk from the Commission Chambers as surplus property.

MOTION: I move that the City Commission declare a former staff desk in the Commission Chambers as surplus.

SYNOPSIS: Several years ago, the Commission Chambers received a minor facelift that resulted in rearranging the furniture that had been in the Chambers since the 1970s. One of the desks used by Staff during Commission meetings was not required and was moved to another room in the Civic Center. Since that time a purpose for this desk has not been found and the desk is taking up valuable room in Gibson Room that could be used for other purposes. Because the anticipated value of this semi-circle desk is greater than \$1,000, staff requests the Commission declare it surplus and authorize staff to receive bids from anyone interested in the public to purchase it.

NOTICE TO ALL BIDDERS
SALE OF SURPLUS DESK FROM COMMISSION CHAMBERS

NOTICE IS HEREBY GIVEN that the City of Great Falls, Montana, will receive sealed bids for the sale of a surplus desk that was previously located in the Commission Chambers. Bids will be received at the office of the City Clerk, Room 202 of the Civic Center Building, Great Falls, Montana, until 3:00 p.m., December 22, 2004, at which place and time they will be publicly opened and read.

The minimum bid price is \$1,000. The successful bidder shall be responsible for removing the desk from the Civic Center.

The bids shall be marked on the outside: "Bid on surplus desk" to be opened December 22, 2004.

The City Commission of the City of Great Falls reserves the right to reject any or all bids and accept any bid should it be deemed in the public interest to do so.

BY ORDER OF THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA.
Peggy J. Bourne, City Clerk

PUBLICATION DATES:

December 14, 2004

December 19, 2004