

Surplus Printer Memo

MEMO

To: Executive/Budget/Audit Committee
Chair: Jeff Silvestrini, Co-Chair: Erin Mendenhall, Treasurer and Secretary: Christopher F. Robinson

CC: Laura Briefer, Salt Lake City Public Utilities

From: Sam Kilpack, Director of Operations
Lindsey Nielsen, Executive Director
Mia McNeil, Community Engagement Coordinator

Subject: Surplus Printer Memo

Date: February 19, 2025

Due to the age of the printer in the CWC office and the growing need for double-sided and color printing, staff recently purchased a new printer and recommends the disposal of the used printer.

Based on an internet search, the estimated resale value of the used printer (an 8-year-old HP Laserjet Pro MFP M127FW, pictured below) is about \$200-\$300. Upon approval of the board by resolution at its March 3, 2025 meeting, the printer will be declared surplus and disposed of by staff as follows:

- If the Board, during its March 3 meeting, determines a minimum bid, staff will sell the printer via KSL.com at a price greater than or equal to the minimum bid.
 - If this course of action is chosen, staff recommend a minimum bid price of **\$150** but would first list the item for \$300 and gradually decrease the list price as needed.
 - A receipt would be generated for the sale and proceeds would be deposited into the CWC's checking account.
- If the Board, during its March 3 meeting, determines the printer to be of nominal value, the Executive Director will dispose of the printer in a reasonable fashion.

