

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No. 9b

Date of Meeting March 24, 2009

DATE: March 19, 2009

TO: Tay Yoshitani, Chief Executive Officer

FROM: Tim Jayne, Senior Manager Procurement Services

SUBJECT: Authorization for the Chief Executive Officer to dispose of surplus personal property. (Resolution No. 3614, First Reading)

ACTION REQUESTED: Resolution No. 3614, First Reading, declaring surplus and no longer needed for Port District purposes certain personal property, including 1,150 fifteen pound bags of Solid Gold Millennia Dog Food and 450 eighteen pound bags of Diamond Low Fat Dog Food; and authorizing the Chief Executive Officer to execute all documents necessary for transfer of the surplus property to the City of Seattle Animal Shelter.

BACKGROUND: In June of 2008, the Port purchased approximately 1,600 bags of dog food to test the baggage conveyor belts within the recently completed baggage system at Seattle-Tacoma International Airport. Using bags of dog food for testing is recommended by the manufacturer of the baggage system. The dog food bags accurately simulate baggage weight loads without risk of damage to the conveyor belt system. Testing of the conveyor system is now complete. The Port will keep a portion of the dog food for the POSPD K-9 unit and, as a result of passage of this resolution, transfer the remainder to the City of Seattle Animal Shelter.

Port personnel contacted the pet store where approximately half of the food was purchased. The store was unwilling to allow return of any of the pet food. Because the food cannot be returned and/or is close to its expiration date, it is estimated that there is no resale value and transfer to the Seattle Animal Shelter is appropriate.

SCHEDULE/ALTERNATIVES: A portion of the dog food is close to reaching expiration date. It is requested that the transfer be scheduled as soon as is practicable. Other shelters and/or agencies were considered before the decision was made to provide the dog food to the Seattle Animal Shelter. The Seattle Animal Shelter is located in King County and has a program in place that distributes pet food at no cost to families that are experiencing financial distress. The Shelter will indicate in its distribution program that the dog food was made available by the Port.