

Hidalgo County Head Start Program

Policy Council Agenda

DATE: March 24, 2010

SUBJECT: Discussion/Approval to Declare Obsolete the Attached List of Items and Transfer Items to the County's Surplus Department for Proper Disposition

RATIONALE/NEED: The items listed on the attached surplus materials/equipment list are not in operating condition, they are old and beyond any possible repair.

RECOMMENDATION: Administration recommends approval.

COST:

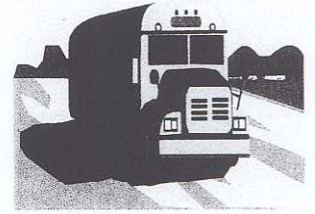
RELATED INFORMATION INCLUDES: List of Surplus Materials/Equipment

INITIATED BY: Oscar Palacios, Field Operations Director 

REVIEWED BY: Edmundo Garcia, Assistant Program Director 

EXECUTIVE DIRECTOR'S APPROVAL: 

MEMORANDUM



To: Edmundo Garcia, Assistant Program Director

From: Oscar Palacios, Field Operations Director

Subj.: Surplus materials/equipment

Date: March 3, 2010

CC: Teresa Flores, Executive Director
Elma Keller, Finance Director
Files

As per our previous conversation, the attachment is a listing of supplies, vehicles and equipment that, in my best judgment, have determined to be obsolete, no longer functional and/or beyond repair. Some of the playground equipment listed is no longer acceptable by State Licensing Department because it is rusted, cracked and also beyond repair.

I am requesting that you present this list to our Policy Council and Commissioners Court for their consideration and approval to declare the attached listing surplus. Once the request is approved concurrently, the property will be under the custodianship of the County and subsequently auctioned April 24, 2010.

Please advise me on your decision so that I may proceed in disposing of the inventory.

Thank you

Attachments

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM
INITIAL PAGE

for 380-4180
ATT. OSCAR P.

| | | | |
|---|---------------------------|-------------------------|-----------------------|
| DEPARTMENT NAME | | DEPT. NO. | LOCATION |
| TRANSFER TO: <u>Surplus</u> | | <u>1601</u> | |
| TRANSFER FROM: <u>Hidalgo County Head Start</u> | | | <u>Administration</u> |
| Page 1 of <u>1</u> | | | |
| CONTACT INFORMATION: | | | |
| NAME (PRINT) <u>Oscar Palacios</u> | PHONE NO. <u>383-0706</u> | FAX NO. <u>380-4180</u> | |

FIXED ASSET DIVISION USE ONLY

| DESCRIPTION OF ITEM | INVENTORY TAG NO. | SERIAL NO./ VIN | CURRENT CONDITION | FUND NO. | COST | P/U LOC | |
|-------------------------------|-------------------|--------------------------|-------------------|----------|------|---------|--|
| | | | | | | | |
| 1 <u>GMC 4x4 TRUCK - 1999</u> | <u>702133</u> | <u>1GTEK14R9TE528375</u> | <u>B</u> | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

JUSTIFICATION FOR TRANSFER: Beyond Repair (B)

Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken

PLEASE USE BLUE INK TO SIGN

The transfer is hereby approved by the Purchasing Agent

MARTHA L. SALAZAR
PRINT NAME

SIGNATURE

DATE

Contact Person transferring item(s) out

Oscar Palacios
PRINT NAME

[Signature]
SIGNATURE

3-3-10
DATE

Person receiving Item(s)

PRINT NAME

SIGNATURE

DATE

Reviewed & Processed by FA Division

PRINT NAME

SIGNATURE

DATE

FIXED ASSET DIVISION USE ONLY
FROM TO

TO BE INITIALED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM PREMISES.

DEPT. NO. _____ DEPT. NO. _____

AMOUNT _____ AMOUNT _____

Initial _____ Date _____

| Item Description | Inventory # | Serial/Model # | Quantity |
|-------------------------------|--------------------|-----------------------|-----------------|
| 2 Drawer File Cabinet | 009109 | N/A | 1 |
| 2 Drawer File Cabinet | MLPPU6 | N/A | 1 |
| 2 Drawer File Cabinet | M4PPU6 | N/A | 1 |
| 2 Drawer File Cabinet | 013108 | N/A | 1 |
| 2 Drawer File Cabinet | 008128 | N/A | 1 |
| 2 Drawer File Cabinet | 0133203 | N/A | 1 |
| 3 Drawer File Cabinet | N/A | N/A | 1 |
| 4 Drawer File Cabinet | 06597 | N/A | 1 |
| 4 Drawer File Cabinet | 007595 | N/A | 1 |
| 4 Drawer File Cabinet | 010850 | N/A | 1 |
| 4 Drawer File Cabinet | 015268 | N/A | 1 |
| 4 Drawer File Cabinet | 013320 | N/A | 1 |
| 4 Drawer File Cabinet | 002745 | N/A | 1 |
| 4 Drawer File Cabinet Lateral | 009109 | N/A | 1 |
| 2 Door Metal Storage Cabinet | N/A | N/A | 1 |
| Metal Locker | 007709 | N/A | 1 |
| Metal Locker | 007710 | N/A | 1 |
| 4 Ft Classroom Table | 003350 | N/A | 1 |
| 4 Ft Classroom Table | 4812 | N/A | 1 |
| Office Table | N/A | N/A | 1 |
| Rectangle Table | 003350 | N/A | 1 |
| Classroom Changing Table | 010094 | N/A | 1 |
| Office Desk Cherry Oak | N/A | N/A | 1 |
| Executive Office Chair | N/A | N/A | 6 |

| Item Description | Inventory # | Serial/Model # | Quantity |
|-----------------------------|--------------------|---------------------------------|-----------------|
| Computer Keyboard | N/A | SN K109 0033531 Model KB-101 | 1 |
| Computer Keyboard | N/A | Model KFK-EA4XT | 1 |
| Computer Keyboard | N/A | SN 3C13000123B Model KB-2971 | 6 |
| Computer Keyboard | N/A | SN 3C12100574B Model KB-2971 | 1 |
| Computer Keyboard | 007732 | SN 3C02900227B Model KB-2971 | 1 |
| Computer Keyboard | N/A | N/A | 5 |
| Record Player | 6CH 183-01-3876 | N/A | 1 |
| Record Player | N/A | Model DJ 0154 | 1 |
| Commercial Water Heater | N/A | N/A | 6 |
| Air Conditioner Window Unit | N/A | SN 240T95346 Model Carrier | 1 |
| Air Conditioner Window Unit | N/A | SN 9710205991 Model Amana | 1 |
| Air Conditioner Unit | N/A | Model Lennox | 1 |
| Air Conditioner Unit | N/A | SN9809445173 Model Goodman | 1 |
| Air Conditioner Unit | N/A | Model Payne | 1 |
| Water Fountain | N/A | Model El Kay | 2 |
| Water Fountain | N/A | N/A | 3 |
| Electric box | N/A | N/A | 5 |
| Commercial Vacuum | N/A | Model Hoover C1404 | 2 |
| Plastic Work Bench | N/A | N/A | 2 |
| Classroom Easels | N/A | N/A | 1 |
| Large Fun House | N/A | N/A | 3 |
| Small Fun House with Slide | N/A | N/A | 1 |
| Fun House with Swing | N/A | Tike | 1 |
| Basketball Hoop | N/A | N/A | 1 |

| Room | Description | Model Type | Tag | Serial N° | Status |
|---------|-------------|--------------------------|--------|---------------------------|---------|
| Auction | Computer | Gateway E4000 | 17004 | 0029227968 | Damaged |
| Auction | Computer | GEM Tower Celeron 800 | 013612 | 01120116 | Poor |
| Auction | Computer | GEM Tower Celeron 800 | Same | 013567 | Poor |
| Auction | Computer | GEM Tower Celeron 800 | Same | 013568 | Poor |
| Auction | Computer | GEM Tower Celeron 800 | Same | 013541 | Poor |
| Auction | Computer | GEM Tower Celeron 800 | 013555 | 01120258 | Poor |
| Auction | Computer | Manda Mini Tower P466 | 011131 | 8475 | Poor |
| Auction | Computer | Manda Mini Tower P466 | 011127 | 8474 | Poor |
| Auction | Computer | Manda Mini Tower P466 | 011138 | 8479 | Poor |
| Auction | Monitor | Adi Provista CM-700 | 17468 | 94204FL20314034B | Poor |
| Auction | Monitor | AOPEN (A70e) | 17092 | 13401130LN | Poor |
| Auction | Monitor | AOPEN (A70e) | 16500 | 13400919LN | Poor |
| Auction | Monitor | AOPEN (A70e) | 17374 | 13800417LN | Poor |
| Auction | Monitor | AOPEN (A70e) | 16051 | 13400992LN | Poor |
| Auction | Monitor | CTX 19" Flat Panel S961A | 16916 | 7243300249 | Damaged |
| Auction | Monitor | DAEWOD 719BN | 17373 | GC214W4052 | Poor |
| Auction | Monitor | DAEWOD719BN | 16574 | GC214W4W4052 | Poor |
| Auction | Monitor | DAEWOD719BN | 17081 | GC214W4997 | Poor |
| Auction | Monitor | Dell 17" Flat Panel | 17024 | CN-02Y315-71618-49E-AJXY | Damaged |
| Auction | Monitor | Dell 17" Flat Panel | 16804 | CN-0Y98333-71618-696-A849 | Damaged |
| Auction | Monitor | Dell 17" Trinitron | 013397 | 55341C0YEW19 | Poor |
| Auction | Monitor | Dell D1028L | 013129 | 84779-DTU07-C8 | Poor |
| Auction | Monitor | Dell D1028L | 014781 | 84779-A7M8D | Poor |
| Auction | Monitor | Dell D1028L | 014084 | 84779-A7M8F | Poor |
| Auction | Monitor | Dell D1028L | 014254 | 84779-A7M5L-C8 | Poor |
| Auction | Monitor | Dell D1028L | 014503 | 84779-A7M8B-C8 | Poor |
| Auction | Monitor | Dell D1028L | 014870 | 84779-A7MP-C8 | Poor |
| Auction | Monitor | Dell E770p | 013016 | MX-0832-DX-47801 | Poor |
| Auction | Monitor | Dell E770p | 16913 | MX-0832DX-47801-09Q-11011 | Poor |
| Auction | Monitor | Dell E770p | 17449 | MX-0832DX-47801-09Q-H0HQ | Poor |

| Room | Description | Model Type | Tag | Serial No | Status |
|---------|-------------|--------------------------------|--------|---------------------------|---------|
| Auction | Monitor | Dell E770p | 013018 | MX-0832DX-47801-0B8-H0Q0 | Poor |
| Auction | Monitor | Dell E770p | 17456 | MX-0832DX-47801-09Q-H078 | Poor |
| Auction | Monitor | Dell E770p | 013015 | MX-0832DX-47801-0B8-110PX | Poor |
| Auction | Monitor | Dell E770p | 013455 | MX-0419TG-47801-289-B | Poor |
| Auction | Monitor | Dell E770p | 013023 | MX-06271ROA3-30KA | Poor |
| Auction | Monitor | Dell P990 | 013404 | 2221DA09A519 | Poor |
| Auction | Monitor | Dell Trinitron | 013397 | 8737498 | Poor |
| Auction | Monitor | Dell Trinitron | 013393 | 873749J | Poor |
| Auction | Monitor | Elo Touch Screen 17" CRT 1725C | 015986 | 723454301C | Poor |
| Auction | Monitor | Elo Touch Screen 17" CRT 1725C | 015985 | 723464309C | Poor |
| Auction | Monitor | Elo Touch Screen 17" CRT 1725C | 17457 | 42200501T | Poor |
| Auction | Monitor | Gateway EV700AA | 17091 | LIC24706339 | Damaged |
| Auction | Monitor | GEM G556 BGA | 013238 | GC1M03B134004190 | Poor |
| Auction | Monitor | GEM G556 BGA | 013245 | GC1M03B138008050 | Poor |
| Auction | Monitor | GEM G556 BGA | 013324 | GC1M03B134004111 | Poor |
| Auction | Monitor | GEM G556 BGA | 013249 | GC1M03B134004259 | Poor |
| Auction | Monitor | GEM G556 BGA | 013322 | GC1M03B138008057 | Poor |
| Auction | Monitor | GEM G556 BGA | 013248 | GC1M03B134004255 | Poor |
| Auction | Monitor | GEM G556 BGA | 013323 | GC1M03B134004254 | Poor |
| Auction | Monitor | GEM G556 BGA | 013280 | GC1M03B138008052 | Poor |
| Auction | Monitor | GEM G556 BGA | 013255 | GCAM03B134004208 | Poor |
| Auction | Monitor | GEM G556 BGA | 013278 | GC1M03B134004247 | Poor |
| Auction | Monitor | GEM G556 BGA | 013243 | GC1M03B138008161 | Poor |
| Auction | Monitor | GEM G556 BGA | 013325 | 134004256 | Poor |
| Auction | Monitor | GEM G556 BGA | 013260 | GC1M03B138008043 | Poor |
| Auction | Monitor | GEM G556 BGA | 013240 | GC1M03B134004269 | Poor |
| Auction | Monitor | GEM G556 BGA | 013328 | GC1M03B134004144 | Poor |
| Auction | Monitor | GEM G556 BGA | 013275 | GC1M03B134004201 | Poor |
| Auction | Monitor | GEM G556 BGA | 013292 | GC1M03B134004266 | Poor |
| Auction | Monitor | GEM G556 BGA | 013287 | GC1M03B134004198 | Poor |

| Room | Description | Model Type | Tag | Serial № | Status |
|---------|-------------|--------------|--------|------------------|--------|
| Auction | Monitor | GEM G556 BGA | 013273 | GC1M03B134004283 | Poor |
| Auction | Monitor | GEM G556 BGA | 013258 | GC1M030134004268 | Poor |
| Auction | Monitor | GEM G556 BGA | 013290 | GC1M03B134004191 | Poor |
| Auction | Monitor | GEM G556 BGA | 013281 | GC1M03B134004180 | Poor |
| Auction | Monitor | GEM G556 BGA | 013326 | GC1A03B134004182 | Poor |
| Auction | Monitor | GEM G556 BGA | 013283 | GC1M03B134004202 | Poor |
| Auction | Monitor | GEM G556 BGA | 013265 | GC1M03B138008166 | Poor |
| Auction | Monitor | GEM G556 BGA | 013296 | GC1M03B134004264 | Poor |
| Auction | Monitor | GEM G556 BGA | 013253 | GC1M03B134004186 | Poor |
| Auction | Monitor | GEM G556 BGA | 013525 | GC1M30B134004261 | Poor |
| Auction | Monitor | GEM G556 BGA | 013530 | GC1M30B134004260 | Poor |
| Auction | Monitor | GEM G556 BGA | 013527 | GC1M03B134004207 | Poor |
| Auction | Monitor | GEM G556 BGA | 013271 | GC1M03B134004192 | Poor |
| Auction | Monitor | GEM G556 BGA | 013282 | GC1M03B134004193 | Poor |
| Auction | Monitor | GEM G556 BGA | 013259 | GC1M03B134004205 | Poor |
| Auction | Monitor | GEM G556 BGA | 013257 | GC1M03B134004185 | Poor |
| Auction | Monitor | GEM G556 BGA | 013262 | GC1M03B138008061 | Poor |
| Auction | Monitor | GEM G556 BGA | 013327 | GC1M03B134004197 | Poor |
| Auction | Monitor | GEM G556 BGA | 013239 | GC1M03B134004249 | Poor |
| Auction | Monitor | GEM G556 BGA | 013294 | GC1M03B134004114 | Poor |
| Auction | Monitor | GEM G556 BGA | 013284 | GC1M03B138008134 | Poor |
| Auction | Monitor | GEM G556 BGA | 013274 | GC1M03B138008035 | Poor |
| Auction | Monitor | GEM G556 BGA | 013535 | GC1M03B138008176 | Poor |
| Auction | Monitor | GEM G556 BGA | 013252 | GC1M03B134004252 | Poor |
| Auction | Monitor | GEM G556 BGA | 013244 | GC1M03B134004268 | Poor |
| Auction | Monitor | GEM G556 BGA | 013295 | GC1M03B134004262 | Poor |
| Auction | Monitor | GEM G556 BGA | 013528 | GC1M03B134004246 | Poor |
| Auction | Monitor | GEM G556 BGA | 013330 | GC1M03B134004146 | Poor |
| Auction | Monitor | GEM G556 BGA | 013291 | GC1M03B134004002 | Poor |
| Auction | Monitor | GEM G556 BGA | 013524 | GC1M03B134004253 | Poor |

| Room | Description | Model Type | Tag | Serial No | Status |
|---------|-------------|-----------------------|--------|------------------|---------|
| Auction | Monitor | GEM G556 BGA | 013272 | GC1M03B138008051 | Poor |
| Auction | Monitor | GEM G556 BGA | 013521 | GC1M03B134004119 | Poor |
| Auction | Monitor | GEM G556 BGA | 013276 | GC1M03B138008127 | Poor |
| Auction | Monitor | GEM G556 BGA | 013523 | GC1M03B134004132 | Poor |
| Auction | Monitor | Hansol 720E | 17112 | A0407573103 | Poor |
| Auction | Monitor | Hansol 720E | 17125 | GC214W4136 | Poor |
| Auction | Monitor | Hatch | 16727 | C641F177000099 | Damaged |
| Auction | Monitor | Hatch | 16730 | C641F177000088 | Damaged |
| Auction | Monitor | Hatch F7KS | 015451 | 8QR225650490 | Poor |
| Auction | Monitor | Hatch F7KS | 015852 | 8QR225650491 | Poor |
| Auction | Monitor | Hatch F7KS | 015459 | 8QR225650341 | Poor |
| Auction | Monitor | Hatch F7KS | 015452 | 8QR2256650502 | Poor |
| Auction | Monitor | Hatch F7KS | 015457 | 8QR225650489 | Poor |
| Auction | Monitor | Hatch F7KS | 015476 | 8QR225650329 | Poor |
| Auction | Monitor | Hatch F7KS (Tatung) | 015026 | 80B112210150 | Poor |
| Auction | Monitor | Hatch F7KS (Tatung) | 013220 | 80B112210038 | Poor |
| Auction | Monitor | Hatch F7KS (Tatung) | 015127 | 10100494 | Poor |
| Auction | Monitor | Hatch Touch Scr F1770 | 16728 | C641F77000107 | Poor |
| Auction | Monitor | Hatch Touch Scr F1770 | 16723 | C641F177000184 | Poor |
| Auction | Monitor | HP | 17391 | CND6392CQC | Damaged |
| Auction | Monitor | KDS VS-9e 17" | 013167 | 0191002733 | Damaged |
| Auction | Monitor | MAGNAVOX DX1785 | 014003 | IAWDX17FG | Poor |
| Auction | Monitor | MAGNAVOX DX1795 | 013400 | MH4304011575 | Poor |
| Auction | Monitor | MAGNAVOX DX1795 | 014034 | MH4304012462 | Poor |
| Auction | Monitor | Tatung | 014429 | 10100485 | Poor |
| Auction | Monitor | Tatung | 014955 | 5TB038210009 | Poor |
| Auction | Monitor | Tatung | 015013 | 80B117210403 | Poor |
| Auction | Monitor | Tatung | 014459 | 10100227 | Poor |
| Auction | Monitor | Tatung | 014093 | 5TB014210806 | Poor |
| Auction | Monitor | Tatung | 014596 | 10100495 | Poor |

| Room | Description | Model Type | Tag | Serial No | Status |
|---------|-------------|--------------------------|--------|--------------|---------|
| Auction | Monitor | Tatung | 014418 | 10100488 | Poor |
| Auction | Monitor | Tatung C7BZR | 014615 | 10100487 | Poor |
| Auction | Monitor | Tatung C7BZR | 014626 | 10100236 | Poor |
| Auction | Monitor | Tatung C7GXR | 008828 | 3VB834380092 | Poor |
| Auction | Monitor | Tatung C7GXR | 008851 | 3VB833380151 | Poor |
| Auction | Monitor | Tatung C7GXR | 008855 | 3VB831360716 | Poor |
| Auction | Monitor | Tatung C7GXR | 008842 | 3VB834380213 | Poor |
| Auction | Monitor | Tatung C7GXR | 008862 | 3VB824360093 | Poor |
| Auction | Monitor | Tatung C7GXR | 008848 | 3VB834380139 | Poor |
| Auction | Monitor | Tatung C7GXR | 008841 | 3VB834380160 | Poor |
| Auction | Monitor | Tatung C7GXR | 008865 | 3VB817210107 | Poor |
| Auction | Monitor | Tatung C7GXR | 008821 | 3VB834380194 | Poor |
| Auction | Monitor | Tatung C7GXR | 008823 | 3VB834380164 | Poor |
| Auction | Monitor | Tatung C7GXR | 008846 | 3VB834380162 | Poor |
| Auction | Monitor | Tatung C7GXR | 008868 | 3VB824360088 | Poor |
| Auction | Monitor | Tatung C7GXR | 008857 | 3VB831360720 | Poor |
| Auction | Monitor | Tatung C7GXR | 008852 | 3VB831360723 | Poor |
| Auction | Monitor | Tatung C7GXR | 008825 | 3VB834380210 | Poor |
| Auction | Monitor | Tatung C7GXR | 008829 | 3VB834380142 | Poor |
| Auction | Monitor | Tatung C7GXR | 008847 | 3VB833380179 | Poor |
| Auction | Monitor | Tatung C7GXR | 008867 | 3VB817210158 | Poor |
| Auction | Monitor | Tatung C7GXR | 008858 | 3VB833380166 | Poor |
| Auction | Monitor | Tatung C7GXR | 008863 | 3VB817210149 | Poor |
| Auction | Monitor | Tatung C7GXR | 008849 | 3VB834380169 | Poor |
| Auction | Monitor | Tatung TM6714 | 014336 | S99420661 | Poor |
| Auction | Monitor | Tatung TM6714 | 014770 | S99420662 | Damaged |
| Auction | Monitor | Tatung TM6714 | 014102 | S99420640 | Poor |
| Auction | Monitor | Tatung TM6714 | 014145 | S33420037 | Poor |
| Auction | Printer | HP1200n Business Ink Jet | 17406 | TH48611005 | Damaged |
| Auction | Printer | HP5550 Desk Jet | 17100 | MY2BK1N2CW | Damaged |

| Room | Description | Model Type | Tag | Serial N ^o | Status |
|---------|---------------|-----------------------------|--------|-----------------------|---------|
| Auction | Printer | HP5650 Desk Jet | 16003 | MY4724Q09K | Damaged |
| Auction | Printer | HP692c Desk Jet | 010007 | SG76B1F1X1 | Damaged |
| Auction | Printer | HP695c Desk Jet | 008874 | US8AG1V0F7 | Damaged |
| Auction | Printer | HP940c Desk Jet | 015766 | MX25M1D05B | Damaged |
| Auction | Printer | HP950c Desk Jet | 013502 | MY0AC111WT | Damaged |
| Auction | Printer | HP950c Desk Jet | 013009 | MY0AF1105P | Damaged |
| Auction | Printer | Xerox Phaser 6300dn | 16439 | WHH160345 | Damaged |
| Auction | Printer | Xerox Phaser 6360dn | 17475 | DBY171128 | Damaged |
| Auction | Router Device | Netopia 3500 Series | 17866 | 1641706 | Damaged |
| Auction | USB Antenna | WUSB600N LinkSys Wireless-N | N/A | JNW00J714308 | Damaged |