



Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 18, 2011

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: N/A

RELATED INFORMATION INCLUDES: Memorandum and List of Surplus Materials and Equipment

INITIATED BY: Oscar Palacios, Field Operations/Transportation 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: April 26, 2011

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 May 28, 2011.

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

Thank you

Attachments



Hidalgo County Head Start Program

MAY 28, 2011 AUCTION

Item Description	Inventory Tag #	Serial/Model #	Quantity
3x4 Children's Table	N/A	N/A	1
Triangular Children's Table	004307	N/A	1
2X6 Children's Table	008582	N/A	1
2X6 Children's Table	013489	N/A	1
3X4 Children's Table	010582	N/A	1
3X4 Children's Table	N/A	N/A	5
Easel	N/A	N/A	6
Wood Table	005735	N/A	1
Cots	N/A	N/A	60
Phone Booths	010636	N/A	1
Phone Booths	010553	N/A	1
Phone Booths	N/A	N/A	1
Phone Booths	004316	N/A	1
Phone Booths	009035	N/A	1
Phone Booths	005014	N/A	1
Cubbies	012824	N/A	1
Cubbies	008429	N/A	1
Cubbies	000046	N/A	1
Cubbies	011469	N/A	1
Cubbies	N/A	N/A	3
File Cabinets	014716	N/A	1
File Cabinets	015871	N/A	1
File Cabinets	N/A	N/A	2
Kitchen Sink	N/A	005572	1
Kitchen Sink	N/A	005571	1
Kitchen Sink	N/A	014105	1
Wood Desk	N/A	N/A	4
Pressure Washer Machine	16425	Ry80030	1
5 Compartment	N/A	N/A	1
Big Screen TV	010489	RCA-52541825/P52921	1
Big Screen TV	00235	PF-6162213824/19GB136	1
Big Screen TV	00416	N/A	1
Mop Bucket w/ Wringer	N/A	N/A	5
Wringer	N/A	N/A	3
AT&T Telephone	N/A	93925.0715/MLX-100	108
Bookshelf	005070	N/A	1
Bookshelf	N/A	N/A	2
Lasko Fan	004026	N/A	1
Lasko Fan	N/A	N/A	1
Record Player	N/A	N/A	8
CD Player	17752	Model CFD-S350	1
CD Player	N/A	Model CFD-S350	3



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MAY 28, 2011 AUCTION

Item Description	Inventory Tag #	Serial/Model #	Quantity
CD Player	N/A	Model NX-212	1
CD Player	N/A	Model CD-102	1
Fax Machine	N/A	Model Fax2800/ Serial # U56577G2J547959	4
Vacuum	015877	Serial # 352-0004370	1
Vacuum	015781	Serial # 352-0004370	1
Vacuum	015602	Serial # 352-0004370	1
Vacuum	17502	Serial # 074310340/ Model SCS845	1
Vacuum	008503	N/A	1
Vacuum	17288	Serial # 0743010340/Model SCS845	1
Vacuum	N/A	Serial # 1723733	1
Vacuum	015900	Serial # 1637142/ Model Duraval152	1
Vacuum	16828	Serial # 120600013-175	1
Vacuum	N/A	Serial # 0611000525/Model SC 785	1
Vacuum	19207	N/A	1
Vacuum	17291	Serial #0724005464/Model SC5845	1
Vacuum	N/A	N/A	3
Vacuum	014913	N/A	1
Bike Helmet	N/A	N/A	6
Tricycle	N/A	N/A	3
Children's Wood Chairs	N/A	N/A	3
Children Mop Holder	010041	N/A	1
Children Mop Holder	N/A	N/A	2
Mirror	000226	N/A	1
Mirror	009062	N/A	1
Mirror	08260	N/A	1
Mirror	N/A	N/A	2
Weight Scale	000112	N/A	1
Weight Scale	015107	N/A	1
Office Chair	009120	N/A	1
Office Chair	013419	N/A	1
Office Chair	N/A	N/A	6
Iron Board	009383	N/A	1
Iron Board	004034	N/A	1
Fridge (Frigidaire)	015858	Serial # 218888700	1
Water Cooler	003969	Serial # 96494516/Model CRB1P Almond	1
Carpet Rugs	N/A	N/A	15
Sand Table	N/A	N/A	1
Changing Table	N/A	N/A	2
Children Chair	N/A	N/A	57
Teacher Chair	N/A	N/A	10

