



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: September 17, 2014

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 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: September 10, 2014

CC: Teresa Flores, Executive Director
Elma Keller, CFO
Noelia Smith, Benefits Administrator
Files

After a review and evaluation of our inventory of vehicles, supplies and equipment, I am attaching for the consideration and approval of the Policy Council, a comprehensive list of items that have been determined to be obsolete.

These items have been categorized as surplus, due to their state of disrepair, age and inability to be used for their intended purpose as per Head Start and State Licensing regulations.

Once authorization is approved by the Policy Council, I will transfer these items to the county to be placed on the next scheduled auction on October 8, 2014.

Thank you for your consideration.

Attachments

October 2014 Auction List

Description	Inventory Tag #	Serial/Model #	Qty
ELECTRONICS	***	***	*
Big screen TV	N/A	N/A	1
Listening Center - 6 headsets	N/A	N/A	1
AM/FM CD player - Memorex	N/A	N/A	4
AM/FM CD player - Jensen	N/A	N/A	1
AM/FM CD player - Sony	N/A	N/A	3
AM/FM CD player - Panasonic	N/A	N/A	1
AM/FM CD player - Naxa	N/A	N/A	2
AM/FM CD player	N/A	N/A	4
CD Player	N/A	N/A	3
Text telephone	N/A	N/A	3
Calculator - canon	N/A	239641A	1
Calculator - canon	N/A	40009816	1
Calculator	N/A	22522219751	1
Overhead projector	N/A	1053529	1
Overhead projector	016067	1053524	1
Overhead projector	N/A	1053506	1
Overhead projector	010151	N/A	1
Paper shredder	018952	N/A	1
Paper shredder	N/A	FT08220198000473	1
Paper shredder	N/A	N/A	1
Mini printer	N/A	22522219902	1
Laminator	N/A	SC00218G	1
Laminator	N/A	9613167	1
Fax machine - Kyocera	16016	AFF4004991	1
Fax machine - Kyocera	17743	UPN6501736	1
Fax machine - Kyocera	19284	AFF4004989	1
Fax machine - Kyocera	16033	AFF4005265	1
Fax machine - Kyocera	18847	UPN6502350	1
Fax machine - Kyocera	16014	AFF4004976	1
Fax machine - Kyocera	16023	AFF4004977	1
Fax machine - Kyocera	19289	UPN6502179	1
Fax machine - Kyocera	18133	UPN6501822	1
Fax machine - Kyocera	18136	UPN6501826	1

APPLIANCES	***	***	*
Vacuum cleaner - Electrolux	N/A	N/A	1
Vacuum cleaner - Electrolux	003333	N/A	1
Vacuum cleaner - Electrolux	N/A	104003072	1
Vacuum cleaner - Electrolux	N/A	N/A	1
Vacuum cleaner - Electrolux	007065	N/A	1
Vacuum cleaner - Electrolux	019811	N/A	1
Vacuum cleaner - Electrolux	017503	N/A	1
Vacuum cleaner - Electrolux	019485	N/A	1
Vacuum cleaner - Electrolux	009422	N/A	1
Vacuum cleaner - Electrolux	N/A	2044681	1
Vacuum cleaner - Electrolux	N/A	10326	1
Vacuum cleaner - Sanitaire	17504	0743010354	1
Vacuum cleaner - Sanitaire	N/A	0743010343	1
Vacuum cleaner - Hoover	19962	N/A	1
Vacuum cleaner - Hoover	19806	BD120	1
Vacuum cleaner	18990	N/A	1
Vacuum cleaner	N/A	N/A	9
Floor sweeper - Viper	18151	SL1610SE-002	1
A/C window units - broken	N/A	LEBRO9624	1
A/C window units - broken	N/A	LEBRO9643	1
A/C window units - broken	N/A	LEBRO9644	1
Heater	N/A	N/A	1
FURNITURE	***	***	*
2-Door storage cabinets	N/A	N/A	10
3-Drawer metal filing cabinet	017709	N/A	1
4-Drawer metal filing cabinet	004536	N/A	1
4-Drawer metal filing cabinet	009419	N/A	1
4-Drawer metal filing cabinet	008230	N/A	1
4-Drawer metal filing cabinet	008657	N/A	1
4-Drawer metal filing cabinet	016324	N/A	1
4-Drawer metal filing cabinet	N/A	6CH-183-01-2689-009006	1
4-Drawer metal filing cabinet	014175	N/A	1
4-Drawer metal filing cabinet	007278	N/A	1
4-Drawer cabinet	N/A	N/A	1
Storage cabinet	012254	N/A	1

Furniture - Continued			Pg 3 of 6
Shelf - wooden	005951	N/A	1
Shelf - wooden	008744	N/A	1
Shelf - wooden	N/A	N/A	1
Shelf - wooden	006399	N/A	1
Shelf - wooden	N/A	N/A	1
Shelf - wooden	004434	N/A	1
Shelf - wooden	004395	N/A	1
Shelf - wooden	004384	N/A	1
Shelf - wooden	N/A	N/A	1
Shelf - wooden	004313	N/A	1
Shelf - wooden	004331	N/A	1
Shelf - wooden	008711	N/A	1
Shelf - wooden	007884	N/A	1
Shelf - wooden	10462	N/A	1
Shelf - wooden	009260	N/A	1
Shelf - wooden	10632	N/A	1
Shelf - wooden	014170	N/A	1
Shelf - wooden	10628	N/A	1
Shelf - wooden	N/A	6CH-183/01-1553	1
Shelf - wooden	007179	N/A	1
Shelf - wooden	003258	N/A	1
Shelf - wooden	007177	N/A	1
Shelf - wooden	007298	N/A	1
Shelf - wooden	N/A	N/A	1
Shelf - wooden	007300	N/A	1
Shelf - wooden	007309	N/A	1
Metal shelf	004281	N/A	1
Metal shelf	004532	N/A	1
Book shelf	N/A	N/A	4
Chart tablet hanger	N/A	N/A	1
Record player stand	004319	N/A	1
Record player stand	004072	N/A	1
Record player stand	004438	N/A	1
Record player stand	N/A	N/A	1
Office desk	012599	N/A	1
Small desk	N/A	N/A	1
Easel - broken	N/A	N/A	2
Easel	N/A	N/A	1
Full length mirror - broken	N/A	N/A	2
Tote box	N/A	N/A	11
Table - 31"x5ft rectangle	N/A	6CH-183-01-4394	1
Table - 31"x5ft rectangle	N/A	N/A	1

Table	005710	N/A	1
Table	N/A	N/A	1
Large Round Table	018128	N/A	1
Large Round Table	018127	N/A	1
Large Round Table	N/A	N/A	1
Small Round Table	004299	N/A	1
Small table - 30"x20"	N/A	N/A	1
Small table - 30"x48"	N/A	N/A	1
Small table - 30"x48"	N/A	N/A	1
Small table	N/A	N/A	1
Small table	N/A	N/A	1
Small table	010440	N/A	1
Small - Trapezoidal	N/A	HEW-6CH-124-0488	1
Small - Trapezoidal	001993	HEW-6CH-124-0475	1
Table - 20"x36"	012199	N/A	1
Table - 20"x36"	012209	N/A	1
Table - 30"x48"	N/A	N/A	2
Table	N/A	N/A	5
Lobby chair	007490	N/A	100%
Lobby chair	019311	N/A	1
Lobby chair	019484	N/A	1
Office chair	N/A	N/A	7
Executive chair	N/A	N/A	1
CHILDRENS FURNITURE	***	***	*
Cots	N/A	N/A	90
Floor mats	N/A	N/A	27
Chairs	N/A	N/A	22
TOYS	***	***	*
Swing seat	N/A	N/A	1
Boxes of assorted toys	N/A	N/A	3
Refrigerator - wooden	004401	N/A	1
Refrigerator - wooden	011647	N/A	1
Dolls bed	002646	N/A	1
Dolls bed	010058	N/A	1
Dolls bed	N/A	6CH-183-101-5279	1
Dolls bed	010059	N/A	1
Dolls bed	000123	6CH-183-101-6169	1
Dolls - bag full	N/A	N/A	1
Box clay	N/A	N/A	1
Clay bucket	N/A	N/A	1
Puzzle animals	N/A	N/A	3

			Pg 5 Of 6
CURRICULUM	***	***	*
Drug-free box	N/A	N/A	2
Preventing sexual abuse	N/A	N/A	1
Chef combos binder	N/A	N/A	1
Food early choices	N/A	N/A	1
Billa the bear binder	N/A	N/A	1
DISABILITY EQUIPMENT	***	***	*
Handicap stroller	N/A	N/A	2
Handicap eater chair	N/A	N/A	2
Chair stool	N/A	N/A	1
Wheel chair	N/A	N/A	5
Wheel chair	N/A	HEW-26-036	1
Wheel chair	N/A	HEW-26-036	1
JANITORIAL EQUIPMENT	***	***	*
Dust pans	N/A	N/A	10
Bucket with ringer	N/A	N/A	2
KITCHEN EQUIPMENT	***	***	*
Utility Cart - black goldstar	008216	605THDR19074	1
Food thermos - large	N/A	N/A	4
Food thermos - small	N/A	N/A	3
Food warmer	N/A	W-3V-0712D06412	1
Food warmer	16694	W-3V-0610D06152	1
Food warmer	N/A	W-3V-802521007980	1
Cutting board	N/A	N/A	1
Pitcher	N/A	N/A	69
Cups - 8 oz	N/A	N/A	95
Cups - 7 oz	N/A	N/A	462
Cups - 5 oz	N/A	N/A	61
Glasses - 4 oz	N/A	N/A	200
Glasses - 5 oz	N/A	N/A	502
Serving bowls	N/A	N/A	103
Ketchup/mustard bottles	N/A	N/A	29

Kitchen - Continued			Pg 6 Of 6
Plates - 3 compartment	N/A	N/A	96
Plates - oval	N/A	N/A	53
Plates - small	N/A	N/A	90
Bowls - dessert	N/A	N/A	261
Bowls - cereal	N/A	N/A	172
Can opener	N/A	N/A	10
Can opener - Heavy Duty	N/A	N/A	3
Tongs	N/A	N/A	19
Knives	N/A	N/A	150
Spatulas	N/A	N/A	39
Ladels	N/A	N/A	180
Spoodles	N/A	N/A	156

Vehicle Listing for October 2014 Auction

Vehicle	Licence Plate	Year	Make	Model	VIN #	Mileage
#51	176600	1996	Ford	Cargo Van	1FTFE241H3THB49564	208853
#52	1132109	1997	GMC	Cargo Van	1GTEG15M6V1022721	161436
#53	1132110	1997	GMC	Cargo Van	1GTFG15M6N1003887	211790
#58	1132111	2001	Chevy	Cargo Van	1GCGG25R811107290	192318

