



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: November 19, 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:


Jerena Flores

MEMORANDUM



To: Edmundo Garcia, Assistant Program Director

From: Oscar Palacios, Field Operations Director

Subj.: Surplus materials/equipment

Date: November 7, 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 and Commissioners' Court, 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 in-ability to be used for their intended purpose as per Head Start and State Licensing regulations.

Once authorization is approved by Policy Council and Commissioners' Court, I will transfer these items to the county to be placed on the next scheduled auction on December 3, 2014.

Thank you for your consideration.

Attachments

December 2014 Auction List

Description	Inventory Tag #	Serial/Model #	Qty
ELECTRONICS	***	***	*
FAX MACHINE	16019	KM-F650	1
FAX MACHINE	16678	KM-F650+	1
FAX MACHINE	16021	KM-F650	1
TYPEWRITER-IBM SERIES 2	N/A	11-0248859	1
RADIOS	N/A	N/A	2
SONY CD-R/RW RADIO PLAYBACK	N/A	N/A	3
CALIFONE CD/RADIO PLAYBACK	N/A	N/A	2
CALIFONE CASSETTE RECORDER	011061	DG280386	1
CALIFONE CASSETTE RECORDER	011062	DG280387	1
AMPLIVOX RADIO CD/MP3	N/A	N/A	1
CANON CALCULATOR	009094	N/A	1
KLH DVD/TV COMBO	PF00096	N/A	1
KLH DVD/TV COMBO	PF00098	N/A	1
KLH DVD/TV COMBO	PF00099	N/A	1
KLH DVD/TV COMBO	PF00100	N/A	1
MAGNAVOX DVD/TV COMBO	N/A	V48574540	1
FELLOWS PAPER SHREDDER	N/A	CRC 30100	1
APPLIANCES	***	***	*
SMALL REFRIGERATOR	18295	N/A	1
FRIGIDAIRE REFRIGERATOR	014972	LA13018488	1
FURNITURE	***	***	*
COTS	N/A	N/A	125
INCOMPLETE COT	N/A	N/A	1
MAROON CHAIRS	N/A	N/A	4
RED CHAIR	N/A	N/A	1
2-DOOR METAL STORAGE CABINET	005338	N/A	1
2-DOOR METAL STORAGE CABINET	005339	N/A	1
2-DOOR METAL STORAGE CABINET	012254	N/A	1
2-DOOR METAL STORAGE CABINET	16073	N/A	1
4-DRAWER METAL FILE CABINET	010319	N/A	1
4-DRAWER METAL FILE CABINET	009106	N/A	1
WOODEN BOOK SHELF	16296	N/A	1
WOODEN BOOK SHELF	N/A	N/A	4
METAL DESK	N/A	N/A	1
LARGE CHALK BOARDS	N/A	N/A	6

FURNITURE (CONT'D)			PG 2
SMALL CHALK BOARDS	N/A	N/A	7
OFFICE CHAIRS	N/A	N/A	7
LOBBY CHAIRS	N/A	N/A	3
WOODEN LOCKER/CUBBY	007077	N/A	1
WOODEN CUBBY	009262	N/A	1
EASEL	00440	N/A	1
EASEL	N/A	N/A	2
CHILDRENS FURNITURE	***	***	*
CHAIRS	N/A	N/A	13
CHAIR (BROKEN)	N/A	N/A	1
TOYS	***	***	*
PLAYGROUND FUN HOUSE	N/A	N/A	2
PLAYGROUND FIRE TRUCK	N/A	N/A	1
SAND BOX	N/A	N/A	1
WOODEN KITCHEN	N/A	N/A	3
WOODEN CRIBS	N/A	N/A	2
METAL TRICYCLE	N/A	N/A	1
SAND/WATER TABLE	N/A	N/A	1
DISABILITY EQUIPMENT	***	***	*
SWINGS	N/A	N/A	2
JANITORIAL EQUIPMENT	***	***	*
HOOVER VACUUM	18819	N/A	1
HOOVER VACUUM	19214	N/A	1
HOOVER VACUUM	19315	N/A	1
HOOVER VACUUM	19323	N/A	1
HOOVER VACUUM	19804	N/A	1
HOOVER VACUUM	19811	N/A	1
HOOVER VACUUM	19972	N/A	1

			PG 3
KITCHEN EQUIPMENT	***	***	*
60 OZ PITCHER	N/A	N/A	6
3 OZ SPOONS	N/A	N/A	17
8 INCH PLATES	N/A	N/A	37
SCOOPS	N/A	N/A	40
3 COMPARTMENT PLATES	N/A	N/A	69
CEREAL BOWLS	N/A	N/A	121
APW WYOTT COUNTERTOP WARMERS	N/A	802521007981	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009005	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009007	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009009	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009016	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009018	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009019	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009021	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009029	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009035	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009036	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009037	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009041	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009129	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009133	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009692	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009735	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009744	1
APW WYOTT COUNTERTOP WARMERS	N/A	802521009758	1
ELKAY WALL MOUNT WATER FOUNTAIN	N/A	940613715	1
ELKAY WALL MOUNT WATER FOUNTAIN	N/A	N/A	1
AUTOMOTIVE	***	***	
BOBCAT TIRES (USED)	N/A	N/A	4
BOBCAT TIRE RIM	N/A	N/A	1
BUS TIRE RIMS	N/A	N/A	2
BUS TIRES (USED)	N/A	N/A	19
PICK UP/VAN TIRES (USED)	N/A	N/A	22

			PG 4
ELECTRICAL/AIR COND.	***	***	
BREAKER BOX	N/A	N/A	4
LARGE A/C DRAIN PANS	N/A	N/A	2
A/C COMPRESSOR	0002795	L02050155G	1
3 TON A/C UNIT	00001598	WOE9752387	1
OUTDOOR EQUIPMENT	***	***	
21" CRAFTSMEN LAWN MOWER	16673	041006M004979	1
21" YARD MACHINE LAWN MOWER	20275	11A-B13M729	1
21" YARD MACHINE LAWN MOWER	20236	1G183K10514	1
ECHO POLE CHAINSAW	19278	N/A	1
ECHO BLOWER PB-200	N/A	N/A	1
ECHO BLOWER	003701	NA/	1
HOMELITE BLOWER UT08550A	18371	ATL2210391	1
TOOLS	***	***	
3" POWERCABLE BELT SANDER	46623	N/A	1
3" POWERCABLE BELT SANDER	009201	N/A	1
3" POWERCABLE BELT SANDER	16622	N/A	1
3" POWERCABLE BELT SANDER	16436	N/A	1
HAMMER DRILL	003864	N/A	1
AIR COMPRESSOR EXFAC-100-1	N/A	N/A	1
HUSKY AIR COMPRESSOR 32 GALLON	N/A	N/A	1
DEWALT CORDLESS DRILL DC920	N/A	N/A	1
DEWALT CORDLESS DRILL DC728	N/A	487725	1
DEWALT CORDLESS DRILL DW 954	N/A	379763	1
DEWALT CORDLESS DRILL DC925	N/A	678954	1
MILWAUKEE 7 1/4" CIRCULAR SAW	3874	546B497080116	1

Head Start Program 2014 Auction By Tag Number

HCHSP Inventory

Description	Model Type	Serial N ^o	Exp Serv	Tag	Barcode
Computer	Mod#IBM NETVISTA	6274-13	N/A	012627	00002735
Computer	Mod#IBM NETVISTA	1S627413UAM86YBF	N/A	012629	
Printer	Mod#5 HP Laser Jet	USKC078213	N/A	013155	None
Printer	Mod#940c HP Desk Jet	MX2606F0YV	N/A	015341	None
Printer	Mod#940c HP Desk Jet	MX2606F13T	N/A	015399	None
Printer	Mod#1200N HP Business Ink Jet	TH4A811038	N/A	16368	None
Printer	Mod#1200N HP Business Ink Jet	TH4861104M	N/A	16430	None
Printer	Mod#940c HP Desk Jet	MX2606F13H	N/A	16587	None
Computer	Mod#745 Dell Optiplex	JQBJ6C1	42950355409	16785	00002001
Computer	Mod#745 Dell Optiplex	FPBJ6C1	341822759889	16786	00001669
Computer	Mod#745 Dell Optiplex	3PBJ6C1	8061371857	16789	
Monitor	Dell 17" Flat Panel	CN-0Y9833-71618-696-A970	N/A	16814	
Printer	Mod#5650 HP Desk Jet	MY4724Q09W	N/A	16995	None
Computer	Mod#GX280 Dell Optiplex	BFR9Y71	N/A	16998	00001881
Computer	Mod#GX280 Dell Optiplex	4NSC761	10145449801	17011	00001234
Computer	Mod#GX280 Dell Optiplex	5JSC761	12080367433	17019	
Computer	Mod#GX280 Dell Optiplex	9JSC761	20787496777	17021	
Computer	Mod#E4000 Gateway	0029227976	N/A	17032	
Computer	Mod#GX280 Dell Optiplex	BKSC761	25201527625	17039	
Monitor	Dell 17" Flat Panel	CN-02Y315-71618-49E-AJ10	N/A	17053	00002097
Computer	Mod#GX280 Dell Optiplex	JDR9Y71	42190738525	17086	
Printer	Mod#5550 HP Desk Jet	MY28Q1K02V	N/A	17099	None
Printer	Mod#4350tn HP Laser Jet	CNRXR47782	N/A	17113	None
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074765000815	N/A	17267	00001397
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074765000824	N/A	17353	00001546
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074466000828	N/A	17356	
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074466000819	N/A	17358	
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074465000718	N/A	17366	0002030
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074765000840	N/A	17370	00001229
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074765000820	N/A	17377	
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074765000799	N/A	17381	
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074765000839	N/A	17385	
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074765000832	N/A	17394	
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074466000835	N/A	17396	
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074466000850	N/A	17398	
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074765000813	N/A	17400	
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074765000838	N/A	17402	
Computer	Mod#GX280 Dell Optiplex	HKSC761	38262221641	17405	00002731
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074765000822	N/A	17411	
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074466000837	N/A	17417	

HCHSP Inventory

Description	Model Type	Serial N°	Exp Serv	Tag	Barcode
Computer	Mod#GX280 Dell Optiplex	2KSC761	5610486601	17421	
Computer	Mod#E4000 Gateway	0029227964	N/A	17423	
DV-Recorder	Mod#INTLX-16 CIF 3.2 Standard 160GB	074765000835	N/A	17439	
DV-Recorder	Mod#INTLX-9 CIF 3.2 Standard 160GB	074765000841	N/A	17464	
Printer	Mod#K5400dtn HP Office Jet Pro	MY74N44057	N/A	17484	None
Router	Mod#3347 Netopia w/Wireless Option	32125428	N/A	17542	None
Printer	Mod#K5400dtn HP Office Jet Pro	MY84068279	N/A	17555	None
Printer	Mod#K5400dtn HP Office Jet Pro	MY8AB680RW	N/A	17601	None
Printer	Mod#K5400dtn HP Office Jet Pro	MY826681FY	N/A	17804	None
Printer	Mod#K5400dtn HP Office Jet Pro	MY86H680FV	N/A	17806	None
Printer	Mod#C6200 HP Photosmart	MY844H20G6	N/A	17871	None
Printer	Mod#8000 HP Office Jet Pro	MY9BB241ZT	N/A	17939	None
Printer	Mod#8000 HP Office Jet Pro	MY9BB24141	N/A	17947	None
Printer	Mod#8000 HP Office Jet Pro	MY9BA2403M	N/A	17948	None
Printer	Mod#8000 HP Office Jet Pro	MY9B924309	N/A	17949	None
Printer	Mod#8000 HP Office Jet Pro	MY9BA2424G	N/A	17951	None
Printer	Mod#8000 HP Office Jet Pro	MY9BB240V4	N/A	17953	None
Printer	Mod#8000 HP Office Jet Pro	MY9BB240JC	N/A	17954	None
Printer	Mod#6360DN Xerox Phaser	DBY260675	N/A	18115	00002737
Camera-Surv	Mod#5D-21DN AT	1035059N	N/A	19046	N/A
DV-Monitor	Mod#MON-19LCD BL-CCTV 19"	LML93BA10055	N/A	19610	00001495
DV-Monitor	Mod#MON-19LCD BL-CCTV 19"	LML93BA10019	N/A	19617	00001267
DV-Monitor	Mod#MON-19LCD BL-CCTV 19"	LML93BA10078	N/A	19619	00001356
DV-Monitor	Mod#MON-19LCD BL-CCTV 19"	LML93BA10089	N/A	19620	
Router	Mod#3347 Motorola w/Wireless Option	155552682016	N/A	19629	None
Projector	Mod#IN3116 Infocus	BELB05100556	N/A	19631	None
Printer	Mod#8000 HP Office Jet Pro	HK15F3Q0JJ	N/A	19872	None
Printer	Mod#8000 HP Office Jet Pro	CN1823Q2QS	N/A	19874	None
Printer	Mod#8000 HP Office Jet Pro	CN1823Q2QW	N/A	19876	None
Printer	Mod#8000 HP Office Jet Pro	HK15F3Q0JC	N/A	19877	None
Printer	Mod#8000 HP Office Jet Pro	CN1823Q2QR	N/A	19878	None
Printer	Mod#8000 HP Office Jet Pro	CN1823Q2M3	N/A	19879	None
Printer	Mod#8000 HP Office Jet Pro	CN1823Q2S9	N/A	19880	None
Printer	Mod#8000 Enterprise HP Office Jet Pro	CN25FBM0DC	N/A	20009	None
Printer	Mod#8000 Enterprise HP Office Jet Pro	CN25FBM07M	N/A	20010	None
Printer	Mod#8000 Enterprise HP Office Jet Pro	CN2APBM0F4	N/A	20038	None
Camera-Surv	Mod#5D-21DN AT	1035066N	N/A	None	N/A
Camera-Surv	Mod#ADCbh2506t	B08TCD0046	N/A	None	N/A
Camera-Surv	Mod#ADCP2865CN	907TPB0202	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0099	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0153	N/A	None	N/A

HCHSP Inventory

Description	Model Type	Serial N ^o	Exp Serv	Tag	Barcode
Camera-Surv	Mod#ADCP3895CN	907TPB0163	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0218	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0594	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0597	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0612	N/A	None	00002964
Camera-Surv	Mod#ADCP3895CN	907TPB0666	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0689	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0879	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0896	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB0942	N/A	None	N/A
Camera-Surv	Mod#ADCP3895CN	907TPB1356	N/A	None	N/A
Camera-Surv	Mod#ADCPWH3885CN	907TPB0837	N/A	None	N/A
Camera-Surv	Mod#C-Di210 Indoor Dome 600TVL	11507637	N/A	None	N/A