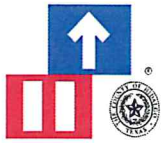


# Hidalgo County Head Start Program

## Policy Council Regular Agenda



**DATE:** October 21, 2015

**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. The Policy Council must approve the disposition of these items.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

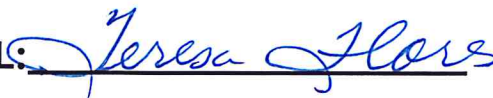
**RELATED INFORMATION INCLUDES:** Memorandum and List of Surplus Materials and Equipment

\*\*\*\*\*

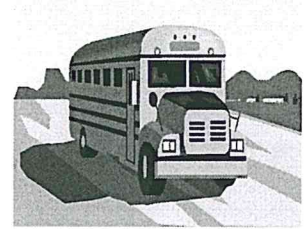
**INITIATED BY:** Oscar Palacios, Field Operations Director 

**REVIEWED BY:** Edmundo Garcia, Assistant Director for Operations 

**EXECUTIVE DIRECTOR'S APPROVAL:**



# MEMORANDUM



To: Edmundo Garcia, Assistant Program Director  
From: Oscar Palacios, Field Operations Director  
Subj.: Surplus materials/equipment  
Date: September 28, 2015  
CC: Teresa Flores, Executive Director  
Elma Carrera, CFO  
Noelia Smith, Benefits Administrator  
Files

After review and evaluation of our inventory of vehicles, supplies and equipment, I am attaching for the consideration and approval 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/or unacceptable under State Licensing regulations.

Once authorization is obtained from the Policy Council and Commissioner's Court I will transfer these items to the county to be placed on the next scheduled auction on November 4, 2015.

Attachments

# 2015 Auction List

## HIDALGO COUNTY HEAD START PROGRAM

| Description                 | Inventory Tag # | Serial/Model # | Qty |
|-----------------------------|-----------------|----------------|-----|
| <b>APPLIANCES</b>           | ***             | ***            | *   |
| REFRIGERATOR                | N/A             | FRT21LRGW2     | 1   |
| REFRIGERATOR                | N/A             | N/A            | 3   |
| COMMERCIAL WATER HEATER     | N/A             | RR0102E00290   | 1   |
| COMMERCIAL WATER HEATER     | N/A             | RR1200E00395   | 1   |
| WATER HEATER                | N/A             | M240S6DS-INCWW | 1   |
| <b>AUTOMOTIVE</b>           | ***             | ***            | *   |
| BUS/VAN TIRES               | N/A             | N/A            | 17  |
| <b>ELECTRICAL/AIR COND.</b> | ***             | ***            | *   |
| A/C WINDOW UNIT             | N/A             | IK81279687     | 1   |
| A/C WINDOW UNIT             | N/A             | VK0012000BDP   | 1   |
| A/C COMPRESSOR              | N/A             | GOODMAN        | 1   |
| A/C COMPRESSOR              | N/A             | RUUD           | 1   |
| A/C COMPRESSOR              | 00002949        | 12ACB60-4P     | 1   |
| A/C COMPRESSOR              | N/A             | CKJ36-1A       | 1   |
| A/C COMPRESSOR              | N/A             | HS29-036-9Y    | 1   |
| A/C COMPRESSOR              | 00002356        | 561CP060-3     | 1   |
| A/C COMPRESSOR              | 00002343        | 4AKB-042CAZ    | 1   |
| A/C COMPRESSOR              | N/A             | RAKA-018JAZ    | 1   |
| A/C COMPRESSOR W/FAN MOTORS | N/A             | N/A            | 2   |
| A/C COMPRESSOR              | 00002980        | 5673F250118583 | 1   |
| A/C COMPRESSOR              | N/A             | W0G8039015     | 1   |
| A/C FAN BLOWER              | N/A             | N/A            | 1   |
| A/C HEATER COIL             | N/A             | N/A            | 1   |
| AIR HANDLER                 | N/A             | HM17929335     | 1   |
| <b>ELECTRONICS</b>          | ***             | ***            | *   |
| RADIO C/D PLAYER            | N/A             | N/A            | 1   |
| CD PLAYERS                  | N/A             | N/A            | 2   |
| <b>FURNITURE</b>            | ***             | ***            | *   |
| 8 FT TABLE                  | N/A             | N/A            | 2   |
| 6 FT TABLE                  | N/A             | N/A            | 3   |
| 5FT TABLE                   | N/A             | N/A            | 4   |
| 3 FT TABLE                  | N/A             | N/A            | 1   |
| ROUND WOODEN TABLE          | N/A             | N/A            | 1   |
| FOLDING TABLES              | N/A             | N/A            | 3   |
| CHAIRS                      | N/A             | N/A            | 4   |

| Description                 | Inventory Tag # | Serial/Model # | Qty |
|-----------------------------|-----------------|----------------|-----|
| <b>FURNITURE CONT'D</b>     | ***             | ***            | *   |
| EASELS                      | N/A             | N/A            | 8   |
| CARPETS                     | N/A             | N/A            | 2   |
| FLIP CHART STANDS           | N/A             | N/A            | 4   |
| 2 DOOR CABINET              | 18349           | N/A            | 1   |
| 3 SHELF BOOKCASE            | 010133          | N/A            | 1   |
| MAGAZINE SHELF              | N/A             | N/A            | 2   |
| STORAGE CABINET             | N/A             | N/A            | 2   |
| MEDIA CENTER                | 009697          | N/A            | 1   |
| MEDIA CENTER                | N/A             | N/A            | 1   |
| ROUND TABLE                 | 005864          | N/A            | 1   |
| ROUND TABLE                 | 002830          | N/A            | 1   |
| ROUND TABLE                 | N/A             | N/A            | 3   |
| 4X2.5 FT TABLE              | 007232          | N/A            | 1   |
| 4X2.5 FT TABLE              | N/A             | N/A            | 4   |
| 4X2 FT TABLE                | 002923          | N/A            | 1   |
| 4X2 FT TABLE                | N/A             | N/A            | 1   |
| TRAPEZOID TABLE             | 012286          | N/A            | 1   |
| TRAPEZOID TABLE             | N/A             | N/A            | 2   |
| 5X3 FT TABLE                | N/A             | N/A            | 1   |
| WOODEN TABLE                | 009377          | N/A            | 1   |
| WOODEN SQUARE TABLE         | N/A             | N/A            | 1   |
| WOODEN WHITE TABLE          | N/A             | N/A            | 1   |
| <b>FURNITURE, CHILDRENS</b> | ***             | ***            | *   |
| COTS                        | N/A             | N/A            | 59  |
| CHAIRS                      | N/A             | N/A            | 4   |
| ROCKING CHAIR               | N/A             | N/A            | 1   |
| STUDENT DESK                | N/A             | N/A            | 1   |
| <b>FURNITURE, OFFICE</b>    | ***             | ***            | *   |
| OFFICE CHAIRS               | N/A             | N/A            | 7   |
| WOODEN CHAIR                | 2838            | N/A            | 1   |
| 2 DRAWER FILE CABINET       | N/A             | N/A            | 2   |
| DESK                        | N/A             | N/A            | 1   |
| SHREDDER                    | N/A             | 18432          | 1   |
| <b>JANITORIAL EQUIPMENT</b> | ***             | ***            | *   |
| BUCKET W/WRINGER            | N/A             | N/A            | 1   |
| BROOM                       | N/A             | N/A            | 1   |
| VACUUM - HOOVER BLUE VAC    | N/A             | 20224          | 1   |
| VACUUM - RED SANITAIRE      | N/A             | 17288          | 1   |
| HOUSECLEANING HOLDER        | N/A             | N/A            | 1   |
| PAPER TOWEL DISPENSERS      | N/A             | N/A            | 4   |


| Description              | Inventory Tag # | Serial/Model # | Qty |
|--------------------------|-----------------|----------------|-----|
| <b>KITCHEN EQUIPMENT</b> | ***             | ***            | *   |
| PANTRY                   | 003580          | N/A            | 1   |
| SINK                     | 06805           | N/A            | 1   |
| SINK                     | 06852           | N/A            | 1   |
| <b>OFFICE EQUIPMENT</b>  | ***             | ***            | *   |
| OVERHEAD PROJECTOR       | 015753          | N/A            | 1   |
| <b>TOYS</b>              | ***             | ***            | *   |
| WOODEN BLOCKS            | N/A             | N/A            | 40  |
| DOLLS                    | N/A             | N/A            | 14  |
| DOLL CRIBS               | N/A             | N/A            | 2   |
| GREY STOVE               | N/A             | N/A            | 1   |
| BROWN STOVE              | N/A             | N/A            | 2   |
| MICROWAVE                | N/A             | N/A            | 1   |
| IRONING BOARDS           | N/A             | N/A            | 2   |
| PHONE BOOTH              | N/A             | N/A            | 1   |
| SHOPPING CART            | N/A             | N/A            | 1   |

updated 10/05/2015

HCHSP 2015 Auction Report

| Description | Model Type                      | Serial Nº                | Serv Tag Code     | Exp Serv Code | Tag   | Barcode  |
|-------------|---------------------------------|--------------------------|-------------------|---------------|-------|----------|
| Computer    | Dell Optiplex GX280             | BMSC761                  | SAME AS SERIAL Nº | 25322459977   | 16327 | 00001755 |
| Computer    | Dell Optiplex GX280             | 1G3F761                  | SAME AS SERIAL Nº | 3149989129    | 16918 | 00002514 |
| Computer    | Dell Optiplex GX280             | 5KSC761                  | SAME AS SERIAL Nº | 12140833609   | 17052 | None     |
| Computer    | Dell Optiplex GX280             | 4MSC761                  | SAME AS SERIAL Nº | 10084983625   | 17071 | 00001908 |
| Computer    | Dell Optiplex GX280             | F7Q4761                  | SAME AS SERIAL Nº | 33118864201   | 17093 | 00001354 |
| Computer    | Dell Optiplex GX280             | 28Q4761                  | SAME AS SERIAL Nº | 4881160009    | 17097 | None     |
| Computer    | Dell Optiplex GX280             | 6MSC761                  | SAME AS SERIAL Nº | 14438548297   | 17102 | 00002720 |
| Computer    | Dell Optiplex GX280             | FDR9Y71                  | SAME AS SERIAL Nº | 33483609181   | 17450 | 00001832 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB  | 074465000700             | NONE              | None          | 17270 | 00001264 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB  | 074465000701             | NONE              | None          | 17346 | None     |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB  | 074765000837             | NONE              | None          | 17351 | None     |
| DV-Recorder | INTLX-16 CIF 3.2 Standard 160GB | 074466000823             | NONE              | None          | 17365 | 00002192 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB  | 074765000836             | NONE              | None          | 17368 | None     |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB  | 074465000713             | NONE              | None          | 17388 | 00002159 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB  | 074765000821             | NONE              | None          | 17415 | None     |
| DV-Recorder | INTLX-16 CIF 3.2 Standard 160GB | 07446000830              | NONE              | None          | 17460 | None     |
| Monitor     | Dell 17" Flat Panel             | CN-02Y315-71618-49E-AJY2 | NONE              | None          | 16096 | 00002093 |
| Monitor     | Dell 17" Flat Panel             | CN-0Y9833-71618-696-AAG3 | NONE              | None          | 16800 | 00001400 |
| Monitor     | Dell 17" Flat Panel             | CN-0Y9833-71618-696-AA34 | NONE              | None          | 16803 | 00001376 |
| Monitor     | Dell 17" Flat Panel             | CN-02Y315-71618-49E-AJXV | NONE              | None          | 17014 | 00002302 |
| Monitor     | Dell 17" Flat Panel             | CN-02Y315-71618-49E-AJY9 | NONE              | None          | 17050 | 00001715 |
| Monitor     | Princeton 1911 LCD              | INEF3705475              | NONE              | None          | 17068 | 00001065 |
| Monitor     | Dell 17" Flat Panel             | CN-02Y315-71618-45N-     | NONE              | None          | 17131 | 00003027 |

| Description | Model Type                      | Serial N <sup>o</sup>    | Serv Tag Code | Exp Serv Code | Tag    | Barcode  |
|-------------|---------------------------------|--------------------------|---------------|---------------|--------|----------|
|             |                                 | AANF                     |               |               |        |          |
| Monitor     | Dell 24" S2409W Wide Panel      | CN-0M500F-14261-98E-0M3U | NONE          | None          | 18092  | 00002204 |
| Monitor     | MON-19LCD BL-CCTV 19"           | LML93BA10073             | NONE          | None          | 19621  | 00002193 |
| Printer     | HP940c Desk Jet                 | MX2606F13M               | NONE          | None          | 015316 | None     |
| Printer     | HP940c Desk Jet                 | MX25M1D058X              | NONE          | None          | 015318 | None     |
| Printer     | HP940c Desk Jet                 | MX25M1D1CD               | NONE          | None          | 015333 | None     |
| Printer     | HP940c Desk Jet                 | MX2606F0VC               | NONE          | None          | 015411 | None     |
| Printer     | HP940c Desk Jet                 | MX25L1D2HR               | NONE          | None          | 015421 | None     |
| Printer     | HP940c Desk Jet                 | MX25M1D04B               | NONE          | None          | 17931  | None     |
| Router      | Netopia 3546N                   | 25751424                 | NONE          | None          | 17551  | None     |
| Router      | Netopia 3346N                   | 18487004                 | NONE          | None          | 17863  | None     |
| Router      | Netopia 3346N                   | 18224512                 | NONE          | None          | 17865  | None     |
| Scanner     | HP7400c                         | CN282S0876               | NONE          | None          | 17540  |          |
| Switch      | Hawking Technology CS164 4-Port | 0349001922/A3            | NONE          | None          | None   | None     |

Submitted by:  , MIS Tech.  
Date: 09-29-2015