



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: February 17, 2016

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: *Teressa Flores*

MEMORANDUM

To: Edmundo Garcia, Assistant Program Director

From: Oscar Palacios, Field Operations Director 

Subj.: Surplus materials/equipment

Date: February 5, 2016

CC: Teresa Flores, Executive Director
Elma Carrera, CFO
Cynthia Castro, Administrator for Human Resources
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 march 9, 2016

Attachments

2016 Auction List

HIDALGO COUNTY HEAD START PROGRAM

| Description | Inventory Tag # | Serial/Model # | Qty |
|-------------------------------|-----------------|----------------|-----|
| APPLIANCES | *** | *** | * |
| WATER HEATER | N/A | N/A | 1 |
| AUTOMOTIVE | *** | *** | |
| BUS TIRES | N/A | N/A | 2 |
| ELECTRICAL/AIR COND. | *** | *** | |
| AIR CONDITION UNIT | N/A | 2223BTKAD | 1 |
| BLOWER UNIT | N/A | 2063X6A5H | 1 |
| AIR CONDITION UNIT | 00002355 | N/A | 1 |
| BLOWER UNIT | N/A | N/A | 1 |
| AIR CONDITION UNIT | N/A | 7305M030904187 | 1 |
| WALL MOUNT FAN - BROKEN | N/A | N/A | 1 |
| AIR KING WALL FAN | N/A | N/A | 2 |
| GOLDSTAR DEHUMIDIFIER | 16836 | N/A | 1 |
| GOLDSTAR DEHUMIDIFIER | 16834 | N/A | 1 |
| ELECTRONICS | *** | *** | * |
| MEGA PHONE SET - RUSTED | N/A | N/A | 1 |
| COBY CD/RADIO/CASSETTE | N/A | CX-C0250 | 1 |
| PANASONIC CD/R/RW PLAYBACK | N/A | N/A | 1 |
| PANASONIC CD-R-RW | N/A | WJ6SF001447 | 1 |
| CALIFONE CD/R/CP | N/A | N/A | 1 |
| SONY CD-R-RW | 17272 | 0848470 | 1 |
| JENSEN CD-R | N/A | 20100401144 | 1 |
| PANASONIC CD-R-RW | N/A | WJ6DG001538 | 1 |
| RCA CD-R | 18159 | HA130J524A0084 | 1 |
| CALIFONE CD-R-RW | N/A | 01ME 118783 | 1 |
| CALIFONE R/P | 010438 | HG0316 | 1 |
| CALIFONE R/P | 010440 | HG0259 | 1 |
| COBY CD-R-RW | N/A | CX-CD250 | 1 |
| MEMOREX CD-R | N/A | N/A | 1 |
| LEARNING RESOURCES CALCULATOR | N/A | N/A | 1 |
| SHARP ELECTRONIC CALCULATOR | N/A | 4D01942Y | 1 |
| CALIFONE HEAD SETS | N/A | N/A | 3 |
| ELKI OVERHEAD PROJECTOR | N/A | 3354017 | 1 |
| 3M OVERHEAD PROJECTOR | N/A | 1149787 | 1 |
| UNIVERSAL OVERHEAD PROJECTOR | 16323 | 1054300 | 1 |
| RCA TV | PF00171 | N/A | 1 |

| Description | Inventory Tag # | Serial/Model # | Qty |
|-----------------------------|-----------------|----------------|-----|
| CLASSROOM FURNITURE | *** | *** | * |
| 3FT X 4FT TABLE | 005659 | N/A | 1 |
| 2FT X 4FT TABLE | 011809 | N/A | 1 |
| 2FT X 3FT TABLE | 001276 | N/A | 1 |
| 2FT X 3FT TABLE | N/A | N/A | 1 |
| 2FT X 8FT WOODEN CABINET | 013436 | N/A | 1 |
| COMPUTER TABLE | N/A | N/A | 3 |
| EASELS | N/A | N/A | 8 |
| CHART HOLDER | N/A | N/A | 4 |
| DESK | N/A | N/A | 12 |
| TABLES | N/A | N/A | 35 |
| CHAIR | N/A | N/A | 31 |
| MIRROR | N/A | N/A | 2 |
| FURNITURE, CHILDRENS | *** | *** | * |
| CHAIR | N/A | N/A | 2 |
| COTS | N/A | N/A | 111 |
| FURNITURE, OFFICE | | | |
| EXECUTIVE CHAIR | 19310 | N/A | 1 |
| EXECUTIVE CHAIR | 19219 | N/A | 1 |
| EXECUTIVE CHAIR | N/A | N/A | 6 |
| CHAIR | N/A | N/A | 8 |
| DESK | 014047 | N/A | 1 |
| WOODEN SHELF | N/A | N/A | 1 |
| METAL STORAGE SHELF | 007591 | N/A | 1 |
| METAL STORAGE SHELF | 003503 | N/A | 1 |
| METAL STORAGE SHELF | 18476 | N/A | 1 |
| METAL STORAGE SHELF | 008820 | N/A | 1 |
| METAL STORAGE SHELF | 02797 | N/A | 1 |
| METAL STORAGE SHELF | 010841 | N/A | 1 |
| METAL STORAGE SHELF | 015845 | N/A | 1 |
| JANITORIAL EQUIPMENT | *** | *** | * |
| ADVANCE VAC | N/A | 09020035 | 1 |
| ADVANCE VAC | 18172 | 09020024 | 1 |
| EUREKA VAC | 18975 | N/A | 1 |
| EUREKA VAC | N/A | N/A | 1 |
| EUREKA VAC | N/A | N/A | 1 |

| Description | Inventory Tag # | Serial/Model # | Qty |
|--------------------------------------|-----------------|------------------|----------|
| JANITORIAL EQUIPMENT - CONT'D | | | |
| HOOVER VAC | 18817 | N/A | 1 |
| HOOVER VAC | 18818 | 090900060838 | 1 |
| HOOVER VAC | 19965 | N/A | 1 |
| HOOVER VAC | 19316 | N/A | 1 |
| HOOVER VAC | 19325 | N/A | 1 |
| PROTEAM VAC | N/A | 352-0004372 | 1 |
| RELIA VAC | N/A | 2032190 | 1 |
| SANITAIRE VAC | 16974 | N/A | 1 |
| SANITAIRE VAC | 16977 | 0735008677 | 1 |
| SANITAIRE VAC | 17282 | 0743010352 | 1 |
| KITCHEN EQUIPMENT | *** | *** | * |
| KENMORE REFRIGERATOR | N/A | 20070300440 | 1 |
| FRIGIDAIRE REFRIGERATOR | 18995 | WA03101713 | 1 |
| NUCOOL REFRIGERATOR | 18204 | 17W0806-30251 | 1 |
| NUCOOL REFRIGERATOR | 18475 | N/A | 1 |
| METAL PAPER TOWEL DISPENSERS | N/A | N/A | 4 |
| SERVING PITCHER | N/A | N/A | 57 |
| CAN OPENER | N/A | N/A | 2 |
| 7IN PLATES | N/A | N/A | 47 |
| 3 COMPARTMENT PLATES | N/A | N/A | 16 |
| 10 IN SERVING PLATE | N/A | N/A | 20 |
| BOWL | N/A | N/A | 150 |
| SERVING SCOOP | N/A | N/A | 32 |
| SERVING SPOON | N/A | N/A | 4 |
| SERVING CUP | N/A | N/A | 88 |
| BUTTER KNIFE | N/A | N/A | 50 |
| TONGS | N/A | N/A | 9 |
| THERMAL CUP | N/A | N/A | 6 |
| SMALL CUP | N/A | N/A | 54 |
| OFFICE EQUIPMENT | | | |
| SHREDDER | 19330 | FT05119114001242 | 1 |
| SHREDDER | 17659 | N/A | 1 |
| STAPLES SHREDDER | 16987 | E09100706 | 1 |
| MULTISEAL 252 LAMINATOR | 015844 | N/A | 1 |
| MULTISEAL 252 LAMINATOR | 013214 | N/A | 1 |
| CANON FAX MACHINE | N/A | MDL79485 | 1 |
| KYOCERA FAX MACHINE | 17741 | UPN6501733 | 1 |
| KYOCERA FAX MACHINE | 18132 | UPN6501815 | 1 |
| KYOCERA FAX MACHINE | N/A | UPN6501925 | 1 |

| Description | Inventory Tag # | Serial/Model # | Qty |
|----------------------------------|-----------------|----------------|---------|
| OFFICE EQUIPMENT - CONT'D | | | |
| KYOCERA FAX MACHINE | 16679 | UPN6500517 | 1 |
| KYOCERA FAX MACHINE | 19720 | UPN6500082 | 1 |
| KYOCERA FAX MACHINE | N/A | UPN6502358 | 1 |
| KYOCERA FAX MACHINE | 16013 | AFF4004975 | 1 |
| KYOCERA FAX MACHINE | N/A | AFF4005104 | 1 |
| OUTDOOR EQUIPMENT | | | |
| | *** | *** | |
| PUSH LAWN MOWER | | 1123K32254 | 1 |
| PUSH LAWN MOWER | | 1G183K10506 | 1 |
| PUSH LAWN MOWER | | 1K253K90794 | 1 |
| PLAYGROUND EQUIPMENT | | | |
| PICNIC TABLE - BROKEN | N/A | N/A | 1 |
| TOYS | | | |
| | *** | *** | * |
| VANITY SET W/SINK | N/A | N/A | 1 |
| METAL TRICYCLE | N/A | N/A | 2 |
| METAL CAR | N/A | N/A | 1 |
| SADDLE MATE CAR | N/A | N/A | 1 |
| PLAY FIRE TRUCK | N/A | N/A | 1 |
| WOODEN BLOCKS/TOYS | N/A | N/A | 4boxes |
| WOODEN HIGH CHAIR | N/A | N/A | 5 |
| LITTLE TIKES TOOL TABLE | N/A | N/A | 3 |
| IRONING BOARD | 001188 | N/A | 1 |
| IRONING BOARD | 007546 | N/A | 1 |
| IRONING BOARD | N/A | N/A | 2 |
| CRIBS | N/A | N/A | 4 |
| BEADS MAZE | N/A | N/A | 3 |
| TELEPHONE BOOTH | 021000 | N/A | 1 |
| DOLLS | N/A | N/A | 1 bag |
| WOOD PUZZLES | N/A | N/A | 8 boxes |

HCHSP Items for 2016 Auction

| Description | Model Type | Serial N° | Tag | Barcode |
|----------------|-----------------------------------|--------------------|-------|----------|
| Adding Machine | Sharp QS-2760H | 9D00370Y | None | None |
| Battery Backup | POWERVAR 2.0 ABC201-11 | 6102401R-0640045 | 20327 | None |
| Battery Backup | Tripp-Lite BCPERS300 Personal UPS | 9524BYOBC423400162 | None | None |
| Battery Backup | Tripp-Lite BCPERS300 Personal UPS | 9524BYOBC423400190 | None | None |
| Camera-Surv | 2335A | 6C0081 | N/A | None |
| Camera-Surv | 2335A | 6C0083 | N/A | None |
| Camera-Surv | 2335A | 6C0084 | N/A | None |
| Camera-Surv | 2335A | 6C0085 | N/A | None |
| Camera-Surv | 5D-21DN AT | 1034992N | None | None |
| Camera-Surv | 5D-21DN AT | 1164052N | 19759 | None |
| Camera-Surv | ADC733 | 16245800 | None | None |
| Camera-Surv | ADC733 | 16245857 | None | None |
| Camera-Surv | AT 5D-21IR-VP | 1190520N | None | None |
| Camera-Surv | AT ADCP2865CN | 907TPB1415 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TB0888 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0016 | None | 00002940 |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0017 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0022 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0098 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0101 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0145 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0146 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0201 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0204 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0220 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0223 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0228 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0589 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0592X | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0600 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0603 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0671 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0672 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0840 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0880 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0882 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0938 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB0939 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB1298 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB1305 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB1314 | None | None |

HCHSP Items for 2016 Auction

| Description | Model Type | Serial N° | Tag | Barcode |
|-------------|----------------------------------|--------------------------|-------|----------|
| Camera-Surv | AT ADCPWH3895CN | 907TPB1316 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB1386 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB1408 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB1409 | None | None |
| Camera-Surv | AT ADCPWH3895CN | 907TPB1414 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11406320 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11406328 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11406465 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11406645 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11406671 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11507630 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11507634 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11507636 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11507723 | None | None |
| Camera-Surv | C-Di210 600TVL (Indoor Dome) | 11507726 | None | None |
| Camera-Surv | DBM-24VFW | C25540423H31E10381 | 19783 | None |
| Camera-Surv | DBM-24VFW | C25540423H31E10389 | 19785 | None |
| Camera-Surv | VBM-24VFW | C25560423A31F0072 | N/A | None |
| Camera-Surv | VBM-24VFW | C25560423A31F10087 | N/A | None |
| DV-Recorder | INTLX-16 CIF 3.2 Standard 160GB | 074465000703 | 17567 | 00001593 |
| DV-Recorder | INTLX-16 CIF 3.2 Standard 160GB | 074765000814 | 17444 | 00001281 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074465000707 | 17379 | 00001791 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074465000711 | 17893 | 00001345 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074465000715 | 17354 | 00001807 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000801 | 17383 | 00001760 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000803 | 17375 | 00001206 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000804 | 17407 | 00001914 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000810 | 17360 | None |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000811 | 17900 | None |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000823 | 17432 | 00001718 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000827 | 17420 | 00001552 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000828 | 17348 | 00001496 |
| DV-Recorder | INTLX-9 CIF 3.2 Standard 160GB | 074765000840 | 17370 | 00001229 |
| Monitor | Dell 17" Flat Panel | CN-02Y315-71618-49E-AJRP | 17020 | None |
| Printer | HP1200N Business Ink Jet | TH49T119Z1 | 16243 | None |
| Printer | HP1200N Business Ink Jet | TH4A81102R | 16541 | None |
| Printer | HP6940dt Desk Jet | MY74J9R1BY | 16908 | None |
| Printer | HP6940dt Desk Jet | MY77HBS232 | 16911 | None |
| Printer | HP6940dt Desk Jet | MY77HBS25K | 16907 | None |
| Printer | HP6940dt Desk Jet | MY77HBS2KF | 16910 | None |
| Printer | HP8000 Enterprise Office Jet Pro | CN2APBM050 | 20039 | None |

HCHSP Items for 2016 Auction

| Description | Model Type | Serial N° | Tag | Barcode |
|--------------------|---------------------------|------------------|------------|----------------|
| Printer | HP8000 Office Jet Pro | CN1823Q2V1 | 19881 | None |
| Printer | HP8000 Office Jet Pro | MY9B242Z7 | 17945 | None |
| Printer | HP8000 Office Jet Pro | MY9BA240BM | 17937 | None |
| Printer | HP8000 Office Jet Pro | MY9BA24246 | 17941 | None |
| Printer | HP8000 Office Jet Pro | MY9BA24268 | 17942 | None |
| Printer | HP8000 Office Jet Pro | MY9BA242P6 | 17944 | None |
| Printer | HP8000 Office Jet Pro | MY9BB2413N | 17938 | None |
| Printer | HPK5400dtn Office Jet Pro | MY74N4404W | 17483 | None |
| Printer | HPK5400dtn Office Jet Pro | MY840681TD | 17581 | None |
| Printer | HPK5400dtn Office Jet Pro | MY85R6805Y | 17531 | None |
| Printer | HPK5400dtn Office Jet Pro | MY86H680G6 | 17796 | None |
| Printer | HPK5400dtn Office Jet Pro | MY875681NY | 17803 | None |
| Printer | HPK5400dtn Office Jet Pro | MY89H68258 | 17807 | None |
| Printer | HPK5400dtn Office Jet Pro | MY8AA681N1 | 17811 | None |
| Projector | Infocus IN126 | BJXB21900784 | 20112 | 00002714 |
| Refrigerator | Black & Decker BNA17B | 17B201005-50581 | N/A | None |