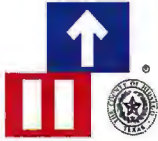


Hidalgo County Head Start Program



Policy Council Regular Agenda

DATE: May 17, 2017

SUBJECT: Discussion/Approval to Declare Obsolete the Attached List of Items and Transfer Items to the County's Approved Auctioneer Vendor 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 and Commissioners' Court 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/vehicles

Date: May 8, 2017

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 June 7, 2017.

Attachments

2017 Auction List

Description	Inventory Tag #	Serial/Model #	Qty
ELECTRONICS	***	***	*
cd player/radio			15
rca tv 42			1
record player			4
black tv		v43910990	
tv set pf	00104		
tv	000135		1
APPLIANCES	***	***	*
refrigerator			1
stainless steel sink	N/A		1
FURNITURE	***	***	*
gray metal desk	013186		1
brown desk			1
metal shelves			3
2 drawer file cabinet			1
2 drawer file cabinet	015443		1
2 drawer file cabinet	18882		1
2 drawer file cabinet	014231		1
4 drawer file cabinet	013922		1
4 drawer file cabinet	001079		1
2 door file cabinet	014689		1
2 door file cabinet	006718		1
2 door file cabinet	001551		1
2 door file cabinet	008985		1
2 door file cabinet			2
2 door cabinet	008618		1
2 door file cabinet			1
4 drawer file cabinet	009078		1
wooden chair			2
wood shelf w/ door			1
cabinet			1
metal chair			5
computer desk			1
4 drawer file cabinet	009465		1
4 drawer file cabinet	008386		1
4 drawer file cabinet			1

office chair	18493		1
classroom chairs			28
classroom table			1
medication cabinet	008302		1
medication cabinet	015298		1
office chair			1
rectangular table			1
rectangular table broken			1
sand water table			1
computer desk			1
classroom chairs			28
table			1
medication cabinet	008302		1
medication cabinet	015298		1
tables			8
office chair	009482		1
office chair			2
CHILDRENS FURNITURE	***	***	*
sleeping cots			3
cots			12
childrens chair			3
cots broken			3
yellow chair			1
broken cot			1
blue chair			1
sleeping cots			3
TOYS	***	***	*
toy mop and broom holder			3
toy telephone booth	008987/008259		2
toy work shop	000323		1
toy work shop			4
box of puppets			1
toy sink			1
box of dolls			1
bike			2
kett car			2
helmet			2
plastic basket ball board			1
plastic basket ball and football net			1
plastic basket ball pole & board			1
children slides			1

box of toys			1
toy mirror			1
DISABILITY EQUIPMENT	***	***	*
JANITORIAL EQUIPMENT	***	***	*
vacumm			3
vacumm bag (u)			7
vacumm filters			3
vacumm bag (a)			1
vacumm bag (t)			3
mop buckets			8
mop handels			4
mop bucket			2
vacumm filter (dcf21)			3
KITCHEN EQUIPMENT	***	***	*
plates			32
bowls			10
7oz cups			61
large plates			3
small bowls			110
2oz serving spoon			51
serving tongues			5
serving scoops			6
spreading knives			122
3 compartment plates			60
dish drainers			8
bowls			47
cups			264
big can opener			3
serving tongues			12
cups			146
3 compartment plates			26
small bowls			59
tubs			14
forks			150
squeez bottles			12
serving spoons			26
spatula			8
scoop mechanical			56
serving tongues			3
hamilton beach food processor			1
dish drainers			4

freezer tracks			17
oven racks			8
cutting boards			4
warmers			11
food carts			11
\big food whisker			2
robot coupe food processor	16411	2461502503y-04	1
classic apw/wyott 20"warmer 17		802521009754	
		802521009741	
		8025210091096	
		8025210091109	
		8025210091116	
		8025210091117	
		8025210091106	
		8025210091071	
		8025210091115	
		8025210091105	
		802521007978	
		8025210091103	
		802521009747	
		8025210091100	
		0712006403	
		802521009106	
blenders			4
better homes food processor			1
hamilton beach food processor			1
magic chef mini food processor			1
lunch bags			10
32oz pitchers			76
60oz pitchers			21
blenders			4
better homes food processor			1
hamilton beach food processor			1
magic chef mini food processor			1
lunch bags			10
32oz pitchers			76
60oz pitchers			21
AUTOMOTIVE	***	***	
bus tire			1
bus tires			3
tires			12
black tires			4
ELECTRICAL/AIR COND.	***	***	

a/c compressor unit	01444		
OUTDOOR EQUIPMENT	***	***	
TOOLS	***	***	
ms271 stihl chainsaw			1
dewalt cordless drill	18848		1
dewalt cordless drill	20300		1
dewalt cordless drill	17787		1
VEHICLES			
MISC.			
head phones			77
projectors			2
laminating machine			1
easel			7
shredder			3
chart tablet holder			1
laminating film roll			2
partion folder			167
paper towel holder			2
paint 1 box (assorted)			1
electric calculator			3
health o meter	2463		1
3 step ladder			1
easel			1
charts holder			2
utility trailer			3
headphone set	5720		1
trashcan			1
pressure washer		e4122120060687	
paint sprayer	16612	204530	
wheel barrel			1
water heater electric			4
old balance beams			2
health o meter	2463		1
3 step ladder			1
easel			1
charts holder			2
fake tree			1

bulletin boards			8
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HCHSP Inventory for 2017 Auction

Description	Model Type	Serial N ^o	Tag	Barcode	Status
Battery Backup	APC 1500 Back-UPS	QB0524336862	None	None	Damaged
Camera	Sony Cyber-Shot DSC-F717 5.0 Mega Pixels	1334235	015435	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0607	None	00002967	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0748	None	00003028	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0755	None	00003046	Damaged
Camera-Surv	ADC733	16245788	None	None	Damaged
Camera-Surv	ADCP3895CN	907TPB0197	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0148	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0165	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0753	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB1392	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB1311	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0168	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0167	None	None	Damaged
Camera-Surv	Do721 700TVL (Outdoor Dome)	12312880	None	None	Damaged
Dish Receiver	EchoStar 3000	YDEBIG30381D	None	None	Damaged
Drill	Cordless DeWalt 12v DCD760	863057	None	None	Damaged
Fax Machine	Kyocera Mita KM-F650	AFF4004978	16017	None	Poor
Fax Machine	Kyocera Mita KM-F650	UPN6501866	18140	None	Poor
Fax Machine	Kyocera Mita KM-F650	UPN6502366	19954	None	Poor
Fax Machine	Kyocera Mita KM-F650	IPN6502351	19955	None	Poor
Monitor	Dell 17" Flat Panel	CN-02Y315-71618-49E-AJXX	17051	00002937	Damaged
Monitor	Dell 19" Flat Panel	CN-0T6116-71618-4BC-AB8D	17080	00001983	Damaged
Monitor	Dell 19" Flat Panel	CN-0T6116-71618-4AT-AAC4	17087	00001553	Damaged
Monitor	Dell 17" Flat Panel	CN-02Y315-71618-49E-AJ14	17096	00001693	Damaged
Monitor	Dell 19" 1908FP Flat Panel	CN-0DY840-74261-7B6-3U8A	17255	00001019	Damaged
Monitor	Dell 19" Flat Panel	CN-0DY840-74261-7B6-3U4A	17260	00002728	Damaged
Monitor	Dell 17" Flat Panel	CN-0J6642-71618-56K-AFYZ	17459	00002358	Damaged
Monitor	Dell 24" S2409W Wide Panel	CN-0M500F-74261-96R-037U	17966	00001475	Damaged
Printer	Xerox Phaser 6300DN	WHH160341	16440	None	Damaged

HCHSP Inventory for 2017 Auction

Description	Model Type	Serial N ^o	Tag	Barcode	Status
Printer	Epson WF-2540	QKEY355248	None	None	Damaged
Projector	Infocus IN126	BJXB21900771	20106	00002703	Damaged
Scanner	HP5590 Scanjet	CN197VH04W	20086	None	Poor

Prepared By: Antonio Anzaldua, MIS Tech
 Supervised By: Conrad Cabrera, MIS Director
 Date: May 8, 2017

*Photo on File.