

# Hidalgo County Head Start Program



## Policy Council Regular Agenda

**DATE:** November 15, 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 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

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**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: November 3, 2017

CC: Teresa Flores, Executive Director  
Elma Carrera, CFO  
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 December 6, 2017.

Attachments

# HCHSP Auction List December 2017

Description	Inventory Tag #	Serial/Model #	Qty	Status
<b>CLASSROOM</b>				
3m Overhead projector	1022145	n/a	1	Obsolete
record player	10468	n/a	1	Obsolete
record player	n/a	ak0268	1	Obsolete
coby player/recorder	n/a	cx-cd250	1	Obsolete
panasonic cd/rw	N/A	wj6jf001225	1	Obsolete
Amplivox cd/radio cassette player	N/A	SL10101	1	Obsolete
Spivit califone cd/rw	n/a	1776	1	Obsolete
Califone cassette player	n/a	kh611718	1	Obsolete
Memorex cd/rw	N/A	mp3142	1	Obsolete
Califone cd/rw	N/A	gl78594	1	Obsolete
Memorex cd/rw	N/A	mp5142	1	Obsolete
Sharp electronic calculating machine	010337	8d003737	1	Obsolete
Memorex cd/rw	N/A	mp3142	1	Obsolete
Super sonic cd/rw	N/A	sc-745	1	Obsolete
Amplivox cd/rw	N/A	SL10101	1	Obsolete
Momorex cd/radio	N/A	mp3142	1	Obsolete
super sonic cd/radio	N/A	sc-745	1	Obsolete
super sonic cd/radio	n/a	sc-745	1	Obsolete
Momorex cd/radio	N/A	mp3142	3	Obsolete
naxa cd/radio	N/A	nx-212	1	Obsolete
Amplivox cd/radio cassette player	N/A	sl1010	1	Obsolete
panasonic cd/radio	N/A	wj6ed001795	1	Obsolete
panasonic cd/radio	N/A	wj6jg003237	1	Obsolete
coby cd/radio	N/A	18820	1	Obsolete
kyocera fax	18896	upn6502856	1	Damaged
GE TV	pf00133	730421544	1	Damaged
symphonic TV	pf00272	j3842265	1	Obsolete
symphonic TV	pf002735	j38371160	1	Obsolete
califone record player	n/a	ak0061	1	Obsolete
spirit califone cd/radio	n/a	1776	1	Obsolete
califone head phone set	n/a	n/a	3	Obsolete
hamilton record player	003019	n/a	1	Obsolete
<b>FURNITURE</b>				
Translucent eye cabinet	010769	N/A	1	Damaged
classroom tables	N/A	N/A	11	Damaged
office desks	N/A	N/A	3	Damaged
1-4 drawers file cabinet	009468	N/A	1	Damaged
1-4 drawers file cabinet	009463	N/A	1	Damaged
1-4 drawers file cabinet	009460	N/A	1	Damaged
1-4 drawers file cabinet	009462	N/A	1	Damaged
1-2 drawers file cabinet	N/A	N/A	1	Damaged
1-4 drawers file cabinet	005475	N/A	1	Damaged

Description	Inventory Tag #	Serial/Model #	Qty	Status
<b>FURNITURE - Continue</b>				
1-4 drawers file cabinet	007279	N/A	1	Damaged
1-4 drawers file cabinet	015650	N/A	1	Damaged
<b>CHILDRENS FURNITURE</b>				
classroom play mirror	N/A	N/A	2	Broken
cots	N/A	N/A	49	Damaged
sleeping matts	N/A	N/A	28	Damaged
wood refrigerator	n/a	n/a	1	Damaged
<b>TOYS</b>				
children work play bench	N/A	N/A	1	Broken
wood refrigerator play	N/A	N/A	1	Broken
<b>JANITORIAL EQUIPMENT</b>				
hoover vaccum	n/a	20222	1	Damaged
mop bucket	n/a	n/a	1	Broken
hoover vaccum	n/a	n/a	1	Damaged
<b>KITCHEN EQUIPMENT</b>				
food carts	N/A	N/A	3	Broken
food tongs	N/A	N/A	8	Broken
serving spoons	N/A	N/A	23	Obsolete
small bowls	N/A	N/A	11	Obsolete
80z cups	N/A	N/A	20	Obsolete
food warmers	N/A	N/A	3	Obsolete
<b>AUTOMOTIVE</b>				
Unit 50/Ford/Cargo Van	714128	1FTFE241H3THB49563	1996	Obsolete
Bus Tires	NA	NA	3	Damaged
<b>ELECTRICAL/AIR COND.</b>				
A/C / county tag 00001447	N/A	060caz	1	Broken
small refrigerator	N/A	4AFW610605	1	Broken
A/C unit	N/A	w1f1097858	1	Broken
blower unit	N/A	2804a83577	1	Broken
A/C unit	N/A	z295745bf	1	Broken
blower unit	N/A	z301t5d1v	1	Broken
A/C unit	N/A	m-036jaz/7966w051100	1	Broken
electric water heater	N/A	j02211083	1	Broken
A/C unit	N/A	N/A	1	Broken
A/C compressor/county tag/00001453	N/A	210e11076	1	Broken
blower unit	N/A	0901a68181	1	Broken
A/C unit	N/A	8347w311114236	1	Broken
blower unit	N/A	N/A	1	Broken
air handler unit	N/A	z3012pd24	1	Broken
compressor unit	N/A	205549942	1	Broken
compressor unit	N/A	407728493	1	Broken

Description	Inventory Tag #	Serial/Model #	Qty	Status
<b>ELECTRICAL/AIR COND. - Continue</b>				
A/C unit/county tag 00002793	N/A	N/A	1	Broken
blower unit	N/A	N/A	1	Broken
air handler	N/A	0403645145	1	Broken
A/C window unit FRIGIDARIE	N/A	IK71157808/FAS25ER2A	1	Broken
A/C window unit FRIGIDARIE	N/A	KK10269487	1	Broken
<b>OUTDOOR EQUIPMENT</b>				
21" lawn mower/675 exi 163cc countytag/20354	N/A	1403265688312	1	Damaged
lawn mower/675exi163cc	N/A	43033570416	2	Damaged
<b>MISCELLANEOUS</b>				
Toilet	N/A	N/A	1	Broken
Wall mount sink	N/A	N/A	1	Damaged
Weight scale	N/A	15568	1	Broken
big letter holders	N/A		4	Broken
trash cans	N/A	N/A	6	Damaged
wood ironing board	10066	N/A	1	Broken
wood ironing board	5851	N/A	1	Broken
wood ironing board	9545	N/A	1	Broken
easels	N/A	N/A	5	Broken
ultima 65 laminating machine	18117	N/A	1	Damaged
swingline shader machine	N/A	za39696h	1	Damaged
pro team vaccum	N/A	15784	1	Broken
<b>MODULAR BUILDING</b>				
Granjeno -2304sq.ft.	2868	N/A	1	Damaged

11.06.17

**HCHSP Electronics, Computers and Equipment Inventory for 2017 Auction**

Description	Model Type	Serial N <sup>o</sup>	Tag	Barcode	Status
Printer	HP940c Desk Jet	MX2606F13S	015410	None	Damaged
Amplifier	Radio Shack Amp PA MPA-125 100 Watt	200508	015972	None	Damaged
Printer	Xerox Phaser 6180N	DPX319057	16906	None	Damaged
Printer	HP6940dt Desk Jet	MY77HBS2JC	16909	None	Poor
Monitor	Dell 17" Flat Panel	CN-02Y315-71618-49E-AJY0	17005	00002968	Damaged
Monitor	Dell 17" Flat Panel	CN-02Y315-71618-49E-AJOT	17026	00001808	Damaged
Monitor	Dell 17" Flat Panel	CN-02Y315-71618-49E-AJY1	17031	00001571	Damaged
Monitor	Dell 17" Flat Panel	CN-02Y315-71618-49E-AJXZ	17038	00001226	Damaged
Printer	Fargo DTC400 #044100 ID Card	A6400254	17084	None	Damaged
Printer	Xerox Phaser 6180N	DPX322233	17114	None	Poor
Printer	Xerox Phaser 6180N	DPX321454	17115	None	Poor
Monitor	Dell 24" S2409W Wide Panel	CN-0M500F-74261-88F-1KWU-A00	17590	00001489	Damaged
Printer	Xerox Phaser 6360DN	DBY200756	18301	00002985	Poor
Printer	Xerox Phaser 7760	AUA344964	18590	00002587	Poor
Printer	Xerox Phaser 6280DN	NKA172096	19624	None	Poor
Printer	HP 6000 Office Jet	MY03G26216	19663	None	Poor
Printer	HP8000 Enterprise Office Jet Pro	CN2ABBM078	20012	None	Poor
Printer	HP8000 Enterprise Office Jet Pro	CN2APBM0F5	20031	None	Poor
Printer	Xerox Phaser 6010N	WFM121138	20036	None	Poor
Projector	Infocus IN126	BJXB22601697	20110	00002699	Damaged
Projector	Infocus IN126	BJXB22601307	20121	00002693	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB074	None	None	Damaged
Camera-Surv	C-Di210 600TVL (Indoor Dome)	11507728	None	None	Damaged
Camera-Surv	ADCPWH3895CN	907TPB0164	None	None	Damaged
Camera-Surv	ADCPWH3895CN	907TPB0883	None	None	Damaged
Camera-Surv	ADCPWH3895CN	907TPB0155	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0898	None	None	Damaged
Camera-Surv	ADC733	16245855	None	None	Poor
Camera-Surv	AT ADCPWH3895CN	907TPB0690	None	None	Damaged
Camera-Surv	ADC733	16245790	None	None	Poor
Camera-Surv	AT ADCPWH3895CN	907TPB0219	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0946	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB1347	None	None	Damaged
Camera-Surv	DT-700SVF60M (Outside Dome w/Bracket)	TDP008061912450	None	None	Damaged
Camera-Surv	C-Di210 600TVL (Indoor Dome)	11406461	None	None	Damaged
Camera-Surv	KPC-VNE101NUV18 700TVL	T9102633	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0598	None	None	Damaged
Camera-Surv	DT-700SVF60M (Outside Dome w/Bracket)	TDP008061912499	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB1389	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB1352	None	00002944	Damaged
Camera-Surv	C-Di210 600TVL (Indoor Dome)	11507722	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB1383	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0147	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0900	None	None	Damaged
Camera-Surv	C-Di210 600TVL (Indoor Dome)	11507468	None	None	Damaged
Camera-Surv	ADC733	16245784	None	None	Damaged
Camera-Surv	10638 KT&C High Performance	RA134304	None	None	Damaged

**HCHSP Electronics, Computers and Equipment Inventory for 2017 Auction**

<b>Description</b>	<b>Model Type</b>	<b>Serial N°</b>	<b>Tag</b>	<b>Barcode</b>	<b>Status</b>
Camera-Surv	AT ADCPWH3895CN	907TPB0687	None	None	Damaged
Camera-Surv	AT ADCPWH3895CN	907TPB0670	None	None	Damaged
Camera-Surv	ADC733	16245829	None	None	Poor
Camera-Surv	ADC733	16245787	None	None	Poor
Computer	HP Compaq AMD64 (AthlonX2)	MXL74607J5	None	None	Damaged
Printer	Canon MX452	C1JFA10BK10387	None	None	Damaged
Sorter	Xerox Phaser 7760 Sorter	600200791	None	00002891	Poor
Shredder	Staples (Black)	20413	Same	None	Damaged
Video Converter	BNC to VGA SW-29297 Sewell Pro	19854	Same	None	Damaged
Video Converter	BNC to VGA SW-29297 Sewell Pro	19853	Same	None	Damaged

Prepared By: Antonio Anzaldúa, MIS Tech  
 Supervised By: Conrad Cabrera, MIS Director  
 Date: October 25, 2017

\*Photo on File.