

# Hidalgo County Head Start Program



## Policy Council Regular Agenda

**DATE:** October 20, 2021

**SUBJECT:** Discussion/Approval to Declare Obsolete the Attached List of Items and Transfer Items to the County's Approved Auctioneer, AMT Auction Company, for Proper Disposition

**RATIONALE/NEED:** The items listed on the attached surplus materials/equipment are not in operating condition, are old and beyond any possible repair and unacceptable under State Licensing Regulations. The Policy Council and Commissioners' Court must approve the disposition of these items. The next auction is scheduled for Wednesday, November 10, 2021.

**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:**

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# MEMORANDUM



To: Teresa Flores, Executive Program Director

Through: Edmundo Garcia, Assistant Program Director

From: Oscar Palacios, Field Operations Director ✕

Subj.: Surplus materials/equipment

Date: October 8, 2021

CC: Elma Carrera, Chief Financial Officer  
Connie Casas, Administrator for Education  
Azucena Saenz, Compliance Officer  
Files

This year our review and evaluation of our inventoried items for auction was conducted by a team consisting of members of the Field Operations Department, our Compliance Officer, Ms. Azucena Saenz and the Education Area Directors. After a comprehensive evaluation it was determined that certain items are no longer serviceable and should be considered for public auction. These items have been categorized as damaged surplus due to their state of disrepair, age and the inability to be used for their intended purpose as per Head Start and State Licensing regulations. Please refer to attached list.

Once approved and authorized by the Policy Council and Commissioners Court, The Field Operations Department will make arrangements with the AMT Auction Company, the duly authorized vendor by the County, to schedule and conduct the auction. The process will include a viewing of all items on November 9, 2021, followed by the auction on November 10, 2021. Arrangements to pick up items by buyers will take place November 11<sup>th</sup> and 12<sup>th</sup>, 2021.

Thank you for consideration.

Attachment

ITEM	QUANTITY	CONDITION
Five Compartment Cubbies	130	Damaged/Defective
Children's wooden chairs	21	Damaged/Defective
Children's wooden tables	9	Damaged/Defective
Wooden High Chairs	16	Damaged/Defective
Wooden Cribs	28	Damaged/Defective
Pretend Kitchen Sinks	43	Damaged/Defective
Library Shelves	14	Damaged/Defective
Wooden Ironing Boards	12	Damaged/Defective
Children's Couch	19	Damaged/Defective
Children's Sofa	45	Damaged/Defective
Children's Refrigerator	60	Damaged/Defective
Ice Maker	1	Damaged/Defective
2 Door Metal Cabinet	15	Damaged/Defective
4 Drawer Metal Cabinet	18	Damaged/Defective
Mirrors	80	Damaged/Defective
Triangular Table	40	Damaged/Defective
5 Foot Table	370	Damaged/Defective
4 Foot Table	30	Damaged/Defective
Phone Booth	20	Damaged/Defective
Scales	38	Damaged/Defective
2 Drawer Metal Cabinet	5	Damaged/Defective
3 Compartment Sink	6	Damaged/Defective
Office Desk	2	Damaged/Defective
Office Chairs	2	Damaged/Defective
Commercial Dishwasher	1	Damaged/Defective
Children's Chairs	80	Damaged/Defective
Electric Buffers	2	Damaged/Defective
Tricycles	23	Damaged/Defective



