

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

**Meeting of
August 22, 2006**

AGENDA TITLE: Declaration and Disposal of Surplus Property

DEPARTMENT: Chief Administrative Office

DEPT SIGNOFF:

CAO USE ONLY: *C*

CONTACT: Kristen Whitehouse, Sr. Office Asst *BTH*

DATE: 8/9/2006

PHONE: 5830

Signature 810-00

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Chief Administrative Office, Procurement and Contracts Division presenting list of property surplus to the needs of the County and recommending Board so declare and authorize disposal of same in accordance with the procedures outlined in the County's Purchasing Ordinance, Chapter 3.12.

CAO RECOMMENDATIONS: *Recommend approval. Laura S. Hill 8/11/06*

Financial impact? () Yes (X) No

Funding Source: () Gen Fund () Other

BUDGET SUMMARY:

Other:

CAO Office Use Only:

Total Est. Cost	\$0.00
Funding	
Budgeted	\$0.00
New Funding	_____
Savings	_____
Other	_____
Total Funding	\$0.00
Change in Net County Cost	

4/5's Vote Required () Yes (X) No
 Change in Policy () Yes (X) No
 New Personnel () Yes (X) No

CONCURRENCES:

Risk Management _____
 County Counsel _____
 Other _____

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or

Ayes:

Noes:

Abstentions:

Absent:

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____

*El Dorado County
Chief Administrative Office
Procurement and Contracts Division
Interoffice Memorandum*

DATE: August 9, 2006

TO: Board of Supervisors

FROM: Bonnie H. Rich *BHR*
Manager of Procurement and Contracts

SUBJECT: Declaration and Disposal of Surplus Property
(General Services)

Recommendation: Chief Administrative Office, Procurement and Contracts Division presenting list of property surplus to the needs of the County and recommending Board so declare and authorize disposal of same in accordance with the procedures outlined in the County's Purchasing Ordinance, Chapter 3.12.

Reason for Recommendation: Property determined to be surplus to the needs of various departments is offered to other County departments in accordance with Purchasing Ordinance 3.12.160 – Surplus Pool. The attached list of “surplus property” reflects those items that remain after being offered to departments. Upon your Board's action to declare this property as surplus to the needs of the county, the Purchasing Agent will dispose of said property in accordance with the Purchasing Ordinance as noted in Section 3.12.050.B thereof.

Fiscal Impact: Auctioneer will retain commissions as established per Agreement #533-S0611; net proceeds of sale will be deposited back into Index Code 306500, User Code 25000A, Road Fund.

Action to be Taken Following Approval: Upon approval of the recommendation, the Purchasing Agent shall dispose of said property.

cc: Richard Collier, General Services
Steve Russell, Central Services/Stores
Julianne Melchor, Department of Transportation

COUNTY OF EL DORADO SURPLUS PROPERTY TRANSFER REQUEST <i>DATE: 11/29/2005</i>	SURPLUS USE ONLY DATE REC: _____ POSTED: <u>12/23/06</u>
TRANSFER FROM (INDEX CODE) <i>306500</i>	TRANSFER TO (INDEX CODE)
DEPARTMENT <i>Transportation</i>	DEPARTMENT
APPROVED (DEPT HEAD) <i>[Signature]</i>	APPROVED (DEPT HEAD)

Py

SPECIFIC LOCATION (ADDRESS): DOT, 2441 Headington Road PVL SLT

WHERE IN FACILITY? Maintenance Office

PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

SECONDARY CONTACT PERSON: Reba Cloud or Mary Davis PHONE Ext. 4909

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
NONE	GBC LAMINATOR	GKO4261	POOR-needs heat roller

REMARKS: Proceeds from sale to be deposited back to Index code 306500, User code 25000A

AUDITOR RECORDS UPDATE BY _____ DATE _____

VENDOR PICKUP DATE _____ BY _____

WHITE (AUDITOR) YELLOW ("TO" DEPT) PINK ("FROM" DEPT) GOLD (GENERAL SERVICES)

COUNTY OF EL DORADO SURPLUS PROPERTY TRANSFER REQUEST DATE 06/15/06	SURPLUS USE ONLY DATE REC: _____ POSTED: <u>6/23/06</u>
TRANSFER FROM (INDEX CODE) 306500	TRANSFER TO (INDEX CODE)
DEPARTMENT Transportation	DEPARTMENT General Services
APPROVED (DEPT HEAD) <i>[Signature]</i>	APPROVED (DEPT HEAD)

ry

SPECIFIC LOCATION (ADDRESS): DOT, 4950 Hillsdale Circle, El Dorado Hills PVL SLT

WHERE IN FACILITY? DOT Back Room

PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

SECONDARY CONTACT PERSON: Pat Lester PHONE Ext. 3552

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	2 Computer Desks	none	good

REMARKS: Proceeds from sale to be deposited back to Index code 306500, User code 25000A

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DEPARTMENT Transportation	DEPARTMENT General Services
APPROVED (DEPT HEAD) <i>[Signature]</i>	APPROVED (DEPT HEAD)

SPECIFIC LOCATION (ADDRESS): DOT, Bldg C PVL SLT

WHERE IN FACILITY? 2nd Floor

PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

SECONDARY CONTACT PERSON: Linda Bloodsaw PHONE Ext. 5930

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	4 five drawer vertical file cabinets	none	good
	3 task chairs	none	broken
	1 task chair	none	good
	2 wooden guest chairs	none	good
	Top-of-desk Keyboard Tray	none	good
	Date/Time Stamp Machine	none	broken
	Heavy-Duty Tape Dispenser	none	good
	Envelope Moistener	none	good

REMARKS: Proceeds from sale to be deposited back to Index code 306500, User code 25000A

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SPECIFIC LOCATION (ADDRESS): DOT, Bldg C PVL SLT

WHERE IN FACILITY? 2nd Floor

PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

SECONDARY CONTACT PERSON: Linda Bloodsaw PHONE Ext. 5930

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	2 Desk Drawer Inserts	none	good
	Keyboard Tray Mounts	none	good
	Monitor Risers	none	?
	3 Digital Cameras	none	broken
	5 Cell Phones	none	outdated
	Cell Phones	none	broken
	Small table	none	good
	Vehicle Phones and accessories	none	outdated
	FAX – HP Model hp1230	CN37kb11cd	

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WHERE IN FACILITY? 2nd Floor

PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

SECONDARY CONTACT PERSON: Linda Bloodsaw PHONE Ext. 5930

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	3 Adding Machines	099204837,059004139 & 906-39074855	broken
	Hanging File Frames-assorted box	none	good
	3 Motorola Wireless Phones & 4 Chargers	none	outdated
	1 Nokia Wireless Phone & 1 Charger	none	outdated
	Vehicle Cell Phones w/ Wiring & Hardware	none	outdated
	Large Paper Cutter	none	good
	2 sets Chair Arm Rests	none	good
	Typewriter – Adler 315	none	fair
	2 Fax Machines – HP 1230 & HP 1050	none	broken
	Miscellaneous metal parts	none	

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APPROVED (DEPT HEAD) <i>[Signature]</i>	APPROVED (DEPT HEAD)

SPECIFIC LOCATION (ADDRESS): DOT, Bldg C PVL SLT

WHERE IN FACILITY? Basement

PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

SECONDARY CONTACT PERSON: Linda Bloodsaw PHONE Ext. 5930

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	Monitor – ViewSonic Model E773	DP01704185	Fair – older model
	Monitor – ViewSonic Model E773	DP01702176	Fair – older model
	Monitor – ViewSonic Model E773	DP01403979	Fair – older model
	Monitor – ViewSonic Model E773	DP01405049	Fair – older model
	Monitor – ViewSonic Model E773	DP01404339	Fair – older model
	Monitor – HP Model S7540	CNC45141X4	Fair – older model
	Monitor – ViewSonic Model P655	EB82733202	Fair – older model
	Monitor – ViewSonic Model PS775	DD84306332	Fair – older model
	Monitor – ViewSonic Model P655	EB82733213	Fair – older model
	<u>2</u> keyboard trays <u>3</u>	None	Broken

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APPROVED (DEPT HEAD) <i>[Signature]</i>	APPROVED (DEPT HEAD)

SPECIFIC LOCATION (ADDRESS): DOT, Bldg C PVL SLT

WHERE IN FACILITY? Basement

PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

SECONDARY CONTACT PERSON: Linda Bloodsaw PHONE Ext. 5930

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	UPS - APC Model bk350	BB0351020410	Not working - needs battery
	UPS - APC Model Back Ups 600	FB9735164585	Not working - needs battery
	UPS - APC Model Back Ups 650	PB0305321511	Not working - needs battery
	UPS - APC Model Back Ups 1000	S96028248131	Not working - needs battery
	BarCode Pr - Zebra Model S400	5178997	Not working
	BarCode Pr - Zebra Model S400	5177923	Not working
	Printer - HP Model 3820	CN3711804T	Not working
	Printer - HP Model 5650	MY5214PLYG	Not working

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WHERE IN FACILITY? Basement

PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

SECONDARY CONTACT PERSON: Linda Bloodsaw PHONE Ext. 5930

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
100114	CPU – HP Model P3315T	US10601638	Fair – older model, hard drive removed
100116	CPU – HP Model P3315T	US10601651	Fair – older model, hard drive removed
100144	CPU – HP Model P3226T	US14216120	Fair – older model, hard drive removed
100145	CPU – HP Model P3226T	US14216129	Fair – older model, hard drive removed
100134	CPU – HP Model P3226T	US14216081	Fair – older model, hard drive removed
100075	Laptop – Toshiba Model 500CDT	08635419	Fair – older model, hard drive removed
100077	Scanner – HP Model C6260A	SG84K13014	Not working

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PRIMARY CONTACT PERSON: Julianne Melchor PHONE Ext. 5910

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COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
100079	CPU – HP Model D6584T	US84331460	Fair – older model, hard drive removed
100084	CPU – HP Model D8160E	US92403264	Fair – older model, hard drive removed
100081	CPU – HP Model D8160E (US92403264 on Aud. list)	US92403195	Fair – older model, hard drive removed
100102	CPU – HP Model D8170E	US01511846	Fair – older model, hard drive removed
100100	CPU – HP Model D8170E	US01511881	Fair – older model, hard drive removed
100099	CPU – HP Model D8170E	US01511694	Fair – older model, hard drive removed
200135	CPU – HP Model D8170E	US01511882	Fair – older model, hard drive removed
200136	CPU – HP Model D8170E	US01511853	Fair – older model, hard drive removed
200139	CPU – HP Model D8170E	US01511817	Fair – older model, hard drive removed
100041	CPU – HP Model D9861E	US03569749	Fair – older model, hard drive removed

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COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
100050	CPU – HP Model P4150T	US12611400	Fair – older model, hard drive removed
100098	CPU – HP Model D8170E	US01511826	Fair – older model, hard drive removed
100101	CPU – HP Model D8170E	US01511883	Fair – older model, hard drive removed
100104	CPU – HP Model D8170E	US00504553	Fair – older model, hard drive removed
100108	CPU – HP Model D8170E	US01511815	Fair – older model, hard drive removed
200129	CPU – HP Model D4644B	US65057419	Fair – older model, hard drive removed
100044	CPU – HP Model D9861E	US03569818	Fair – older model, hard drive removed
100183	CPU – HP Model D9861E	US03504833	Fair – older model, hard drive removed
100184	CPU – HP Model D9861E	US03505033	Fair – older model, hard drive removed
100186	CPU – HP Model D9861E	US03504783	Fair – older model, hard drive removed

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