## EL DORADO COUNTY BOARD OF SUPERVISORS AGENDA ITEM TRANSMITTAL

## Meeting of

August	t 22, 2006		
AGENDA TITLE: Declaration and Disposal of Surplu	us Property		
DED LOCK CLICAL CONTROL OF	DEDGE (VGVGT)		
DEPARTMENT: Chief Administrative Office	DEPT SIGNOFF: <u>CAO USE ONLY:</u>		
CONTACT: Kristen Whitehouse, Sr. Office Asst &	Sentar 810-00		
<b>DATE:</b> 8/9/2006 <b>PHONE:</b> 5830	South 2 810-00		
DEPARTMENT SUMMARY AND REQUESTED B			
	s Division presenting list of property surplus to the needs of thorize disposal of same in accordance with the procedures : 3.12.		
CAO RECOMMENDATIONS: Recommend a	epproval. Laure S. Fill 8/11/06		
	0 222 323		
Financial impact? ( ) Yes (X) No	Funding Source: ( ) Gen Fund ( ) Other		
BUDGET SUMMARY:	Other:		
Total Est. Cost	\$0.00 CAO Office Use Only:		
Funding	4/5's Vote Required ( ) Yes ( ) No		
Budgeted \$0.00	Change in Policy () Yes (4)No		
New Funding	New Personnel () Yes (4) No		
Savings	CONCUPPENCES		
Other	Risk Management		
Total Funding	\$0.00 County Counsel		
Change in Net County Cost	Other		
*Explain	Office		
BOARD ACTIONS:			
BOARD ACTIONS.			
Vote: Unanimous Or	I hereby certify that this is a true and correct copy of		
Ayes:  an action taken and entered into the minutes of the			
Noes:	Board of Supervisors		
Abstentions:			
Absent:  Attest: Cindy Keck, Board of Supervisors Clerk			
	Pour		
Rev. 6/04 ISKW001 Agenda	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 BHL

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 DATE: 11/29/2005		DATE REC:	SURPLUS USE ONLY DATE REC: POSTED: しょうしてい	
TRANSFER FROM	RANSFER FROM (INDEX CODE)  TRANSFER TO (INDEX CODE)		DEX CODE)	
DEPARTMENT / Transportation	on (	DEPARTMENT		
The same of the sa	VED (DERT HEAD)  APPROVED (DEPT HEAD)		HEAD)	
SPECIFIC LOCATION	ON (ADDRESS): <u>DOT, 2441 Headin</u>	gton Road	X_ PVL SL	
WHERE IN FACILI	TY? Maintenance Office			
PRIMARY CONTAC	CT PERSON: <u>Julianne Melchor</u>	PHON	E Ext. 5910	
SECONDARY CON	TACT PERSON: Reba Cloud or Mary	<b>Davis</b> PHON	NE <i>Ext.</i> 4909	
COUNTY TAG #	DESCRIPTION	SERIAL/VIN#	CONDITION	
NONE	GBC LAMINATOR	GKO4261	POOR-needs heat roller	
		-		
REMARKS: <u>Proces</u>	eds from sale to be deposited back to	Index code 306500, Use	r code 25000A	
AUDITOR RECORDS	S UPDATE BY	DATE		
VENDOR PICKUP D		K ("FROM" DEPT) GOLD	(GENERAL SERVICES)	

COUNTY OF EL DORADO SURPLUS PROPERTY	SURPLUS USE ONLY DATE REC: POSTED: 4/33/016	
TRANSFER REQUEST		
DATE 06/15/06 POSTEI		
TRANSFER FROM (INDEX CODE) 306500		EX CODE)
DEPARTMENT	DEPARTMENT	
Transportation	General Services	
APPROVED (DERT HEAD)	APPROVED (DEPT HE	AD) 
SPECIFIC LOCATION (ADDRESS): <u>DOT, 4950 Hillsdale C</u>	ircle, El Dorado Hills	X_PVL S
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: <b>Proceeds from sale to be deposited back to Ind</b>	ex code 306500, User c	ode 25000A
AUDITOR RECORDS UPDATE BY	DATE	
VENDOR PICKUP DATE BY		

COUNTY OF EL DORADO		SURPLUS USE ONLY	
SURPLUS PROPERTY		DATE REC:	
TRANSFER REQUEST  DATE 06/15/06		POSTED: 6/33/04	
TRANSFER FROM	M (INDEX CODE)	TRANSFER TO (INDE	
306500		DEPARTMENT	
DEPARTMENT Transportation		General Services	
APPROVED (DEP		APPROVED (DEPT HEA	AD)
SPECIFIC LOCAT	ON (ADDRESS): DOT, Bldg C		
WHERE IN FACIL	ITY? <u>2<sup>nd</sup> Floor</u>		
PRIMARY CONTA	CT PERSON: Julianne Melchor	PHONE_	Ext. 5910
SECONDARY CON	NTACT 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: Proce	eds from sale to be deposited back to Ind	ex code 306500, User co	ode 25000A
AUDITOR RECORD	S UPDATE BY	DATE	
VENDOR PICKUP I	DATE BY		
WHITE (AUD		FROM" DEPT) GOLD (GEN	VERAL SERVICES)

COUNTY OF E		SURPLUS	S USE ONLY
SURPLUS PROPERTY		DATE REC:	
TRANSFER REQUEST		POSTED: $\sqrt{a}$	123/00
DATE 06/15/	06	TOSTED.	
TRANSFER FROM	M (INDEX CODE)	TRANSFER TO (INDE	X CODE)
DEPARTMENT		DEPARTMENT	
Transportation		General Services	
APPROVED (DEP	HEAD)	APPROVED (DEPT HEA	AD)
A4 0-0			
SPECIFIC LOCATI	ON (ADDRESS): DOT, Bldg C		X_ PVL SL
WHERE IN FACIL	TTY?2 <sup>nd</sup> Floor		
PRIMARY CONTA	CT PERSON: Julianne Melchor	PHONE_	Ext. 5910
SECONDARY CON	TACT 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
i gi Zila kalika Tika di Pili kalika kipin di Sammano Jerandan sa mani	Cell Phones	none	broken
	Small table	none	good
	Vehicle Phones and accessories	none	outdated
	FAX – HP Model hp1230	CN37kb11cd	
REMARKS: <b>Proce</b>	eds from sale to be deposited back to Ind	ex code 306500, User co	ode 25000A
AUDITOR RECORD	S UPDATE BY	DATE	
VENDOR PICKUP I	DATEBY		
WHITE (ALIE	OITOR) YELLOW ("TO" DEPT) PINK ("I	FROM" DEPT) GOLD (GE	NERAL SERVICES)

COUNTY OF EL DORADO SURPLUS PROPERTY		SURPLUS USE ONLY DATE REC:	
TRANSFER REQUEST  DATE 06/15/06		POSTED:	23/04
TRANSFER FROM	1 (INDEX CODE)	TRANSFER TO (INDEX	CODE)
DEPARTMENT Transportation			D)
SPECIFIC LOCATION WHERE IN FACILI	ON (ADDRESS): <u>DOT, Bldg C</u> TY? 2 <sup>nd</sup> Floor		
	CT PERSON: Julianne Melchor	PHONE	Ext. 5910
SECONDARY CON	TACT 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	
REMARKS: Proceeds from sale to be deposited back to Index code 306500, User code 25000A			
AUDITOR RECORDS UPDATE BY DATE			
VENDOR PICKUP DATEBYBYBY			

COUNTY OF EL DORADO SURPLUS PROPERTY TRANSFER REQUEST DATE 06/15/06  TRANSFER FROM (INDEX CODE) 306500  DEPARTMENT Transportation APPROVED (DEPT HEAD)		SURPLUS DATE REC: POSTED:	ピスろ/のC x code)
	ON (ADDRESS): <u>DOT, Bldg C</u> TY? <u>Basement</u>		
	TACT PERSON: Linda Bloodsaw		Ext. 5910  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
	Keyboard trays	None	Broken
REMARKS: Proceeds from sale to be deposited back to Index code 306500, User code 25000A			
	S UPDATE BY	DATE	
WHITE (AUDITOR)  YELLOW ("TO" DEPT)  PINK ("FROM" DEPT)  GOLD (GENERAL SERVICES)			

COUNTY OF F	I DODADO	CUDDII	IC LICE ONLY	
COUNTY OF EL DORADO SURPLUS PROPERTY		1	SURPLUS USE ONLY	
TRANSFER REQUEST		DATE REC:		
DATE 06/15/		POSTED: 6/33/00		
TRANSFER FROM	M (INDEX CODE)	TRANSFER TO (IND	EX CODE)	
DEPARTMENT	^	DEPARTMENT Company Sorvings		
Transportation	heab)	General Services APPROVED (DEPT HI	EAD)	
thice			·	
SPECIFIC LOCATI	ON (ADDRESS): <u>DOT, Bldg C</u>		X_PVLSI	
WHERE IN FACIL	TTY? Basement			
PRIMARY CONTA	CT PERSON: Julianne Melchor	PHONE	Ext. 5910	
SECONDARY CON	NTACT 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	
		1		
REMARKS: <b>Proce</b>	eds from sale to be deposited back to In	idex code 306500, User d	code 25000A	
AUDITOR RECORD	S UPDATE BY	DATE		
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WHITE (AUD			ENERAL SERVICES)	

GOLD (GENERAL SERVICES)

COUNTY OF E		SURPLU	IS USE ONLY
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APPROVED (DEP		General Services APPROVED (DEPT HI	EAD)
SPECIFIC LOCATI	ON (ADDRESS): DOT, Bldg C		X_ PVL S
WHERE IN FACILI	TY? Basement		
PRIMARY CONTA	CT PERSON: Julianne Melchor	PHONE	Ext. 5910
		PHONE	
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,
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,
100077	Scanner – HP Model C6260A	SG84K13014	Not working
		j.	
REMARKS: <u><b>Proce</b></u>	eds from sale to be deposited back to I	ndex code 306500, User	code 25000A
AUDITOR RECORD	S UPDATE BY	DATE	
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WHITE (AUD	OTOR) YELLOW ("TO" DEPT) PINK	("FROM" DEPT) GOLD (C	SENERAL SERVICES)

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	M (INDEX CODE)	TRANSFER TO (IND	
DEPARTMENT Transportation		DEPARTMENT General Services	
APPROVED (DEPT		APPROVED (DEPT HI	EAD)
SPECIFIC LOCATI	ION (ADDRESS): <u>DOT, Bldg C</u>		X_PVLS
WHERE IN FACILI	ITY? Basement		
PRIMARY CONTA	ACT PERSON: <u>Julianne Melchor</u>	PHONE	EExt. 5910
SECONDARY CON	NTACT PERSON: Linda Bloodsaw	PHONI	E <i>Ext.</i> 5930
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
REMARKS: <u>Proce</u>	eeds from sale to be deposited back to	o Index code 306500, User	code 25000A
AUDITOR RECORD	OS UPDATE BY	DATE	
VENDOR PICKUP D	DATE BY	ł	

WHITE (AUDITOR)

YELLOW ("TO" DEPT)

PINK ("FROM" DEPT)

GOLD (GENERAL SERVICES)

COUNTY OF E SURPLUS PRO TRANSFER RE DATE 06/15/	PERTY QUEST	SURPLUS USE ONLY DATE REC: POSTED: 43		
TRANSFER FROM	M (INDEX CODE)	TRANSFER TO (IND	EX CODE)	
DEPARTMENT Transportation		DEPARTMENT General Services		
APPROVED (DEP	(HEAD)	APPROVED (DEPT HE	EAD)	
SPECIFIC LOCATI	ON (ADDRESS): DOT, Bldg C		X_PVLSI	
	TTY? Basement			
	CT PERSON: <u>Julianne Melchor</u> ITACT PERSON: <i>Linda Bloodsaw</i>		Ext. 5910  Ext. 5930	
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  CPU – HP Model D4644B	US01511815	Fair – older model,	
100044	CPU – HP Model D4644B	US65057419 US03569818	Fair – older model, hard drive removed Fair – older model,	
100044	CPU – HP Model D9861E	US03504833	hard drive removed Fair – older model,	
100184	CPU – HP Model D9861E	US03505033	hard drive removed Fair – older model,	
100186	CPU – HP Model D9861E	US03504783	hard drive removed Fair – older model, hard drive removed	
REMARKS: Proceeds from sale to be deposited back to Index code 306500, User code 25000A				
AUDITOR RECORD	S UPDATE BY	DATE		
VENDOR PICKUP D	DATE BY	7		

YELLOW ("TO" DEPT)

PINK ("FROM" DEPT)

WHITE (AUDITOR)

GOLD (GENERAL SERVICES)