

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

Meeting of
August 22, 2006

AGENDA TITLE: Donation of Surplus Property (Department of Agriculture)

DEPARTMENT: Chief Administrative Office

DEPT SIGNOFF:

CAO USE ONLY: C

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

DATE: 8/8/2006

PHONE: 5830

Sen. A. 8-10-06

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Pursuant to County Ordinance Code Section 3.12.165, Surplus Property Availability to Community Organizations, Chief Administration Office, Procurement and Contracts recommending your Board: (1) Authorize the donation of ten (10) Multi-purpose Chairs, previously approved as surplus by your Board on July 18, 2006, Item #57, to the El Dorado County Farm Bureau in Placerville as indicated on the property transfer request; and (2) Authorize the Purchasing Agent to sign the required Agreements for use of donated surplus property.

Agreement available in Clerk's Packet

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

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 (X) No

Budgeted \$0.00

Change in Policy () Yes (X) No

New Funding

New Personnel () Yes (X) No

Savings

CONCURRENCES:

Other

Risk Management

Total Funding \$0.00

County Counsel

Change in Net County Cost

Other

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or

Ayes:

Noes:

Abstentions:

Absent:

Rev. 6/04 ISKW001 Agenda

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 8, 2006

TO: Board of Supervisors

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

CC: William Stephans, Commissioner of Agriculture
& Sealer of Weights and Measures

SUBJECT: Donation of Surplus Property

Recommendation: Pursuant to County Ordinance Code Section 3.12.165, Surplus Property Availability to Community Organizations, Chief Administration Office, Procurement and Contracts recommending your Board: (1) Authorize the donation of ten (10) Multi-purpose Chairs, previously approved as surplus by your Board on July 18, 2006, Item #57, to the El Dorado County Farm Bureau in Placerville as indicated on the property transfer request; and (2) Authorize the Purchasing Agent to sign the required Agreements for use of donated surplus property.

Reason for Recommendation: The Department of Agriculture has requested that the office furniture be donated to the El Dorado County Farm Bureau for their use as conference room chairs.

In accordance with County Ordinance Code Section 3.12.165, the Board of Supervisors may make available to community based organizations engaged in the pursuit of public purposes those items of surplus personal property to organizations as recommended by the Purchasing Agent.

A copy of the draft agreement is on file with the Board Clerk's Office.

Fiscal Impact: No fiscal impact. The ten (10) chairs are in Good/Fair condition. These items have been posted on the surplus website for 30 days. No internal departments have requested these items. These items are several years old and have minimal resale value.

Net County Cost: No change in net county cost.

Action to be Taken Following Approval: Upon approval by the Board, the Auditor-Controller will process property transfer forms to acknowledge the transaction, and the Purchasing Agent will process and execute the Agreement for use of Donated Surplus Property with the El Dorado County Farm Bureau.

Contract #: Surplus Property Donation Agreement
CONTRACT ROUTING SHEET

Date Prepared: 12/02/03

Need Date: PLEASE RUSH

PROCESSING DEPARTMENT:

Department: General Services
Dept. Contact: Bonnie H. Rich

CONTRACTOR:

Name: _____
Address: Approve "Boiler-Plate"
Agreement

Phone #: 5940

Department: _____

Head Signature: Bonnie H. Rich

Phone: _____

George W. Sanders

CONTRACTING DEPARTMENT: General Services/Procurement and Contracts

Service Requested: Donation of Surplus Property Agreement

Contract Term: _____ Contract/Amendment Value: _____

Compliance with Human Resources requirements? Yes: X No: _____

Compliance verified by: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: ✓ Disapproved: _____ Date: 12/15/03 By: Justin

Approved: _____ Disapproved: _____ Date: _____ By: _____

Note: Revisions made at the request of Counsel per attached. Please Rush. Necessary to surplus/donate several ambulances approved by the Board of Supervisors 12/02/03, #8.

Conditional approval: per discussion of Bonnie, add voluntary rate that in can eat ag. for products call of questions

OK add

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

12/16/03 BHR

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: _____ Disapproved: _____ Date: _____ By: _____

Approved: _____ Disapproved: _____ Date: _____ By: _____

please call when ready for pick-up. Thank You.

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____

Approved: _____ Disapproved: _____ Date: _____ By: _____

Approved: _____ Disapproved: _____ Date: _____ By: _____