



County of El Dorado

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Legislation Text

File #: 07-111, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, submitting a list of property for donation to the Department of Child Support Services for one (1) Tab filing system in accordance with the County's Ordinance Code Section 3.12.220; and authorize the Purchasing Agent to execute the required surplus property donation agreement with El Dorado County Superior Court.

RECOMMENDED ACTION: Approve.

Fiscal Impact/Change to Net County Cost: No Change in Net County Cost

Background: On June 7, 2005, item #68, your Board approved the relocation of the South Lake Tahoe leased office space of Child Support Services to the El Dorado Government Center located at Lake Tahoe Boulevard. As a result of the relocation, the Department of Child Support Services donated a Tab Filing System to the Courts that became surplus to the needs of Child Support Services.

Reason for Recommendation: While the County and the Courts agreed to the transfer of this filing system from Child Support Services to the Courts, the appropriate surplus property transfer form and required surplus property donation agreement were never completed. It is necessary to obtain your Boards approval of the transfer and authorize the Purchasing Agent to execute the required agreement for use of donated surplus property in order to remove the Tab Filing System from the Department of Child Support Services' fixed asset inventory list.

Action to be taken following Board approval: The surplus property transfer request form will be forwarded to the Auditor's Office along with the required surplus property donation agreement. The surplus property will be removed from Child Support Services fixed asset inventory list.

Contact: Bonnie H. Rich, Purchasing Agent x5940

Concurrences: Not applicable