

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: January 18, 2012

Division: Monroe County

Bulk Item: Yes XX No    

Department: Fixed Asset Surplus

Staff Contact Person: JJ Geraway

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**AGENDA ITEM WORDING: Approval to remove surplus equipment form inventory via disposal or advertise for bid.**

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**ITEM BACKGROUND: See attached schedule**

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**PREVIOUS RELEVANT BOCC ACTION: N/A**

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**CONTRACT/AGREEMENT CHANGES:**

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**STAFF RECOMMENDATIONS:**

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**TOTAL COST:**    N/A   

**BUDGETED:** Yes     No    

**COST TO COUNTY:**    N/A   

**SOURCE OF FUNDS:**    N/A   

**REVENUE PRODUCING:** Yes     No     **AMOUNT PER MONTH**     **Year**    

**APPROVED BY:** County Atty     OMB/Purchasing     Risk Management    

**DIVISION DIRECTOR APPROVAL:**

  
\_\_\_\_\_  
(Kevin Madok, Assistant Finance Director)

**DOCUMENTATION:** Included Yes Not Required    

**DISPOSITION:** \_\_\_\_\_

**AGENDA ITEM #** \_\_\_\_\_

**Board of County Commissioner**  
**January 18, 2012**

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND		AMOUNT		BOCC ACTION
County ID #	Description			Original Value	Estimated value	need approval to-
1	6229	Dell Latitude D820	old, obsolete, not economical to repair	\$2,069.90	\$0.00	remove from inventory and dispose
2	6216	Dell Optiplex 745	old, obsolete, not economical to repair	\$1,334.60	\$0.00	remove from inventory and dispose
3	6215	Dell Optiplex 745	old, obsolete, not economical to repair	\$1,334.60	\$0.00	remove from inventory and dispose
4	5631	Dell Powervault	old, obsolete, not economical to repair	\$4,785.00	\$0.00	remove from inventory and dispose
5	3896	HP 4100 Printer	old, obsolete, not economical to repair	\$2,081.00	\$0.00	remove from inventory and dispose
6	5281	Dell Optiplex GX520	old, obsolete, not economical to repair	\$1,588.16	\$0.00	remove from inventory and dispose
7	5318	Dell Optiplex GX520	old, obsolete, not economical to repair	\$1,588.16	\$0.00	remove from inventory and dispose
8	4593	98 Chev Lumina	not usable, beyond repair	\$16,369.13	\$900.00	approval to advertise for bids
9	4491	99 Olds Intrigue	not usable, beyond repair	\$14,638.00	\$1,000.00	approval to advertise for bids
10	3866	01 Chev Malibu	not usable, beyond repair	\$14,817.99	\$1,100.00	approval to advertise for bids
11	1952	00 Jeep Cherokee	not usable, beyond repair	\$17,999.75	\$1,400.00	approval to advertise for bids
12	5220	Dell Precision 380	Not working, replaced with new equipment	\$1,581.73	\$0.00	remove from inventory and dispose
13	5117	Dell Poweredge 1850	Not working, replaced with new equipment	\$3,817.55	\$0.00	remove from inventory and dispose
14	4003	Dell Precision 340	Not working, replaced with new equipment	\$1,992.00	\$0.00	remove from inventory and dispose
15	4016	Dell Precision 360	Not working, replaced with new equipment	\$1,454.31	\$0.00	remove from inventory and dispose
16	3989	Dell Precision 360	Not working, replaced with new equipment	\$1,454.31	\$0.00	remove from inventory and dispose
17	3997	Dell Precision 360	Not working, replaced with new equipment	\$1,850.29	\$0.00	remove from inventory and dispose
18	3124	HP Laserjet Printer	Not working, replaced with new equipment	\$1,046.37	\$0.00	remove from inventory and dispose
19	5001	Dell Precision 380	Not working, replaced with new equipment	\$1,537.18	\$0.00	remove from inventory and dispose
20	6060	Dell Precision 390	Not working, replaced with new equipment	\$1,522.58	\$0.00	remove from inventory and dispose
21	5847	Dell Precision 380	Not working, replaced with new equipment	\$1,405.35	\$0.00	remove from inventory and dispose

**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** Kevin Madock – Stop #8  
Property Clerk, Finance Dept.  
**DATE:** 3/24/2011

**FROM:** Andrew Bulla – Stop #2  
Business Operations Rm28

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
6229	3ZCW0F1	LATITUDE D820	11/07	<del>\$1100</del> /\$0 2069.90
6216	J6RS0F1	OPTIPLEX 745	6/07	<del>\$1100</del> /\$0 1334.60
6215	77RS0F1	OPTIPLEX 745	6/07	<del>\$1100</del> /\$0 1334.60
5631	BGLWB71	POWERSVAULT 124T	5/06	\$4785/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

- APPROVAL TO ADVERTISE FOR BIDS.  
XXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
       APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

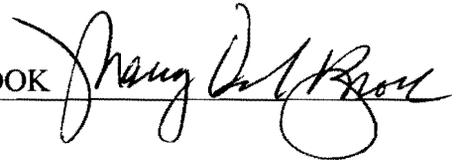
REASON FOR REQUEST:

Obsolete equipment outlived their productivity.

PREPARED BY: ANDREW BULLA  
PRINT NAME

DATE: \_\_\_\_\_

DIVISION DIRECTOR APPROVAL: MARY VANDEN BROOK  
PRINT NAME



**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

TO: Kevin Maddox Received FROM: Michelle Lee  
PROPERTY CLERK, FINANCE DEPT. DEC 12 2011 GMD  
 DATE: 12-2-11 Finance Dept.

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
3896	USBDB10101	Hp 4100 printer	5/16/01	O = 2081 P = 0

CHECK ONE (1) APPROPRIATE LINE BELOW:

- APPROVAL TO ADVERTISE FOR BIDS.  
 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

Inoperable

PREPARED BY: M. Lee DATE: 12-2-11

DIVISION DIRECTOR APPROVAL: [Signature] 12-7-11  
 PRINT NAME: CHRISTINE HARLEY, GMD Director  
 TECHNICAL SERVICES APPROVAL: [Signature] 12/9/11  
 PRINT NAME: ALICE DRUCKENMILLER

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

TO: JJ GERAWAY  
 Property Clerk, Finance Dept.

FROM: TECHNICAL SERVICES

DATE: 12 - 5 - 2011

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
5281	7NG1S81	Computer Dell Optiplex 6X520	1/4/06	\$1,588.16 / 000.00
				/ 000.00
				/ 000.00
				/ 000.00
				/ 000.00
				/ 000.00
				/ 000.00
				/ 000.00

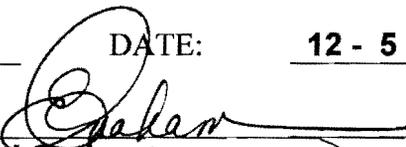
CHECK ONE (1) APPROPRIATE LINE BELOW:

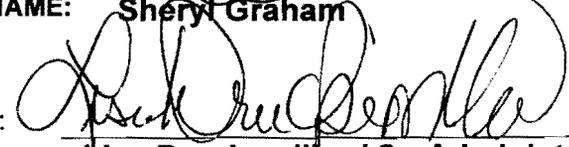
- XXXXX APPROVAL TO ADVERTISE FOR BIDS.  
 \_\_\_\_\_ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
 \_\_\_\_\_ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

**OLD / OUTDATED / BROKEN**

PREPARED BY: John Matthew Massoud DATE: 12 - 5 - 2011

DIVISION DIRECTOR APPROVAL:  12/6/11  
 SIGN NAME: Sheryl Graham

TECHNICAL SERVICES APPROVAL:   
 SIGN NAME: Lisa Druckemiller / Sr. Administrator



Received

DEC 16 2011

Finance Dept.

# MONROE COUNTY INVENTORY DELETION REQUEST

TO: JJ Geraway, STOP #8  
PROPERTY MGR., FINANCE DEPT.

FROM: Roy Sanchez, Director  
Fleet Management Department

DATE: December 14, 2011



M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
<del>0211/039</del> 4593	2G1WL52M1W9165626	98 CHEVROLET LUMINA	COUNTY CLERK 11/25/97	1,900.00 \$16,369.13
<del>0400/007</del> 4491	1G3WS52K1XF344864	99 OLDSMOBILE INTRIGUE	PROPERTY APPRAISER 2/5/2002	1,000.00 \$14,638.00
<del>0970/3866</del> 3866	1G1ND52J616167385	01 CHEVROLET MALIBU	OCTOBER 2000 11/8/2000	14,817.99 / 1,100.00
<del>3300/139</del> 1952	1J4FT28S6YL239379	00 JEEP CHEROKEE	JUNE 2000 6/5/2000	18,029.00 / 1,400.00 \$17,999.75

CHECK ONE (1) APPROPRIATE LINE BELOW:

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 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST: The above vehicles were replaced with new hybrids purchased from Energy Grant funds and are no longer in use. 1<sup>st</sup> three vehicles located at the Marathon garage, last vehicle located at the Plantation Key garage.

PREPARED BY: \_\_\_\_\_  
PRINT NAME: Ron Cherry

DATE: 12/14/2011

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

Beth Leto for  
PRINT NAME: Dent Pierce

# MONROE COUNTY INVENTORY DELETION REQUEST

TO: JJ Geraway, Stop #8  
Property Clerk, Finance Dept.  
 DATE: 12/20/11

FROM: MIS Clerk's Office

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
5220	D6N5S81	DELL PRECISION 380	12/31/05	\$1,581.73/0
5117	8568J81	DELL POWEREDGE 1850	09/18/05	\$3,817.55/0
4003	6105F21	DELL PRECISION 340	02/26/03	\$1,992.00/0
4016	531C451	DELL PRECISION 360	06/25/04	\$1,454.31/0
3989	C11C451	DELL PRECISION 360	06/25/04	\$1,454.31/0
3997	F5XTF51	DELL PRECISION 360	08/05/04	\$1,850.29/0

CHECK ONE (1) APPROPRIATE LINE BELOW:

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 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Not working, replaced with new equipment

PREPARED BY: JJ Geraway  
 PRINT NAME JJ Geraway

DATE: 12/20/11

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_  
 PRINT NAME

# MONROE COUNTY INVENTORY DELETION REQUEST

**TO:** JJ Geraway, Stop #8  
Property Clerk, Finance Dept.

**DATE:** 12/21/11

**FROM:** MIS & Finance Clerk's Office

Item Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
3124	SCNBFC63507	HP Laserjet Printer 2300N	02/25/04	\$1,046.37/0
5001	HL61H81	Dell Precision 380	09/14/05	\$1,537.18/0
6060	7BZFHD1	Dell Precision 390	09/30/07	\$1,522.58/0
5847	GBZGC01	Dell Precision 380	11/16/06	\$1,405.35/0

CHECK ONE (1) APPROPRIATE LINE BELOW:

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- APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
- APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Not working, replaced with new equipment

PREPARED BY: JJ Geraway  
PRINT NAME JJ Geraway

DATE: 12/21/11

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_  
PRINT NAME