

## **Board of County Commissioners Agenda Request**

**Date of Meeting:** December 20, 2016

**Date Submitted:** December 3, 2016

**To:** Honorable Chairperson and Members of the Board

**From:** Robert M. Presnell, County Administrator  
Jeff Price, Senior Management and Budget Analyst

**Subject:** Approval to Dispose of Surplus Property and Equipment

---

### **Statement of Issue:**

This agenda item seeks Board approval to dispose of surplus property and equipment that is obsolete, damaged and has no useful value. This item also seeks permission to remove these items from the physical inventory.

### **Background:**

Over the past several years, an excessive amount of obsolete, damaged and useless property has accumulated at the Gadsden County Health Department. This includes old computers, monitors, printers, office and hospital and or clinical equipment and other miscellaneous items that are no longer functional and have no value.

### **Analysis:**

Attached is a list of property and equipment that has been deemed surplus and needs to be disposed of and removed from the County's inventory. Staff request permission to dispose of the surplus property and equipment so that it can be taken off of the fixed assets inventory list and removed from storage. Both the County and finance staff have been working diligently to clean up the fixed assets inventory by removing old items that have been on the books for up to twenty years. Most of the items have been on the books so long it can no longer be located and probably has already been disposed of. If this item is approved, this will assist in expediting the process of cleaning up the fixed asset records.

### **Fiscal Impact:**

None

### **Options:**

1. Approve staff to dispose of surplus and obsolete property and equipment and remove from the fixed assets inventory.
2. Do not approve.
3. Board direction.

**County Administrator's Recommendation:**

Option 1

**Attachment:**

1. Property Disposal forms for the Surplus and Obsolete Property and Equipment

Property Number	Description	Model	Serial number	Location
	Dell Computer	Optiplex GX620	D34B4001	DOH
10387	Dell Computer	Optiplex GX620	5WK0MC1	DOH
10062	Dell Computer	Optiplex GX620	4XDSSB1	DOH
NONE	Dell Computer	Optiplex GX620	7YZW081	DOH
9652	Dell Computer	Optiplex GX260	BY11N21	DOH
NONE	Dell Computer	Optiplex GX260	BGS1Y61	DOH
10388	Dell Computer	Optiplex GX620	4WK0MC1	DOH
10052	Dell Computer	Optiplex GX620	GK50NB1	DOH
10061	Dell Computer	Optiplex GX260	HWD5SB1	DOH
9648	Dell Computer	Optiplex GX260	98HOW21	DOH
10458	Dell Computer	Optiplex GX620	59WQZF1	DOH
10091	Dell Computer	Optiplex GX620	24V46C1	DOH
NONE	Dell Computer	Optiplex GX260	4Z11N21	DOH
NONE	Dell Computer	Optiplex GX260	JY11N21	DOH
9629	Dell Computer	Optiplex GX260	1381W21	DOH
10092	Dell Computer	Optiplex GX620	H3B46C1	DOH
NONE	Dell Computer	Optiplex GX620	DYZWQB1	DOH
9620	Dell Computer	Optiplex GX260	DOB1W21	DOH
NONE	Dell Computer	Optiplex GX260	22B1W21	DOH
NONE	Dell Computer	Optiplex GX620	9288TB1	DOH
NONE	Dell Computer	Optiplex GX260	67HDW21	DOH
9656	Dell Computer	Optiplex GX260	3Z11N21	DOH
9654	Dell Computer	Optiplex GX260	GY11N21	DOH
NONE	Dell Computer	Optiplex GX260	7Z11N21	DOH
10093	Dell Computer	Optiplex GX620	63V46C1	DOH
NONE	Dell Computer	Optiplex GX620	87H0W21	DOH
NONE	Dell Computer	Optiplex GX280	4P6R771	DOH
NONE	Dell Computer	Optiplex GX260	18MF721	DOH
9628	Dell Computer	Optiplex GX260	H2B1W21	DOH
9665	Dell Computer	Optiplex GX260	50021N21	DOH
NONE	Dell Computer	Optiplex GX260	D2B1W21	DOH
9638	Dell Computer	Optiplex GX260	H6HDW21	DOH
NONE	Dell Computer	Optiplex GX620	66PQWC1	DOH
NONE	Dell Computer	Optiplex GX620	H26212D1	DOH
10914	Dell Computer	Optiplex GX780	GTWM6M1	DOH
9589	Dell Computer	Optiplex GX240	G4XF311	DOH
NONE	Dell Computer	Optiplex GX790	D05D001	DOH
NONE	Dell Computer	Optiplex GX620	43212D1	DOH

Property Number	Description	Model	Serial number	Location
10051	Dell Computer	Optiplex GX620	1L5QNV1	DOH
10050	Dell Computer	Optiplex GX620	HFZPNB1	DOH
10390	Dell Computer	Optiplex GX620	6WK0MC1	DOH
NONE	Dell Computer	POWEREDGE 600SC	8WJDN21	DOH
NONE	Dell Computer	Optiplex 960	380DVK1	DOH
NONE	Dell Computer	Optiplex 960	48DDVK1	DOH
NONE	Dell Computer	Optiplex 780	8WGDJQ1	DOH
NONE	Dell Computer	Optiplex 390	FHL4VV1	DOH
NONE	Dell Computer	Optiplex 390	FHM4VV1	DOH
NONE	Dell Computer	Optiplex GX620	CWSL4D1	DOH
NONE	Dell Computer	Optiplex GX620	1WSL4D1	DOH
NONE	Dell Computer	Optiplex GX620	16PQWC1	DOH
NONE	Dell Computer	Optiplex GX620	P5212D1	DOH
NONE	Dell Computer	Optiplex GX620	6WSL4D1	DOH
10872	Dell Computer	Optiplex GX620	BWSL4D1	DOH
10626	Dell Computer	Optiplex GX760	7GBJ5J1	DOH
10432	Dell Computer	Optiplex GX760	FBMGDF1	DOH
10513	Dell Computer	Optiplex 755	J18YWG1	DOH
10088	Dell Computer	Optiplex GX620	2RG34C1	DOH
10447	Dell Computer	Optiplex GX755	J16HHF1	DOH
10677	Dell Computer	Optiplex GX760	J71NPL1	DOH
10430	Dell Computer	Optiplex GX755	CVMGDF1	DOH
10627	Dell Computer	Optiplex GX760	7GBK4J1	DOH
10625	Dell Computer	Optiplex GX760	7GBKSJ1	DOH
10443	Dell Computer	Optiplex 755	HVMGDF1	DOH
10673	Dell Computer	Optiplex 760	J722PL1	DOH
10457	Dell Computer	Optiplex 755	3FSQMF1	DOH
10442	Dell Computer	Optiplex 755	GBMGDF1	DOH
8937	Dell Computer	Optiplex 745	97QWGD1	DOH
10431	Dell Computer	Optiplex 755	DVMGDF1	DOH
10674	Dell Computer	Optiplex 760	J712PL1	DOH
10428	Dell Computer	Optiplex 755	1WMGDF1	DOH
10399	Dell Computer	Optiplex GX620	7SXCWC1	DOH
10429	Dell Computer	Optiplex 755	2WMGDF1	DOH
10675	Dell Computer	Optiplex 760	J71YPL1	DOH
10512	Dell Computer	Optiplex 755	228YWG1	DOH
10456	Dell Computer	Optiplex 755	2FSQMF1	DOH
10632	Dell Computer	Optiplex 755	7NPSHJ1	DOH
10622	Dell Computer	Optiplex 760	GPBXDK1	DOH
10095	Dell Computer	Optiplex GX620	8PG34C1	DOH
10631	Dell Computer	Optiplex 755	5NPSHJ1	DOH
10418	Dell Computer	Optiplex 745	7LGMBV1	DOH
10462	Dell Computer	Optiplex 755	FID8BG1	DOH
10433	Dell Computer	Optiplex 745	4LDFOF1	DOH
10672	Dell Computer	Optiplex 760	J123OL1	DOH

<b>Property Number</b>	<b>Description</b>	<b>Model</b>	<b>Serial number</b>	<b>Location</b>
10094	Dell Computer	Optiplex GX320	BQG34C1	DOH
10514	Dell Computer	Optiplex 755	G18YWG1	DOH
10096	Dell Computer	Optiplex GX620	3SG34C1	DOH
10444	Dell Computer	Optiplex 755	JVMGDF1	DOH
NONE	Dell Computer	Optiplex 760	GPBZDK1	DOH
10434	Dell Computer	Optiplex 745	7LDFOF1	DOH
8938	Dell Computer	Optiplex 745	F9QWGD1	DOH
8936	Dell Computer	Optiplex 745	9BQWGD1	DOH
10630	Dell Computer	Optiplex 755	6NP5HJ1	DOH
10087	Dell Computer	Optiplex GX620	9RG34C1	DOH
10517	Dell Computer	Optiplex 755	GMXL4M1	DOH
8940	Dell Computer	Optiplex 745	39QWGD1	DOH
8941	Dell Computer	Optiplex 745	37QWGD1	DOH
NONE	Dell Computer	LAPTOP LATITUDE	9H7C721	DOH
NONE	Dell Computer	LAPTOP LATITUDE	69FKG11	DOH
10460	Dell Computer	Optiplex 755	FKHMF1	DOH
10101	Dell Computer	Optiplex 745	29TL9C1	DOH
10100	Dell Computer	Optiplex 745	D8TL9C1	DOH
10173	Dell Computer	Optiplex 745	IL8XCC1	DOH
9932	Dell Computer	LAPTOP LATITUDE D410	C7264A02	DOH
NONE	Dell Computer	LAPTOP LATITUDE D400	M9797A00	DOH
NONE	Dell Computer	LAPTOP LATITUDE E5530	HNS0VY1	DOH
NONE	Dell Computer	LAPTOP LATITUDE E5530	1F00VY1	DOH
NONE	Dell Computer	LAPTOP LATITUDE E5530	D5YZTYI	DOH
NONE	Dell Computer	LAPTOP LATITUDE	48CMBT1	DOH
9931	Dell Computer	LAPTOP LATITUDE D410	CZ7P581	DOH
9934	Dell Computer	LAPTOP LATITUDE D410	128PS81	DOH
9933	Dell Computer	LAPTOP LATITUDE D410	908PS81	DOH
8930	Dell Computer	LAPTOP LATITUDE D610	FVQVQB1	DOH
10065	Dell Computer	LAPTOP LATITUDE D620	CL6PRB1	DOH
NONE	Dell Computer	LAPTOP LATITUDE D510	GHX2Q81	DOH
NONE	Dell Computer	LAPTOP LATITUDE D510	HWKFCT1	DOH
NONE	Dell Computer	LAPTOP LATITUDE D510	5Z6FVV1	DOH
NONE	Dell Computer	LAPTOP LATITUDE D510	2GF3LQ1	DOH
NONE	Dell Computer	LAPTOP LATITUDE D510	48CLBT1	DOH
10059	Dell Computer	LAPTOP LATITUDE D610	CTD9TB1	DOH
10519	Dell Computer	LAPTOP LATITUDE D630	C7AMAH1	DOH
10520	Dell Computer	LAPTOP LATITUDE D630	D74M4HI	DOH
10453	Dell Computer	LAPTOP LATITUDE D630	70W1KF1	DOH
NONE	Dell Computer	LAPTOP LATITUDE D630	HWKCCT1	DOH
NONE	Dell Computer	LAPTOP LATITUDE D630	HWKDCT1	DOH
NONE	Dell Computer	LAPTOP LATITUDE E5530	B7B68W1	DOH
NONE	Dell Computer	LAPTOP LATITUDE E5430	J3Q6ZV1	DOH
NONE	Dell Computer	LAPTOP LATITUDE E5430	7PVLKQ1	DOH
NONE	Dell Computer	LAPTOP LATITUDE D800	4JLCH51	DOH

<b>Property Number</b>	<b>Description</b>	<b>Model</b>	<b>Serial number</b>	<b>Location</b>
NONE	Dell Computer	LAPTOP LATITUDE D800	HRN0H41	DOH
NONE	Dell Computer	LAPTOP LATITUDE D800	2Z2JR41	DOH
10398	Dell Computer	LAPTOP LATITUDE D820	JYM6WC1	DOH
NONE	Dell Computer	LAPTOP LATITUDE D820	3BGZK11	DOH
8901	Dell Computer	LAPTOP LATITUDE D820	F844W01	DOH
NONE	Dell Computer	LAPTOP LATITUDE D820	8Q6VL21	DOH
NONE	Dell Computer	LAPTOP LATITUDE D820	6BGZK11	DOH
9221	Dell Computer	LAPTOP LATITUDE CPX	S9CK501	DOH
9817	Dell Computer	LAPTOP LATITUDE D800	SKQJW41	DOH
9816	Dell Computer	LAPTOP LATITUDE D800	DJQJW41	DOH
9850	Dell Computer	LAPTOP LATITUDE D800	7JLCH51	DOH
10873	Dell Computer	LAPTOP LATITUDE	JZS2JMI	DOH
10628	Dell Computer	LAPTOP LATITUDE	JV3ZOL1	DOH
10659	Dell Computer	LAPTOP LATITUDE	1SQSTL1	DOH
10639	Dell Computer	LAPTOP LATITUDE	92DX5L1	DOH
10650	Dell Computer	LAPTOP LATITUDE	4GKSVL1	DOH
10642	Dell Computer	LAPTOP LATITUDE	62DX5L1	DOH
10661	Dell Computer	LAPTOP LATITUDE	24XQYK1	DOH
10912	Dell Computer	LAPTOP LATITUDE	88WPGK1	DOH
10621	Dell Computer	LAPTOP LATITUDE	DFQBJL1	DOH
10629	Dell Computer	LAPTOP LATITUDE	6W3ZOL1	DOH
10633	Dell Computer	LAPTOP LATITUDE	3FRBPJ1	DOH
10660	Dell Computer	LAPTOP LATITUDE	42XQYK1	DOH
10638	Dell Computer	LAPTOP LATITUDE	B2BX5L1	DOH
10635	Dell Computer	LAPTOP LATITUDE	JTM48J1	DOH
10874	Dell Computer	LAPTOP LATITUDE	H2FZJM1	DOH
10634	Dell Computer	LAPTOP LATITUDE	IVM48J1	DOH
10939	Dell Computer	LAPTOP LATITUDE	6TPGYM1	DOH
10940	Dell Computer	LAPTOP LATITUDE	3TPGVM1	DOH
10906	Dell Computer	LAPTOP LATITUDE	91KZRM1	DOH
9686	Dell Computer	INSPIRON	5NFM331	DOH
10640	LT Computer	LAPTOP LATITUDE	82DX5L1	DOH
NONE	LT Computer	LAPTOP LATITUDE	9G5Y4Q1	DOH
NONE	LT Computer	LAPTOP LATITUDE	HZ773N1	DOH
NONE	LT Computer	LAPTOP LATITUDE	623HLJ1	DOH
NONE	LT Computer	LAPTOP LATITUDE	JHG33N1	DOH
NONE	LT Computer	LAPTOP LATITUDE	2RXK3K1	DOH