

City of Coconut Creek InterOffice Memorandum

To: Linda Jeethan 
Purchasing and Contracts Manager

Date: December 16, 2019

Through: Francisco Ferras 
CIO

Subject: IT Surplus Equipment 12/16/19

From: Rick Kershaw
IT Operations Manager

Issue:

In accordance with the Technology Refresh Program CIP, IT equipment is reviewed on an annual basis and scheduled for replacement based on its life cycle. This allows the City to remain in a proactive position for current technological advances. IT staff is requesting permission to scrap and recycle its outdated surplus equipment in compliance with surplus policy.

Background:

IT staff conducts an inventory of IT equipment and compiles a list of outdated and/or damaged equipment, which is no longer useful to the City. The surplus totals are listed on the attached Department Surplus Designation form along with a spreadsheet itemizing the asset and serial number of the individual items.

Upon Commission approval, arrangements will be made for the approved items to be picked up by Capital Scrap Metal, which the City is currently contracted with. Scrapping of the equipment provides the City with a reasonable revenue amount. As part of the disposal process, the vendor will supply the City with a Certification of Destruction for all scrapped materials.

Vendor Contact:

Attn: Steve Weinberg, Sales Director
1610 N. Powerline Road
Pompano Beach, FL 33069, 561-322-6510.

Recommendation:

The Information Technology Department recommends the items listed on the attached form be designated as surplus and disposed of in a manner that is equitable for the City.

Attachment
RK/vlk

This form should be completed for all surplus items and submitted to the Purchasing Division for processing.

Requestor Name: Virginia Korstjens

Department: Information Technology

Location Contact: Rick Kershaw

Phone Number: 1485

Property Location 4800 W Copans Road

Phone Number: 1510

ITEM DETAILS

4-digit Dept. + Item number (i.e., 0141-1)	Item Description (Make, Model, Brand, Color, Type, Working or Non-working)	MFR S/N (if applicable)	Quantity	Briefly explain why the item is surplus (i.e., no longer used, old, obsolete, taking up space, not operational)	Condition
0144	HP LaserJet printers	See attached	7	Non operational	Non-operational
0144	HP DeskJet printer	See attached	1	Non operational	Non-operational
0144	HP 1040 fax machine	See attached	1	Non operational	Non-operational
0144	Brother fax machines	See attached	4	Non operational	Non-operational
0144	Canon DR-3080 Scanner	See attached	1	Non operational	Non-operational
0144	Dell OptiPlex desktop computers	See attached	15	Non operational	Non-operational
0144	Dell Precision T3400 desktop computers	See attached	2	Non operational	Non-operational
0144	Samsung printer CLP-315W	See attached	1	Non operational	Non-operational
0144	HP Elite Pad	See attached	1	Non operational	Non-operational
0144	Dell PowerEdge R610 server	See attached	1	Non operational	Non-operational
0144	Dell PowerEdge server rack console	See attached	1	Non operational	Choose an item.
0144	Dell 42U Server cabinet	See attached	1	Non operational	Choose an item.
0144	Dell Latitude laptop computers	See attached	47	Non operational	Choose an item.

DEPARTMENT DIRECTOR APPROVAL

This is to certify that the above named items and / or equipment have reached their useful lifecycle, have become obsolete, damaged, non-functional, no longer needed or not economically feasible to repair.

Signature  Date 12/4/19

PURCHASING DIVISION REVIEW

FINANCIAL OFFICER APPROVAL

Reviewed By: *Lone Messer*

Approved by: 

Date: 12/17/19

Date: 12/16/19

Date: December 16, 2019

SURPLUS DESIGNATION FORM – FURNITURE, EQUIPMENT & MISC.
(OVER \$1,000)

Page 2 of 2

This form should be completed for all surplus items and submitted to the Purchasing Division for processing.

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Department: Information Technology

Location Contact: Rick Kershaw

Phone Number: 1485

Property Location 4800 W Copans Road

Phone Number: 1510

ITEM DETAILS

4-digit Dept.+ Item number (i.e., 0141-1)	Item Description (Make, Model, Brand, Color, Type, Working or Non-working)	MFR S/N (if applicable)	Quantity	Briefly explain why the item is surplus (i.e., no longer used, old, obsolete, taking up space, not operational)	Condition
0144	Rorke Data Galaxy HDX2	See attached	2	Non operational	Non-operational
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.

DEPARTMENT DIRECTOR APPROVAL

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Signature

Date 12/4/19

PURCHASING DIVISION REVIEW

Reviewed By: Lorie Messer

Date: 12-17-19

FINANCIAL OFFICER APPROVAL

Approved by: [Signature]

Date: 12/19/19

Manufacturer	Model	Service Tag/Serial Number	Asset Tag	Acquisition Cost
HP printer	LaserJet 2300c	CNXC2655A	3104	
HP printer	LaserJet 2300dn	CNBF36008	3180	
HP printer	LaserJet 2820dn	CNMGK3987P	2420	
HP printer	LaserJet 2430tn	CNBR405527	2482	
HP printer	LaserJet P1606dn	VND3672038		
HP printer	LaserJet 3550	CN8C87K0YH	3292	
HP printer	LaserJet CP4505n	VND3672038	3393	
HP printer	Deskjet 1220c	CND305101Y	3445	
Samsung Wireless color plotter	CLP-515U	14328A4310060RW	3158	
HP fax	1040 Fax	SG081131D9	3362	
Brother fax	2041D Fax Machine	61639F91938575	3288	
Brother fax	2840 Fax Machine	UE63274C81562040		
Brother fax	1270E Fax Machine	80302A3W218980		
Brother fax	2820 Fax Machine	61325F0N456122	3953	
Canon Scanner	DR-3080C Scanner	DE314659	3972	
Dell	Optiplex GX620	4L70T81	3209	
Dell	Optiplex 758	7R1MCH1	2717	
Dell	Optiplex 755	J7K26J1	2903	
Dell	Optiplex 758	J7K26J1	2904	
Dell	Optiplex 755	6SD5GH1	2745	
Dell	Optiplex 755	6SD5GH1	2746	
Dell	Optiplex 760	48N7M11	2891	
Dell	Optiplex 760	5XK6M11	2883	
Dell	Optiplex 780	DW080Q1	3587	
Dell	Optiplex 780	DW080Q1	3588	
Dell	Optiplex 790	CPVRR11	3632	
Dell	Optiplex 790	6W1WT11	4051	
Dell	Optiplex 9010	0TD2RW1	4069	
Dell	Optiplex 9010	FV0CN22	4249	
Dell	Optiplex 9020	3RD5552	5464	
Dell	Precision T3400	SHZLCH1	2727	
Dell	Precision T3400	FGXVMH1	2847	
HP	Elite Pad tablet	CND305101Y	4177	
Dell	PowerEdge R610	7CKCTK1	3017	
Dell	PowerEdge Rack Controller	CH-066325-12963-478-DYNS	3936	
Dell	42U Server Cabinet	168425	3937	
Dell	Latitude	F38X5R1	3639	
Dell	Latitude D620	HR1Y6C3	2811	
Dell	Latitude D630	8H2WKH1	2854	
Dell	Latitude D630	DM5CG11	2863	
Dell	Latitude D630	HLN2PH1	2768	
Dell	Latitude D630	GV7RYD1	2886	
Dell	Latitude E5430	F1DLWW1	5326	
Dell	Latitude E5430	57HR9W1	5362	
Dell	Latitude E5430	DC1R9W1	5369	
Dell	Latitude E5430	5438K11	4097	
Dell	Latitude E5440	7BB4G12	4219	
Dell	Latitude E5470	1Q07LC2	5668	
Dell	Latitude E5470	SCPZPF2	5716	
Dell	Latitude E6440	GD84G12	4215	
Dell	Latitude E6440	5CC4G12	4217	
Dell	Latitude E6440	7904G12	4218	
Dell	Latitude E6440	HF84G12	4220	
Dell	Latitude E6440	H8B4G12	4222	
Dell	Latitude E6440	979L12	4235	
Dell	Latitude E6440	579L12	4234	
Dell	Latitude E6440	1X9L12	4236	
Dell	Latitude E6440	509L12	4237	
Dell	Latitude E6440	6V8L12	4238	
Dell	Latitude E6440	6Q3U12	4241	
Dell	Latitude E6440	F0TQM32	5435	
Dell	Latitude E6440	688CM32	5438	
Dell	Latitude E6440	D1TQM32	5439	
Dell	Latitude E6440	3Q4TM32	5440	
Dell	Latitude E6440	D1MQM32	5441	
Dell	Latitude E6440	AD5CM32	5442	
Dell	Latitude E6440	GNX7V32	5470	
Dell	Latitude E6440	80X7V32	5488	
Dell	Latitude E6440	6Y88V32	5499	
Dell	Latitude E6440	8838V32	5500	
Dell	Latitude E6440	BSX7V32	5502	
Dell	Latitude E6440	6PZ7V32	5504	
Dell	Latitude E6440	HS45V32	5505	
Dell	Latitude E6440	1288V32	5506	
Dell	Latitude E6440	BPX7V32	5507	
Dell	Latitude E6440	8MX7V32	5513	
Dell	Latitude E6440	654QV32	5515	
Dell	Latitude E6440	76WNV32	5516	
Dell	Latitude E6440	684V172	5561	
Dell	Latitude E6440	8V22172	5583	
Dell	Latitude E6440	1Y22172	5566	
Dell	Latitude E6440	FX6V172	5569	
Dell	Latitude 7204	4KRMNY1	5449	
Rorke	Data Galaxy HDX2 - SCSI Hard Storage	TW35000A0917000098	3018	
Rorke	Data Galaxy HDX2 - SCSI Hard Storage	TW35000A0810001122	3019	
Asset tags# 3019, 3090, 3091, and 3092 are on one device 3192				

IT DEPT.

Date: December 2, 2019

SURPLUS DESIGNATION FORM - FURNITURE, EQUIPMENT & MISC. (OVER \$1,000)

This form should be completed for all surplus items and submitted to the Purchasing Division for processing.

Requestor Name: Jean Dupuis
Phone Number: 1464

Department: U & E
Property Location 4801 Hilton Road

Location Contact: Robert McDonald
Phone Number: 1568

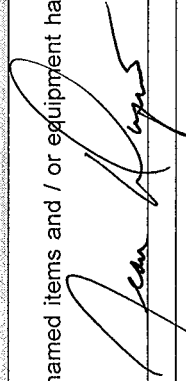
ITEM DETAILS

4-digit Dept. + item number (i.e., 0141-1)	Item Description (Make, Model, Brand, Color, Type, Working or Non-working)	MFR S/N (if applicable)	Quantity	Briefly explain why the item is surplus (i.e., no longer used, old, obsolete, taking up space, not operational)	Condition
4191	Generator, Caterpillar, model 3412, 618 HP, 420 KW, working condition	81Z03415	1	This generator is old and not compatible with the new equipment being replaced.	Fair
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.

DEPARTMENT DIRECTOR APPROVAL

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Signature



Date 12/2/2019

PURCHASING DIVISION REVIEW

Reviewed By: **Loni Messer**

Date: 12/17/19

FINANCIAL OFFICER APPROVAL

Approved by: 

Date: 12/19/19

CATERPILLAR®

9L6531 10

SER. NO. 81Z03415 DATE DELIVERED

MODIFICATION NO. DLR CODE

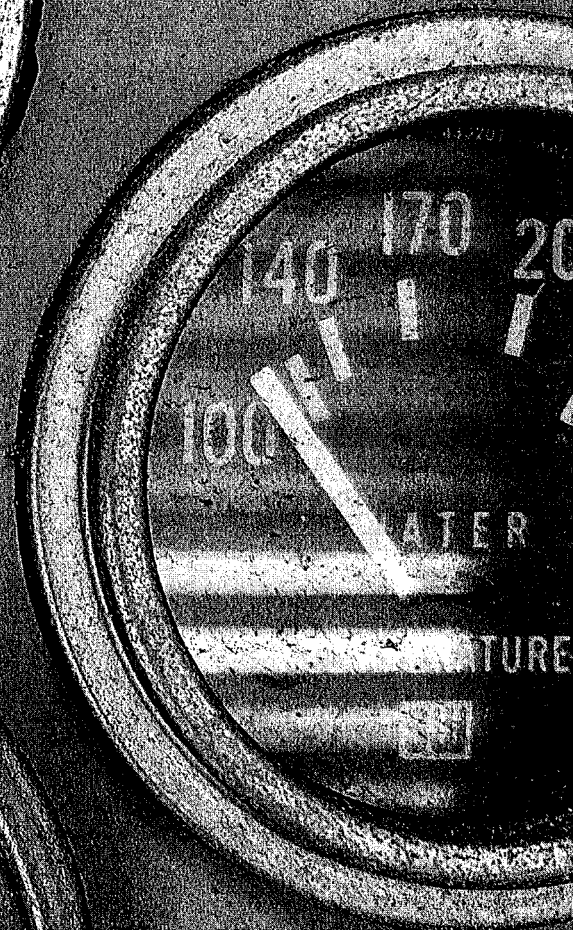
AR NO. 1W9603 FUEL TIMING 30.0° BTDC

OEM PART NO.

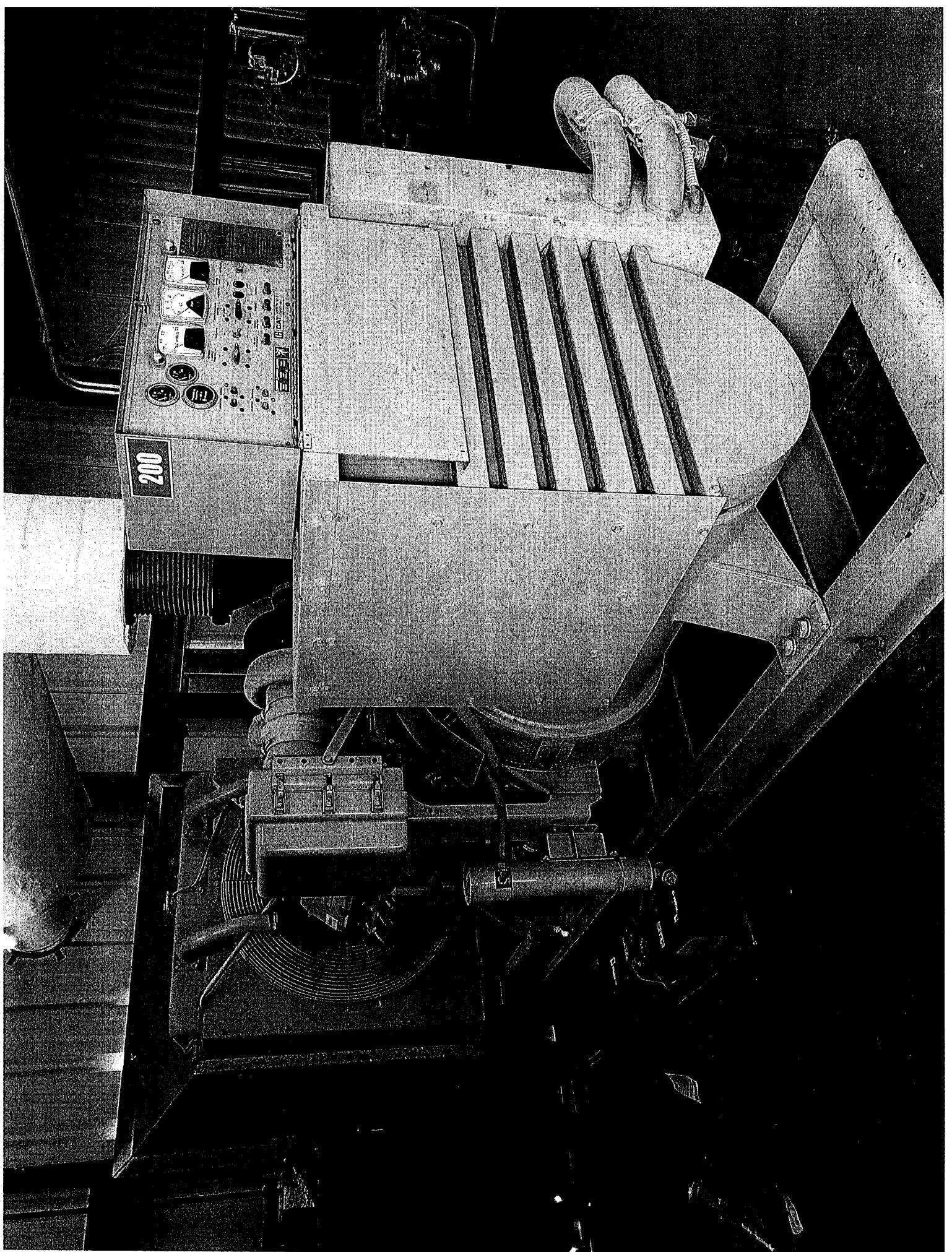
POWER 618 HP 461 kW BARE ENGINE HIGH IDLE RPM 1854

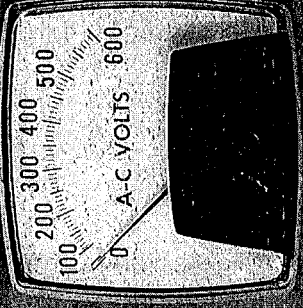
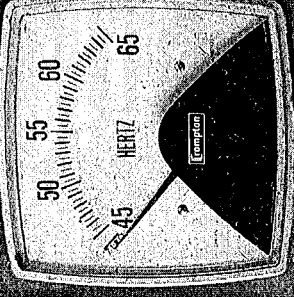
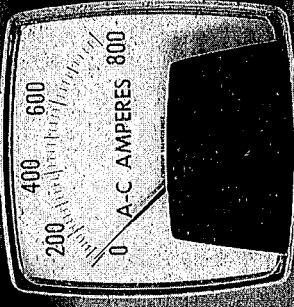
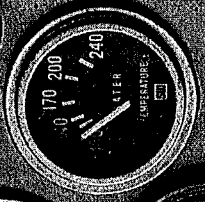
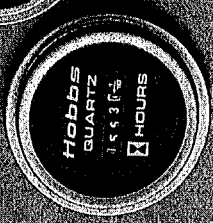
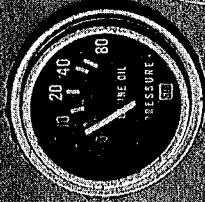
STATIC FUEL SETTING 146 IN mm FULL LOAD RPM 1800

MAX ALTITUDE 1600 m PERFORMANCE SPECIFICATION 0T4899



417138
11/7





VOLTMETER
AMMETER
PHASE SELECTOR

PANEL LIGHTS

ENGINE AUTO CONTROL
SELECTOR

REVERSE SWITCH

GOVERNOR MOTOR

ALTERNATOR CONTROL

EXCESSIVE WATER TEMP

LOW LUBE OIL PRESSURE

OVERSPEED

OVERCRANK

OFF

ON

STOP

OFF/RESET

ON

RAISE

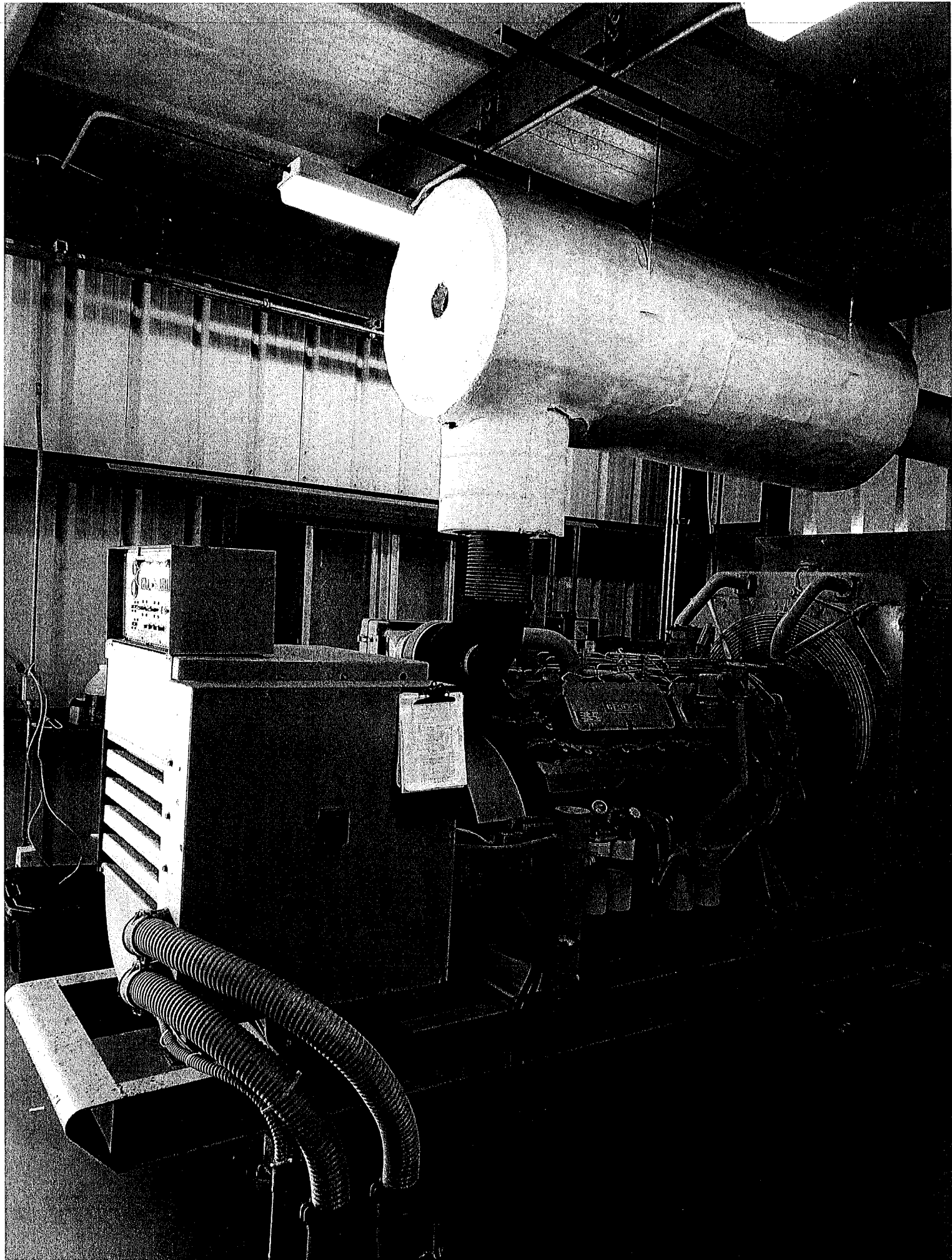
LOWER

WARNING **ADVERTENCIA** **PELIGRO**
ELECTRICAL SHOCK HAZARD / PELIGRO ALTO VOLTAJE / HAUTE TENSION

CAT GENERATOR SET CONTROL PANEL

 3412 CAT

CATERPILLAR
SER. NO. 123456789
MODEL/PLANT NO. 3412 CAT
DATE OF MANUFACTURE 10/1985
POWER 100 HP
CUM. HOURS 1000
STATE CA
FUEL SYSTEM DIESEL
ELECTRICAL SYSTEM 12VDC
MATERIALS 100% STEEL



5412

GENERATOR SET

GENERATOR SET RATING 420 KW STANDBY

GENERATOR DATA

MODEL SR4 RPM 1800 HERTZ 60

GENERATOR FRAME NO. 584 GENERATOR PART NO. 5N5075

INCLUDE THE ABOVE INFORMATION AND SERIAL NUMBER
WHEN ORDERING PARTS AND IN CORRESPONDENCE

STANDBY

RATING

525

420

0.8

PF

CONTINUOUS LOAD

130

130

1262

631

AMPERES

**SURPLUS DESIGNATION FORM – FURNITURE, EQUIPMENT & MISC.
(OVER \$1,000)**

This form should be completed for all surplus items and submitted to the Purchasing Division for processing.

Requestor Name: Pamela Asencio
Phone Number: 6707

Department: Police Department
Property Location IT

Location Contact: Virginia Korstjens
Phone Number: 1485

ITEM DETAILS

4-digit Dept. + Item number (i.e., 0141-1)	Item Description (Make, Model, Brand, Color, Type, Working or Non-working)	MFR S/N (if applicable)	Quantity	Briefly explain why the item is surplus (i.e., no longer used, old, obsolete, taking up space, not operational)	Condition
6261-6420	Dell Latitude	HM5KBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	6Z4FBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	5S2JBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	3PQHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	FCTJBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	505FBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	67KKBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	HSQHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	4LGJBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	30RHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	9WQHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	213JBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	5T2JBS1	1	Outdated and/or damaged equipment	Non-operational

DEPARTMENT DIRECTOR APPROVAL

This is to certify that the above named items and / or equipment have reached their useful lifecycle, have become obsolete, damaged, non-functional, no longer needed or not economically feasible to repair.

Signature: 

Date: 12/17/2019

PURCHASING DIVISION REVIEW

Reviewed By: 

Date: 12/18/19

FINANCIAL OFFICER APPROVAL

Approved by: 

Date: 12/19/19

**SURPLUS DESIGNATION FORM – FURNITURE, EQUIPMENT & MISC.
(OVER \$1,000)**

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Requestor Name: Pamela Asencio
Phone Number: 6707

Department: Police Department
Property Location IT

Location Contact: Virginia Korstjens
Phone Number: 1485

ITEM DETAILS

4-digit Dept.+ Item number (i.e., 0141-1)	Item Description (Make, Model, Brand, Color, Type, Working or Non-working)	MFR S/N (if applicable)	Quantity	Briefly explain why the item is surplus (i.e., no longer used, old, obsolete, taking up space, not operational)	Condition
6261-6420	Dell Latitude	5GQHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	5PQHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	8V2JBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	FNQHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	JVQHBS	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	B05FBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	C03JBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	8TQHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	6WQHBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	155FBS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	FXSTN12	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude	7T1F6R1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude E5410	38K68L1Q	1	Outdated and/or damaged equipment	Non-operational

DEPARTMENT DIRECTOR APPROVAL

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Signature: 

Date: 12/17/2019

PURCHASING DIVISION REVIEW

Reviewed By: Loné Messer

Date: 12/18/19

FINANCIAL OFFICER APPROVAL

Approved by: 

Date: 12/19/19

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Phone Number: 6707

Department: Police Department
Property Location IT

Location Contact: Virginia Korstjens
Phone Number: 1485

ITEM DETAILS

4-digit Dept. + Item number (i.e., 0141-1)	Item Description (Make, Model, Brand, Color, Type, Working or Non-working)	MFR S/N (if applicable)	Quantity	Briefly explain why the item is surplus (i.e., no longer used, old, obsolete, taking up space, not operational)	Condition
6261-6420	Dell Latitude E6330	B0NQVY1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude E6330	3VMQVY1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude E6400	G2TTN12	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Latitude E6410	6BFTSM1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CLNKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CNLKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CMJKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CLMKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CLLKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CQJKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CJNKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CRJKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CPNKS1	1	Outdated and/or damaged equipment	Non-operational

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(OVER \$1,000)**

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Requestor Name: Pamela Asencio Department: Police Department
 Phone Number: 6707 Property Location IT
Location Contact: Virginia Korsjens
Phone Number: 1485

ITEM DETAILS					
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6261-6420	Dell Optiplex 790	8CMPKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CMMKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CLPKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CNPKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CNJKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CJPKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CMNKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CJLKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CPMKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CKLKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CKNKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CHNKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CPJKS1	1	Outdated and/or damaged equipment	Non-operational


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Date: 12/17/2019

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Phone Number: 6707

Department: Police Department
Property Location IT

Location Contact: Virginia Korsjens
Phone Number: 1485

ITEM DETAILS

4-digit Dept.+ Item number (i.e., 0141-1)	Item Description (Make, Model, Brand, Color, Type, Working or Non-working)	MFR S/N (if applicable)	Quantity	Briefly explain why the item is surplus (i.e., no longer used, old, obsolete, taking up space, not operational)	Condition
6261-6420	Dell Optiplex 790	8CKMKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CKJKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Dell Optiplex 790	8CNMKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Precision T3400	1P2NKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Precision T3400	1P2QKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Precision T3400	1P3JKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Precision T3400	1P3LKS1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Precision T3400	7GD1YR1	1	Outdated and/or damaged equipment	Non-operational
6261-6420	Digital Intelligence Desktop Forensic Computer	CN818AM3NC	1	Outdated and/or damaged equipment	Non-operational
					Choose an item.
					Choose an item.
					Choose an item.
					Choose an item.

DEPARTMENT DIRECTOR APPROVAL

This is to certify that the above named items and / or equipment have reached their useful lifecycle, have become obsolete, damaged, non-functional, no longer needed or not economically feasible to repair.

Signature: 

Date: 12/17/2019

PURCHASING DIVISION REVIEW

Reviewed By: 
Date: 12/19/19

FINANCIAL OFFICER APPROVAL

Approved by: 
Date: 12/19/19