

➤ This form should be completed for all potential surplus property and submitted to Purchasing for processing.
 ➤ For items with a purchase price of \$1,000 or more and a City fixed asset number, Commission approval will be required for surplus designation.

REQUESTING DEPARTMENT

Department: Public Works
 Requestor Name: Maureen DeLaunay
 Requestor Phone Number: 6623

PICK-UP INFORMATION

Site Location: PW Yard
 Site Hours of Operation: 7-6
 Pick-Up Contact Person: Dawn Kahn
 Pick-Up Contact Phone Number(s): 6780

ITEM DETAILS

PURCHASING ONLY

4-digit Dept / Division	Description (include Year / Make / Model)	QTY	Equip. / Unit No.	Asset / Serial No.	Condition	Auction ID No.	Comm. Approval Required	
							Y	N
173	Frame of Cyclonator	1		n/a	Inoperable/Obsolete		<input checked="" type="checkbox"/>	<input type="checkbox"/>
173	Cyclonator Equipment <i>(Soap Dispenser, filter, motor)</i>	3		n/a	Inoperable/Obsolete		<input checked="" type="checkbox"/>	<input type="checkbox"/>
173	Cubicle Wall Panels 15 individual panels	15		n/a	Fair		<input type="checkbox"/>	<input checked="" type="checkbox"/>
173	Lots of various office chairs <i>37 chairs total (3 to 6 chairs in ea. lot)</i>	8		n/a	Fair		<input type="checkbox"/>	<input checked="" type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>

DEPARTMENT DIRECTOR APPROVAL

This is to certify that the above named items are accurately described and in the condition noted.

Signature: *[Signature]*
 Date: 8-15-16

Signature: _____
 Date: _____

FINANCE ONLY BELOW THIS LINE

FINANCE DIRECTOR APPROVAL

Signature: *NO/A on Commission Items* Date: _____

PURCHASING DIVISION REVIEW

Reviewed By: *Jorie Messer, Purch Analyst*
 Date: 8/15/16

CITY COMMISSION APPROVAL (IF APPLICABLE)

Date Approved: _____
 Resolution No. _____

This form should be completed for all potential surplus vehicles/equipment and submitted to the Purchasing Division for processing.

Requestor Name: Suzanne Monington *SM* Phone Number: 954-973-6744 Department: 0175

VEHICLE DETAILS							PURCHASING ONLY
Vehicle Number	Description (Year / Make / Model / Color)	VIN / Serial No.	Mileage	Location	Net Revenue		
1071	2002 Ford Taurus LX	1FAPP52U92A239698	91,271	PWYard			
1096	2003 Ford Ranger XL	1FTYR14V53PA60081	94,387	PWYard			
1110	2003 Ford Crown Victoria	2FAFP71W73X16880	79,456	PWYard			
1164	2003 Ford Crown Victoria	2FAFP71W06X13107	107,419	PWYard			
1221	2008 Ford Taurus SEL	1FAHP24W88G15436	89,235	PWYard			
415	1994 EZ Trencher J2000	9006113	na	Fleet Bldg			
416	1996 Power Trim UD	016775	na	Fleet Bldg			
423	1994 John Deere 970 hour meter replaced at 1333, current reading 59: total hrs on unit 1392 hrs.	M00970B12-1004	1392 Hrs.	PWYard			
445	1996 Lesco Fertilizer Spreader	HSH5758	na	Fleet Bldg			
512	2000 Vibco GR-1600	200015	na	Fleet Bldg			
558	1999 Chevrolet Astro	1GCDM19W9XB1021	23,755	PWYard			
598	2000 Ford F150 4x2 V-6	3FTZF1722YMA48661	80,988	PWYard			
599	2000 Ford F150 4x2 V-6	3FTZF1724YMA48662	71,351	PWYard			
618	2000 Lesco Fertilizer Spreader 704592	7045920K159Z60002	na	Fleet Bldg			
619	2000 Lesco Spreader	70459251F200Z60001	na	Fleet Bldg			

DEPARTMENT DIRECTOR APPROVAL

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

Signature *[Signature]* Date 8-8-16

PURCHASING DIVISION REVIEW

Reviewed By: *Lorci Munn*

8/18/16

CITY COMMISSION APPROVAL

Resolution No.:

This form should be completed for all potential surplus vehicles/equipment and submitted to the Purchasing Division for processing.

Requestor Name: Suzanne Monington  Phone Number: 954-973-6744

Department: 0175 & 6261

VEHICLE DETAILS

Vehicle Number	Description (Year / Make / Model / Color)	VIN / Serial No.	Mileage	Location	Net Revenue
664	1998 Lesco Spreader	SD10900055	na	Fleet Bldg	
720	2000 Turf Go 85303	B00515	na	Fleet Bldg	
781	2002 Newstripe All Pro Stripper	1003759	na	Fleet Bldg	
839	2005 Honda WX10A4 Pump	1084158	na	Fleet Bldg	
846	2005 American Signal CMS-GP-432T	IA9AS432152228544	na	PWYard	
847	2005 American Signal CMS-GP-432T	IA9AS432152228545	na	PWYard	
926	1995 Honda EW171A Portable Generator/Welder	EB1-1105720	na	Fleet StkRm	
933	2008 Blec Machinery BV130 Tiller	072078	na	PWYard	
1203	2007 Ford 500 SEL, Grey	1FAHP24107G152655	115,074	PWYard	
1204	2007 Ford 500 SEL, Silver	1FAHP24127G153337	120,766	PWYard	
734	2001 Stalker Radar SpeedGuard (Dept 6261 - LEFT)	1A9PC06131P550051	na	PWYard	
735	2001 Stalker Radar SpeedGuard (Dept 6261 - LEFT)	1A9PC06131P550052	na	PWYard	
1088	2003 Freightliner FL80 w 90 Ft Aerial Bucket	1FVHBXAK13HK2771 5	12583	PWYard	
536	1998 Ford Explorer 4 dr	1FMZU32XXWJUB061 05	76626	PWYARD	
736	2001 Bandit 250 Chipper	0170411M6933	1020 h	PWYard	

DEPARTMENT DIRECTOR APPROVAL

This is to certify that the above named vehicles 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: 8-10-16

PURCHASING DIVISION REVIEW

CITY COMMISSION APPROVAL

Reviewed By: 
8/18/16

Resolution No.:

- This form should be completed for all potential surplus property and submitted to Purchasing for processing.
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REQUESTING DEPARTMENT
 Department: Information Technology
 Requestor Name: Virginia Korstjens
 Requestor Phone Number: 1485

PICK-UP INFORMATION
 Site Location: 4800 W Copans Road
 Site Hours of Operation: 7A-6P
 Pick-Up Contact Person: Rick Kershaw
 Pick-Up Contact Phone Number(s): 954-973-6795

ITEM DETAILS						PURCHASING ONLY		
4-digit Dept / Division	Description (include Year / Make / Model)	QTY	Equip. / Unit No.	Asset / Serial No.	Condition	Auction ID No.	Comm. Approval Required	
							Y	N
144	Desktop Computers	39		see attached	Inoperable/Obsolete		<input checked="" type="checkbox"/>	<input type="checkbox"/>
144	Laptop Computers	24		see attached	Inoperable/Obsolete		<input checked="" type="checkbox"/>	<input type="checkbox"/>
144	Printers	3		see attached	Inoperable/Obsolete		<input type="checkbox"/>	<input checked="" type="checkbox"/>
144	misc Monitors	41			Inoperable/Obsolete		<input type="checkbox"/>	<input checked="" type="checkbox"/>
144	Avaya Nortel Telephones	371			Fair		<input type="checkbox"/>	<input checked="" type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>
					Choose an Item		<input type="checkbox"/>	<input type="checkbox"/>

DEPARTMENT DIRECTOR APPROVAL

This is to certify that the above named items are accurately described and in the condition noted.

Signature: 
 Date: 8/8/16

Signature: _____
 Date: _____

FINANCE ONLY BELOW THIS LINE

FINANCE DIRECTOR APPROVAL

Signature: N/A

Date: _____

PURCHASING DIVISION REVIEW

Reviewed By: 
 Date: 8/18/16

CITY COMMISSION APPROVAL (IF APPLICABLE)

Date Approved:
 Resolution No.


City of Coconut Creek InterOffice Memorandum

To: Linda Jeethan
Purchasing Manager
Through: Francisco Porras
Chief Information Officer

Date: August 4, 2016

Subject: IT Surplus Equipment 6/20/16

From: Rick Kershaw
IT Operations Manager



After an inventory of our surplus IT equipment in storage on 6/20/16 (laptops, desktop computers and printers and miscellaneous monitors), we have compiled this list of outdated and/or damaged equipment that is no longer useful to the City. We are requesting permission to donate this equipment as surplus and have it removed from the storage area.

The Avaya/Nortel phone system equipment that was recently replaced citywide is included on the Department Surplus Designation form will be handled by the Purchasing Department for auction. Surplus totals are listed on the attached Department Surplus Designation form along with a spreadsheet itemizing the asset and serial numbers of the individual items.

After Commission approval, we will make arrangements for the approved items to be picked up by ARC Broward Electronic Recycling Services 1025 NW 53rd St. Sunrise, FL 33351 954-577-4160.

Attachment
RK/vlk

Desktop Make/Model	Asset	Serial
Optiplex GX520	2478	FB5MN91
Optiplex GX520	2387	GXX0391
Optiplex GX520	2539	8J43T91
Optiplex GX520	2484	9K43T91
Optiplex GX520	3391	DXX0391
Optiplex GX520	2551	JB5MN91
Optiplex GX620	2593	6YQC0C1
Optiplex GX620	2592	8WQC0C1
Optiplex GX620	2536	FV0C0C1
Optiplex GX620	2599	3WQC0C1
Optiplex GX620	3021	CPVQW91
Optiplex GX620	2534	7WQC0C11
Optiplex 740	2610	2JC3MC1
Optiplex 740	2630	12N2SC1
Optiplex 740	2606	HHC3MC1
Optiplex 740	2618	52N2SC1
Optiplex 740	2604	3HC3MC1
Optiplex 740	2615	11N2SC1
Optiplex 755	2692	5P84KF1
Optiplex 755	2659	JWR50F1
Optiplex 755	2902	F6XZ6J1
Optiplex 755	2711	751MCH1
Optiplex 755	2714	351MCH1
Optiplex 755	2894	D6XZ6J1
Optiplex 755	2779	3HPZPH1
Optiplex 755	2900	27XZ6J1
Optiplex 755	2781	2HPZPH1
Optiplex 755	2690	8P84KF1
Optiplex 755	2892	87XZ6J1
Optiplex 755	2710	1S1MCH1
Optiplex 760	2889	58N7MJ1
Optiplex 760	2887	28N7MJ1
Optiplex 780	3052	8KP2MN1
Precision T1500	3182/ 3037	C0HWJM1
Precision T1500	3181/ 3038	COGXJM1
Precision T3500	3051	8LZ1NM1
Precision 380	3262	CG2PM81
Precision 490	2510	JK4G0C1
HP COMPACT T5500	3940	CNV41600DT

39
//

6/20/16 Inventory

Laptop Make/Model	Asset	Serial
Latitude D510	2491	750F291
Latitude D510	2436	JM0F291
Latitude D520	3218	3SL9WB1
Latitude D630	2665	1M5M5F1
Latitude D630	2762	74H01G1
Latitude D630	2718	426NCH1
Latitude D630	2859	GG2WXH1
Latitude D630	2619	4G65PD1
Latitude D630	2668	CL5M5F1
Latitude E5400	2975	4H73TK1
Latitude E5400	3011	FMMRHL1
Latitude E5400	3009	
Latitude E5400	2681	GG73TK1
Latitude E5410	3043	
Latitude E5410	3058	CZ94XM1
Latitude E5410	3065	559CXM1
Latitude E5410	3060	8Z94XM1
Latitude E5410	3057	BZ94XM1
Latitude E5410	3066	659CXM1
Latitude E5410	3064	459CXM1
Latitude E5410		9Z94XM1
Latitude 6410	3070	F2FTSM1
Dell PP01X 8200 Inspiron	730	2CXF811
Acer Iconia Tab		LERK602047115061A66500

24

Printer Make/Model
HP Deskjet 9800
HP LJ 3380
Canon Pixma MP750

Asset
3141
3917
3097

Serial
MY543110GY
CNBJ700534
AGA103325

Toshiba ID#

3

misc monitors

Number of items
41

Asset Serial

Make/Model

Telephones

Avaya/Nortel Model 3904	132
Avaya/Nortel Model 3903	125
Avaya/Nortel Model 2033 Conference phone	4
Avaya/Nortel Model 2004	36
Avaya/Nortel Model 1140	61
Avaya/Nortel Model 1120	13

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391

Televisions

Fax machines

Video Cameras

Servers

Wireless Bridges

Wireless Access points

Switches