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**County of El Paso
Agenda Item Details**

Item Title: Purchasing - Inventory Procedures

Submitted By: Karen Davidson, Purchasing Agent

Department: Purchasing

Department Phone Number: 915-273-3349

Subject:
Approve and authorize the transfer and removal of surplus assets from the respective departments to the Purchasing Department in compliance with Texas Local Government Code Section 262.011(j). See attachment.

Background: The departments have determined that the listed items are no longer of use and are determined to be surplus.

Fiscal Impact:
Fiscal Impact Historical
Items submitted to the Purchasing Department are old, obsolete, or no longer in use. The Purchasing Department will either transfer the item to other departments as needed or properly dispose of the item in accordance with local government code procedures.

Fiscal Impact Projected

Long Account Number: Amount:

Long Account Number: Amount:

Budget or Unbudgeted Match:

Recommendation: Approve and authorize the transfer and removal of surplus assets from the respective departments to the Purchasing Department in compliance with Texas Local Government Code Section 262.011(j).

Prior Action: N/A

Strategic Plan: Goal:

null

Objective:

Strategic Plan Information:

**Estimated Time Needed
For This Item:**



To: **Purchasing Logistics Fixed Asset Section**

From: 210TH DISTRICT COURT

Point of Contact: Armando Nañez

Date: 07/31/2024

Re: Assets to be removed from the 210TH DISTRICT COURT inventory.

Approve and authorize the removal of assets from the respective departments/courts inventory. The department/ courts have exhausted their efforts in trying to find these assets from past inventories. The removed assets were either picked-up on a prior date, disposed in-house, stolen, or lost. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Reason	Original Cost Asset > \$5,000	Grant?
1. ✓	CHAIRS-EXECUTI	116854		Lost <input type="checkbox"/>	No <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. ✓	COMPUTER LAPTOP	154063	CNU2211H7K	Lost	No <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. ✓	21705861; HP LASE	175175	CNDCJ9P2Y0	Lost	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4. ✓	COMPUTER BASE	176389	8CG7247CD2	Lost	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5.				Lost	Yes	Yes
6.				Lost	Yes	Yes
7.				Lost	Yes	Yes
8.				Lost	Yes	Yes
9.				Lost	Yes	Yes
10.				Lost	Yes	Yes

Sincerely,

Authorized Signature Armando Nañez

Submit Form

FA 001. Lost or Stolen Items for Disposal



To: **Purchasing Logistics Fixed Asset Section**

From: ANIMAL WELFARE DEPARTMENT

Point of Contact: Crystal Reyes

Date: 7/3/2024

Re: Items for Reallocation from ANIMAL WELFARE DEPARTMENT to COMMUNITY SERVICE

Approve and authorize the reallocation of surplus assets from the owning Department to the gaining Department in compliance with Texas Local Government Code Section 262.011 (j). These items have been replaced or are no longer of use to the current department. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Condition	Original Cost Asset > \$5,000	Grant
1.	2022 Ford Explo	190821	1FMSK7BH0NGA06406	Good/ Fair	Yes	No ✓
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature Crystal D. Reyes

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: County Clerk's Office

Date: 8/01/2024

Re: Items for Surplus from Lowwntown/ACCT.DIV.-STE.10 to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	Desk (L Shape)	N/A	N/A	Good/ Fair	No	No
2.				Good/ Fair	No	No
3.				Good/ Fair	No	No
4.				Good/ Fair	No	No
5.				Good/ Fair	No	No
6.				Good/ Fair	No	No
7.				Good/ Fair	No	No
8.				Good/ Fair	No	No
9.				Good/ Fair	No	No
10.				Good/ Fair	No	No

Sincerely,

Authorized Signature

Sandra Alfaro

8-01-2024

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.



To: **Purchasing Logistics Fixed Asset Section**

From: COUNTY COURT ADMIN

Point of Contact: Joanie Puga

Date: July 30, 2024

Re: Items for Surplus from the COUNTY COURT ADMIN to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1. ✓	11 - Office Chairs			Good/ Fair	No	No ✓
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form



To: Purchasing Logistics Fixed Asset Section

From: COUNTY COURT AT LAW #3

Point of Contact: Rafael Gallardo

Date: 08-06-2024

Re: Assets to be removed from the COUNTY COURT AT LAW #3 inventory.

Approve and authorize the removal of assets from the respective departments/courts inventory. The department/ courts have exhausted their efforts in trying to find these assets from past inventories. The removed assets were either picked-up on a prior date, disposed in-house, stolen, or lost. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Reason	Original Cost Asset > \$5,000	Grant?
1.	Pink Fabric Chair	0050440	N/A	Disposed In-	Yes-NO	No
2.	Pink Fabric Chair	0050441	N/A	Disposed In-	Yes-NO	No
3.	Pink Fabric Chair	0088569	N/A	Disposed In-	Yes-NO	No
4.	Pink Fabric Chair	0088560	N/A	Disposed In-	Yes-NO	No
5.	Pink Fabric Chair	0088570	N/A	Disposed In-	Yes-NO	No
6.	Blue Fabric Chair	0054729	N/A	Disposed In-	Yes-NO	No
7.	Blue Fabric Chair	0054132	N/A	Disposed In-	Yes-NO	No
8.	Blue Fabric Chair	0054135	N/A	Disposed In-	Yes-NO	No
9.	Black Fabric Chair	129866	N/A	Disposed In-	Yes-NO	No
10.	Tan File Cabinet	0056050	N/A	Disposed In-	Yes-NO	No

Sincerely,

Authorized Signature  Bailiff for CC#3

Submit Form



To: Purchasing Logistics Fixed Asset Section

From: COUNTY COURT AT LAW #3

Point of Contact: Rafael Gallardo

Date: 08-06-2024

Re: Assets to be removed from the COUNTY COURT AT LAW #3 inventory.

Approve and authorize the removal of assets from the respective departments/courts inventory. The department/ courts have exhausted their efforts in trying to find these assets from past inventories. The removed assets were either picked-up on a prior date, disposed in-house, stolen, or lost. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Reason	Original Cost Asset > \$5,000	Grant?
1.	Pink Fabric Chair	0050380	N/A	Disposed In-	Yes- NO	No
2.	Pink Fabric Chair	0050431	N/A	Disposed In-	Yes- NO	No
3.	Pink Fabric Chair	0050432	N/A	Disposed In-	Yes- NO	No
4.	Pink Fabric Chair	0050433	N/A	Disposed In-	Yes- NO	No
5.	Pink Fabric Chair	0050434	N/A	Disposed In-	Yes- NO	No
6.	Pink Fabric Chair	0050435	N/A	Disposed In-	Yes- NO	No
7.	Pink Fabric Chair	0050436	N/A	Disposed In-	Yes- NO	No
8.	Pink Fabric Chair	0050437	N/A	Disposed In-	Yes- NO	No
9.	Pink Fabric Chair	0050438	N/A	Disposed In-	Yes- NO	No
10.	Pink Fabric Chair	0050439	N/A	Disposed In-	Yes- NO	No

Sincerely,

Authorized Signature

Rafael Gallardo Bailiff for CCT#3

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: COUNTY COURT AT LAW #5

Point of Contact: Chinh Nguyen

Date: 8.2.24

Re: Items for Reallocation from County Court at Law #5 to Associate Family Court 4

Approve and authorize the reallocation of surplus assets from the owning Department to the gaining Department in compliance with Texas Local Government Code Section 262.011 (j). These items have been replaced or are no longer of use to the current department. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Condition	Original Cost Asset > \$5,000	Grant
1.	34" Curved Moni	185176		Excellent	<input type="checkbox"/> No	<input type="checkbox"/> No
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature 

Submit Form



To: Robert Pedregon, Inventory Liaison

From: County Court at Law #5

Date: 8.2.24

Re: Items for surplus or transfer from County Court at Law #5 to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

If reallocated, list the receiving department

	Description	Barcode	Serial number	Condition	Original Cost Asset > \$5,000	Grants
1.	Cabinets/parts from cu	none	none	Good/ Fair	No	No
2.	cubicle			Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.



To: Purchasing Logistics Fixed Asset Section

From: COMMUNITY SERVICE

Point of Contact: Irene Gutierrez

Date: 7/3/2024

Re: Items for Reallocation from COMMUNITY SERVICE to ANIMAL WELFARE DEPARTMENT

Approve and authorize the reallocation of surplus assets from the owning Department to the gaining Department in compliance with Texas Local Government Code Section 262.011 (j). These items have been replaced or are no longer of use to the current department. (Maximum 100 items)

	Description	Barcode	VIN/Serial Number	Condition	Original Cost Asset > \$5,000	Grant
1.	2020 Ford F-150	186846	1FTFW1E50LKE43860	Good/ Fair	Yes	No
2.				Excellent	Yes	Yes
3.				Excellent	Yes	Yes
4.				Excellent	Yes	Yes
5.				Excellent	Yes	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature Irene G

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: JUVENILE PROBATION

Point of Contact: Stephanie Salas

Date: 5/15/2024

Re: Items for Surplus from the JUVENILE PROBATION to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost Asset > \$5,000	Grants
1.	✓ Chair 3-Seater	152993		Poor/ Damaged	Yes NO	No
2.	✓ Chair 3-Seater	152994		Poor/ Damaged	Yes NO	No
3.	✓ Chair 3-Seater	152995		Poor/ Damaged	Yes NO	No
4.	✓ Chair 3-Seater	152997		Poor/ Damaged	Yes NO	No
5.	✓ Chair 5-Seater	153000		Poor/ Damaged	Yes NO	No
6.	✓ Chair 5-Seater	153001		Poor/ Damaged	Yes NO	No
7.	✓ Chair 5-Seater	153002		Poor/ Damaged	Yes NO	No
8.	✓ Chair 5-Seater	153003		Poor/ Damaged	Yes NO	No
9.	✓ Chair 5-Seater	153004		Poor/ Damaged	Yes NO	No
10.	✓ Chair 5-Seater	153005		Poor/ Damaged	Yes NO	No

Sincerely,

Authorized Signature Stephanie Salas

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **SHERIFFS OFFICE**

Point of Contact: **Lt. Aileen Galindo**

Date: **07/24/2024**

Re: Items for Surplus from the **SHERIFFS OFFICE** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost		Grants
					Asset > \$5,000		
1.	Cabinet	n/a	n/a	Good/ Fair	▼ No	▼ No	▼
2.	Long Shelf	n/a	n/a	Good/ Fair	▼ No	▼ No	▼
3.	Cabinet	n/a	n/a	Good/ Fair	▼ No	▼ No	▼
4.	mega phone	n/a	n/a	Poor/ Damag	▼ No	▼ No	▼
5.	White board easel	172350	n/a	Poor/ Damag	▼ No	▼ No	▼
6.	White board easel	172475	n/a	Poor/ Damag	▼ No	▼ No	▼
7.	White board easel	0098442	n/a	Poor/ Damag	▼ No	▼ No	▼
8.	White board easel	0049935	n/a	Poor/ Damag	▼ No	▼ No	▼
9.	Sharp speaker system	n/a	n/a	Poor/ Damag	▼ No	▼ No	▼
10.	tripod stand	n/a	n/a	Poor/ Damag	▼ No	▼ No	▼

Sincerely,

Authorized Signature

Submit Form



To: **Purchasing Logistics Fixed Asset Section**

From: **SHERIFFS OFFICE**

Point of Contact: **Lt. Aileen Galindo**

Date: **07/24/2024**

Re: Items for Surplus from the **SHERIFFS OFFICE** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost		Grants
					Asset > \$5,000		
1.	Tripod stand	n/a	n/a	Poor/ Damag	No	No	
2.	Over head projector	n/a	n/a	Poor/ Damag	No	No	
3.	White board easel	n/a	n/a	Poor/ Damag	No	No	
4.	white board easel	n/a	n/a	Poor/ Damag	No	No	
5.	chair	n/a	n/a	Poor/ Damag	No	No	
6.	chair	n/a	n/a	Poor/ Damag	No	No	
7.	chair	n/a	n/a	Poor/ Damag	No	No	
8.	cork board	n/a	n/a	Poor/ Damag	No	No	
9.	vacuum	152140	n/a	Poor/ Damag	No	No	<input checked="" type="checkbox"/>
10.				Poor/ Damag	No	No	

Sincerely,

Authorized Signature

Submit Form

EL PASO COUNTY SHERIFF'S DEPARTMENT
PROPERTY RECEIPT

DATE: 7/10/2024 ISSUE: TURN-IN:

TO: Jail Annex ID NO

FROM: Training Academy

QTY	ITEM DESCRIPTION	SIZE	SERIAL NO.
<u>1</u>	<u>3 Drawer with Shelf Cabinet</u>	<u> </u>	<u>118310</u>
<u>1</u>	<u>Closet organizer</u>	<u> </u>	<u>116415</u>
<u>Numerous</u>	<u>Historical Photos</u>	<u> </u>	<u>N/A</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

ISSUED BY: Amanda Arellan 

RECEIVED BY: Lt. Omar Garcia 3284
Omar Garcia

TURN-IN BY: SECTION

NOTE:



To: **Purchasing Logistics Fixed Asset Section**

From: Misael Garcia

Date: 04/10/2024

Re: Items for Surplus from Patrol Emergency Response Team to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	Serial number	Condition	Original Cost Asset > \$5,000	Grants	
1.	Black Door Ram Rubber	UNK	N/A	Poor/ Damaged	▼ No	▼ No	▼
2.	Black Door Ram Metal	UNK	889	Poor/ Damaged	▼ No	▼ No	▼
3.	[REDACTED]	UNK	N/A	Poor/ Damaged	▼ No	▼ No	▼
4.	2 Pairs of Knee Pads	UNK	N/A	Good/ Fair	▼ No	▼ No	▼
5.	2 Vest Straps	UNK	N/A	Poor/ Damaged	▼ No	▼ No	▼
6.	16 Misc. Pads	UNK	N/A	Good/ Fair	▼ No	▼ No	▼
7.	[REDACTED]	UNK	N/A	Poor/ Damaged	▼ No	▼ No	▼
8.	SINCO 15X30 Black Net	UNK	23707	Poor/ Damaged	▼ No	▼ No	▼
9.				Good/ Fair	▼ No	▼ No	▼
10.				Good/ Fair	▼ No	▼ No	▼

Sincerely,

Authorized Signature *Misael Garcia*

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.



To: **Purchasing Logistics Fixed Asset Section**

From: Adriana Munoz

Date: 7/26/2024

Re: Items for Surplus from Homeland security grant to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1. ✓	Garmin Rhino GPS trac	161599	29W029386	Poor/ Damaged	▼ No	▼ Yes ✓
2. ✓	Garmin Rhino GPS trac	161603	29W029393	Poor/ Damaged	▼ No	▼ Yes ✓
3. ✓	Headset tactica 2 way	143869	N/A	Poor/ Damaged	▼ No	▼ Yes ✓
4. ✓	HEADSET TACTICAL 2 W	143870	N/A	Poor/ Damaged	▼ No	▼ Yes ✓
5. ✓	HEADSET TACTICAL 2 W	143871	N/A	Poor/ Damaged	▼ No	▼ Yes ✓
6. ✓	HEADSET TACTICAL 2 W	143872	N/A	Poor/ Damaged	▼ No	▼ Yes ✓
7. ✓	HEADSET TACTICAL 2 W	143875	N/A	Poor/ Damaged	▼ No	▼ Yes ✓
8. ✓	HEADSET TACTICAL 2 W	143877	N/A	Poor/ Damaged	▼ No	▼ Yes ✓
9. ✓	SIGN ELECTRONIC MAP	146341	N/A	Poor/ Damaged	▼ No Yes	▼ Yes
10. ✓	SIGN ELECTRONIC MAP	146342	N/A	Poor/ Damaged	▼ No Yes	▼ Yes

Sincerely,

Authorized Signature 

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.



To: **Purchasing Logistics Fixed Asset Section**

From: Adriana Munoz

Date: 7/26/2024

Re: Items for Surplus from Homeland security grant to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	Serial number	Condition	Original Cost	
					Asset > \$5,000	Grants
1.	SIGN ELECTRONIC MAP	146343	N/A	Poor/ Damaged	No <i>Yes</i>	Yes
2.	ATV VEHICLE	128141	4XARD50AX5D731348	Poor/ Damaged	No <i>Yes</i>	Yes <i>NO</i>
3.	ANALYZER MULTIGAS	143809	0909H6003	Poor/ Damaged	No	Yes
4.	ANALYZER MULTIGAS	143811	0909H6004	Poor/ Damaged	No	Yes
5.	RADIO MODEM VRM 8	140039	508SJY0094	Poor/ Damaged	No	Yes
6.				Excellent	Yes	Yes
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

*No funding ?
instead*

Sincerely,

Authorized Signature

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.



EL PASO COUNTY SHERIFF'S OFFICE

Richard D. Wiles, Sheriff

3850 Justice Drive
El Paso, Texas 79938
915 538-2310

Email: epsheriff@epcounty.com



We Serve with Pride

*Executive Chief Deputy
Sylvia Aguilar*

*Chief Deputy
Kevin Lanahan*

*Executive Administrative
Officer
Lucille Samuel*

*Assistant Chief Jail Annex
Division Jose Chairez*

*Assistant Chief Detention
Division Ryan Urrutia*

*Commander Patrol
Division
Jerome Washington*

*Commander Criminal
Investigations Division
Stephen Haack*

*Commander of Planning,
Accreditation and
Inspections Division
Scott Romero*

**07/26/2024
Guadalupe Federico
El Paso County Auditors
320 S Campbell St
El Paso TX 79901**

Ms. Federico,

This letter is to inform you that we have exhausted all attempts to locate the following equipment, 6-headset tactical 2 way handsfree radio County Control numbers 143869,143870,143871,143872,143875,143877 these headsets were acquired in 2009 and the value is less than \$5,000. Two Garmin/Rhino GPS trackers County control numbers 161599 and 161603 these gps trackers were acquired in 2014 and the value is less than \$5,000.

Also, Chief Robert Esparza of ESD 2 advised the following items were returned to our emergency management a few years ago but and are no longer in inventory, analyzer multigas monitor County control # 143809 and 143811

We have searched in different sections of our Office, and we were met with negative results.

Sincerely,

**Adriana Munoz
Emergency Management Section**



**First Nationally Accredited Sheriff's Office in Texas
First Two Nationally Accredited County Jails in Texas**



Roads + Bridges

Fw: MARQUEE INVENTORY

Adriana Munoz <Ad.Munoz@epcounty.com>

Fri 7/26/2024 1:24 PM

To: Hopeton Staple <HStaple@epcounty.com>; Guadalupe Federico <g.federico@epcountytx.gov>

This is the reply I received from Ruben Gutierrez can we move forward with removing them from the inventory?

From: Ruben Gutierrez <RGutierrez@epcounty.com>

Sent: Wednesday, July 17, 2024 11:28 AM

To: Adriana Munoz <Ad.Munoz@epcounty.com>

Cc: Gabriel R. Gamino <GGamino@epcounty.com>; Fernando Hernandez <FeHernandez@epcounty.com>

Subject: RE: MARQUEE INVENTORY

Morning Deputy Munoz

I'm hoping this would be one of the message boards.

When I talked to Mr. Carrizal about this last year, he had mention purchasing marked them down as Electronic Marque.

He thinks they did not have a number for mobile message boards at the time.

The message boards we received were truck mounted like the picture I included. We only have one, they might have been on trucks that were probably auction off.

If they were mounted on trucks, purchasing might of done a positive adjustment on the county PO and put it on the truck county tag #.

To find out on which truck I would not know.

Thank you

Ruben Gutierrez

Administrative Assistant Intermediate

Road and Bridge

Fabens Warehouse

(915) 273-3194

From: Adriana Munoz <Ad.Munoz@epcounty.com>

Sent: Wednesday, July 17, 2024 10:38 AM

To: Ruben Gutierrez <RGutierrez@epcounty.com>

Cc: Gabriel R. Gamino <GGamino@epcounty.com>

Subject: MARQUEE INVENTORY

Good morning Mr. Gutierrez,

It is the time of the year for Homeland security grant equipment inventories. I am part of the homeland security (emergency management) section and I am tasked with assisting auditors with this specific inventory as it is grant related. In the list provided by auditors there are three items that are listed to be assigned to Fabens roads & bridges, which are the following:

SIGN-ELECTRONIC MARQUE (ROAD & BRIDGE)	146341	ROAD AND BRIDGE FABENS WHSE	01/14/109233-0114
SIGN-ELECTRONIC MARQUE (ROAD & BRIDGE)	146342	ROAD AND BRIDGE FABENS WHSE	01/14/109233-0114
SIGN-ELECTRONIC MARQUE (ROAD & BRIDGE)	146343	ROAD AND BRIDGE FABENS WHSE	01/14/109233-0114

These items unfortunately do not have serial numbers.

Can you please assist me in locating them and advise if they are in possession of roads and bridges, if not so we can start documentation for removal.

Thank you,



Deputy Adriana Munoz # 5502

Emergency Management, El Paso County Sheriff's Office

Ad.Munoz@epcounty.com 915-538-2193 915-493-3038

3850 Justice Dr. El Paso, TX 79938

Horizon Fire

From: Kris Menendez <kmenendez@epcesd1.com>
Sent: Wednesday, July 24, 2024 7:16 AM
To: Adriana Munoz <ad.munoz@epcounty.com>
Cc: Katherine Ames <kames@epcesd1.com>
Subject: EPCESD 1

[You don't often get email from kmenendez@epcesd1.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Good morning, hope all is well. As I had discussed with the prior representative who was inquiring about the atv that was purchased with the grant. The grant was awarded back in 2001. The award was for an atv that was to be used for search and rescue. The unit was utilized as such and back in 2022 was decommissioned as it was now 21 years old and no longer functional for the purpose needed. The life expectancy per the grant was 10 years and we well fulfilled the obligation of the grant. The unit when decommissioned was demobilised and is no longer in service. CC# 128141
I spoke to the prior representative and asked that it be removed from the inventory as we longer have the unit. She advised that it would be taken care of and it would be removed.

Respectfully,

Kristian Menendez, MPA
Fire Chief
El Paso County Emergency Services District No. 1
14151 Nunda Ave
Horizon City, Texas 79928
Kmenendez@epcesd1.com
Phone: (915) 852-3204
Cell: (915) 820-7420
FAX: (915) 852-8400



ANTHONY TEXAS POLICE DEPARTMENT

Carlos Enriquez, Chief of Police

P.O. BOX 1269

Anthony, Texas 79821

Phone (915) 886-3838 Fax (915) 886-5422

www.antxpd.org



Date: July 25, 2024

To: Adrian Munoz

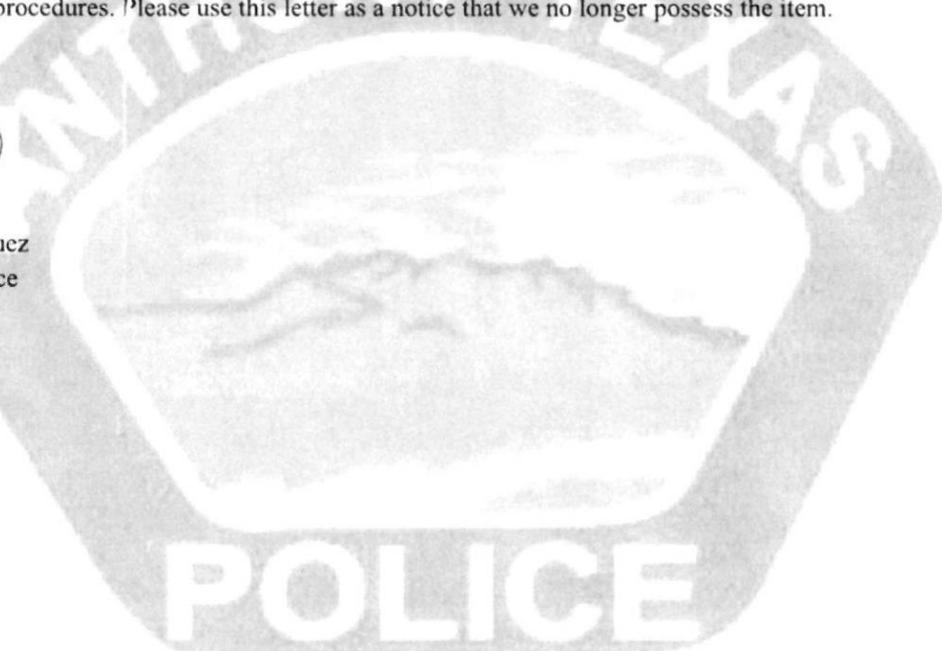
CC: County of El Paso Auditor

RE: Modem VEN-850 CC# 140039 S/N 508SJY0094

The Anthony Texas Police Department was the recipient of the above-listed modem that was used for MDT communications over 10 years ago. However, the equipment has since become obsolete and is no longer in operation. The modem was removed from the police unit and has been disposed of according to our disposal procedures. Please use this letter as a notice that we no longer possess the item.

Respectfully,

Carlos Enriquez
Chief of Police





Currently on
Admin / Shelf

To: **Purchasing Logistics Fixed Asset Section**

From: **SHERIFF HIDTA**

Point of Contact: **CAROL SANCHEZ**

Date: **05/06/2024**

Re: Items for Surplus from the **SHERIFF HIDTA** to The Purchasing Department

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for surplus in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

	Description	Barcode	VIN/Serial number	Condition	Original Cost Asset > \$5,000	Grants
1 ✓	Computer Base	180057	5QB71Q2	Good/ Fair	No	Yes ✓
2 ✓	Computer Base	180059	5Q961Q2	Good/ Fair	No	Yes ✓
3 ✓	Computer Base	180060	5QB1HQ2	Good/ Fair	No	Yes ✓
4 ✓	Computer Base	180061	5QB2HQ2	Good/ Fair	No	Yes ✓
5 ✓	Computer Base	180062	5Q991Q2	Good/ Fair	No	Yes ✓
6 ✓	Computer Base	180064	5QC71Q2	Good/ Fair	No	Yes ✓
7.				Excellent	Yes	Yes
8.				Excellent	Yes	Yes
9.				Excellent	Yes	Yes
10.				Excellent	Yes	Yes

Sincerely,

Authorized Signature

Submit Form