

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: April 28, 2018

SUBJECT/REASON FOR AGENDA ITEM:

1. Introduction of an ordinance to declare as surplus and authorize the sale of the items listed below to sell on GovsDeal.com:

Unit # 595- 2005 Dodge Durango, VIN# 1D4HD38N85F593218
Unit # 758- 2009 Ford Crown Victoria, VIN# 2FAHP71V89X123681
Unit# 764- 2009 Ford Crown Victoria, VIN# 2FAHP71V59X123685
Unit# 510 2000 GMC VIN# 1GDP7H1C3YJ526819
3 Point Hitch Sprayer 55 gallon tank
125 Gallon Sprayer with Cross Boom
Model FS520 Walk Behind Saw

(INCLUDE NAME, ADDRESS, PHONE NUMBER)

APPROVED BY: _____
(COUNCIL MEMBER OR CITY ADMINISTRATION)

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVE _____ **TIME RECEIVED:** _____

COUNCIL CLERK: Tonia Banks **AGENDA ITEM NUMBER** _____

APPROVED: _____ **(YES)** _____ **(NO)**

REMARKS:

COUNCIL PRESIDENT: _____

**City of Hammond Purchasing Department
Surplus/Transfer Request Form**
[Use a Separate Form for Different Dispositions]

Unit 595

I. Department Name: <u>WATER</u>		Date: <u>3-27-18</u>
Approved By: <u>G. Palermo</u>	Fax: <u>985-277-5959</u>	Ext.: <u>985-277-5962</u>
Requested Disposition: <input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

Unit 595

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>7130</u>	<u>1D4HD38N85F593218 DODGE DURANGO</u>	<u>190</u>	<u>POOR</u>

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
<input checked="" type="checkbox"/> To be transported by Physical Plant to PC Surplus <input type="checkbox"/> To be transferred to another dept as indicated <input type="checkbox"/> None/Property delivered with form by department <input type="checkbox"/> Authorization for dept to cannibalize for parts	
Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>Guy Palermo</u>	Dept Name: <u>WATER</u>	Date: <u>3-27-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>4-18-18</u>
Completed By: <u>[Signature]</u>	Dept Name:	Date: <u>4-18-18</u>

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**City of Hammond Purchasing Department
Surplus/Transfer Request Form**
[Use a Separate Form for Different Dispositions]

I. Department Name: <u>Hammond Police Dept</u>		Date: <u>4-13-18</u>
Approved By: <u>Taron Anderson</u>	Fax:	Ext.: <u>5729</u>
Requested Disposition: <input type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
758	2009 Ford Crown Victoria VIN# 2FAHP71V89X 123681	Hammond Maintenance Facility	Engine Tran Body Good Water leak Mold Interior

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
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Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>James Stewart</u>	Dept Name: <u>HPD</u>	Date: <u>4/13/18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>4.13.18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>4.13.18</u>

**City of Hammond Purchasing Department
Surplus/Transfer Request Form**
[Use a Separate Form for Different Dispositions]

I. Department Name: <u>Hammond Police</u>		Date: <u>4-6-18</u>	
Approved By: <u>Jason Anderson</u>	Fax:	Ext.: <u>5729</u>	
Requested Disposition: <input type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>764</u>	<u>2009 Ford Crown Vic VIN # 2FAHP71V59X 123685</u>	<u>Hammond Maintenance Facility 19DE.</u>	<u>Poor Transmission Exhaust Manifold crack.</u>

II.	
THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF	
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<input type="checkbox"/> To be transported by Physical Plant to PC Surplus <input type="checkbox"/> To be transferred to another dept as indicated <input type="checkbox"/> None/Property delivered with form by department <input type="checkbox"/> Authorization for dept to cannibalize for parts	
Authorized By Property Control:	Date:

III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>James W. Stewart</u>	Dept Name: <u>HPD</u>	Date: <u>4-6-18</u>
Received By: <u>Anna Johnson</u>	Dept Name: <u>Purchasing</u>	Date: <u>4.9.18</u>
Completed By: <u>Anna Johnson</u>	Dept Name: <u>Purchasing</u>	Date: <u>4.9.18</u>

**City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]**

I. Department Name: <u>FIRE Dept.</u>		Date: <u>04/19/18</u>
Approved By: <u>[Signature]</u>	Fax: <u>985-277-5805</u>	Ext.:
Requested Disposition: <input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____		
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PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>UNIT 510</u>	<u>200 GMC RESQUETRA 1GDP7H1C2YJ526819</u>	<u>FIRE STA. 2</u>	<u>Needs Batteries</u>

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Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>[Signature]</u>	Dept Name: <u>FIRE</u>	Date: <u>04/19/18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>4-19-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>4-19-18</u>

**City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]**

I. Department Name: <u>STREET</u>		Date: <u>3-28-18</u>	
Approved By: <u>Robert Moya</u>	Fax: <u>(985) 277-5858</u>	Ext.: <u>5957</u>	
Requested Disposition: <input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>7134</u>	<u>3 POINT HITCH SPRAYER 55 GALLONS</u>	<u>HWY 190</u>	<u>FAIR</u>

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Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>Robert Moya</u>	Dept Name: <u>Street</u>	Date: <u>3/28/18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>3-28-19</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>3-28-19</u>

**City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]**

I. Department Name: <u>STREET</u>		Date: <u>3-28-18</u>	
Approved By: <u>Robert Morgan</u>	Fax: <u>(985) 277-5958</u>	Ext.: <u>5957</u>	
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
	<u>125 Gallons Sprayer WITH CROSS BOOM</u>	<u>HWY 190</u>	<u>POOR</u>

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
<input type="checkbox"/> To be transported by Physical Plant to PC Surplus <input type="checkbox"/> To be transferred to another dept as indicated <input type="checkbox"/> None/Property delivered with form by department <input type="checkbox"/> Authorization for dept to cannibalize for parts	
Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>Robert Morgan</u>	Dept Name: <u>STREET</u>	Date: <u>3/28/18</u>
Received By: <u>Jana Johnson</u>	Dept Name: <u>Purchasing</u>	Date: <u>3-28-18</u>
Completed By: <u>Jana Johnson</u>	Dept Name: <u>Purchasing</u>	Date: <u>3-28-18</u>

**City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]**

I. Department Name: <i>Street</i>		Date: <i>3-20-18</i>
Approved By: <i>Robert Morgan</i>	Fax: <i>(985) 277-5888</i>	Ext.: <i>5957</i>
Requested Disposition: <input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

*MODEL FS520
HONDA GX 620*

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>1056</i>	<i>WALK BEHIND SAW</i>	<i>190 YARD</i>	<i>FAIR TRANSMISSION PROBLEMS</i>

II. THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
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Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>Robert Morgan</i>	Dept Name: <i>Street</i>	Date: <i>3/20/2018</i>
Received By: <i>Yana Krum</i>	Dept Name: <i>Purchasing</i>	Date: <i>3-20-18</i>
Completed By: <i>Yana Krum</i>	Dept Name: <i>Purchasing</i>	Date: <i>3-20-18</i>