

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: August 14, 2018

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver ☐ | Open Container Law Waiver ☐
Other: _____

Please be specific about the reason to be on the agenda.

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

Unit # 387- 1997 Ford F-150, VIN# 1FTDF1728VNB98351
Unit # 594- 2005 Dodge Durango, VIN# 1D4HD38N65F593220
Unit # 620- 2006, Ford Expedition VIN# 1FMPU15576LA21332
Unit #721 - 2000 Chevy Silverado. VIN# 1GCFC24T5YE326201
Champion Air Compressor asset # 7496
Woods PRD 7200 Finishing Mower
Woods RD 7200 Finishing Mower
Woods RD 7200 Finishing Mower
Woods Brush Bull serial #1024047
SD300 Generator 200KW asset# 9547
Generac 22KW Generator asset# 8405
SD300 Generator 180KW asset# 9546

Requested By: Purchasing

NAME: Jana Thurman

ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the First and Third Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Tonia Banks Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Unit 387

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

I	
Department Name: <u>Parks + Grounds</u>	Date: <u>8-9-18</u>
Approved By: <u>G. Land</u>	Ext.: <u>5956</u>
Requested Disposition:	
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ Transfer tagged property to _____ Dept* New Location: _____	
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.	
PROPERTY #	DESCRIPTION OF PROPERTY
<u>1997 Ford F-150</u>	<u>VIN 1F7DF1728VNB</u>
<u>98351</u>	<u>190 Main. Facility</u>
	<u>18004 Highway 140</u>
	<u>Bad Engine</u>

Smoking

II.	
THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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>[Signature]</u>	Dept Name: <u>Grounds</u>	Date: <u>8-9-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.10.18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.10.18</u>

Unit 384

City of Hammond Purchasing Department
 Purchase Request Form
 (Use a separate form for different divisions)

Request Number: 100-10-18	Date: 8-9-18
Requester: John + Linda	Estimate: 3222

☒ Supplier is a City of Hammond Property Company
 If not, please provide the following information:
 Supplier Name: _____
 Supplier Address: _____
 Supplier Phone: _____
 Supplier Email: _____

IF A KEY HAS BEEN MOVED OR REPLACED, OR A KEY IS MISSING, PLEASE CHECK THE BOXES BELOW.

PROPERTY	DESCRIPTION OF PROPERTY	LOCATION	REMARKS
100-10-18	100-10-18	100-10-18	100-10-18

IF A KEY IS NOT COMPLETED BY PROPERTY CONTROL STAFF

Requester: John + Linda	Date: 8-9-18
Requester: John + Linda	Date: 8-9-18

Requester: John + Linda	Date: 8-9-18
Requester: John + Linda	Date: 8-9-18

unit
594

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

Transmission: SSUC
Electrical most
likely internal
fuse panel

I			
Department Name: <u>Parks & Grounds</u>	Date: <u>7/18/18</u>		
Approved By: <u>James A. Laid</u> Fax: <u>5956</u>	Ext.: <u>5956</u>		
Requested Disposition:			
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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
2005 Dodge Durango	1D4HD38N65F593220	190 Main Facility 18104 Highway 190	Bad

II	
THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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 A. Laid</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>7/18/18</u>
Received By: <u>James A. Laid</u>	Dept Name: <u>Purchasing</u>	Date: <u>7-18-18</u>
Completed By: <u>James A. Laid</u>	Dept Name: <u>Purchasing</u>	Date: <u>7-18-18</u>

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

Front End
Electrical
Prob

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>Guy Reemo</i>	Dept Name: <i>WFS</i>	Date: <i>5-15-18</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-21-18</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-21-18</i>

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

I. Department Name: <u>WATER</u>		Date: <u>5-8-18</u>	
Approved By: _____		Fax: <u>905-277-5959</u>	
Requested Disposition:			
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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>UNIT 721</u>	<u>2000 CHEVY PICKUP</u>	<u>190</u>	<u>POOR</u>
<u>1G6FC24T5YE326201</u>			

II.	
THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus	
☐ To be transferred to another dept as indicated	
☐ None/Property delivered with form by department	
☐ 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 Reemo</u>	Dept Name: <u>WATER</u>	Date: <u>5-9-18</u>
Received By: <u>Kynte Nott</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-21-18</u>
Completed By: <u>Kynte Nott</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-21-18</u>

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

I. Department Name: <u>GAAG</u>		Date: <u>2/8/18</u>	
Approved By: <u>Randall S. Lee</u> Fax: <u>955-272-5958</u>		Ext.: <u>5954</u>	
Requested Disposition:			
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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
7496	Champion Air compressor	190 Surplus Room	Poor, bad BAD

'Bad plot value
Does not Run

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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: 	Dept Name: Garage	Date: 2-8-18
Received By: 	Dept Name: Purchasing	Date: 2-8-18
Completed By: 	Dept Name: Purchasing	Date: 2-8-18

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

I Department Name: <u>Parks & Grounds</u>		Date: <u>4/30/18</u>	
Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>5956</u>	
Requested Disposition:			
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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>Woods PRD 7200</u>	<u>Woods PRD 7200 Finishing Mower</u>	<u>190 E Main. Facility</u>	<u>Poor</u>

II THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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>[Signature]</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>4/30/18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-1-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>5/1/18</u>

[Use a Separate Form for Different Dispositions]

I. Department Name: Parks & Grounds		Date: 4/30/18	
Approved By: [Signature]		Fax:	
Requested Disposition:		Ext.: 5956	
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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
Woods RD	Woods RD 7200 Finishing Mower	1905 Man. Facility	Poor

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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: <i>[Signature]</i>	Dept Name: <i>Planes & Ground</i>	Date: <i>5-1-18</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-1-2018</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Truck & Ground</i>	Date: <i>5/1/18</i>

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

L Department Name: <i>Parks & Grounds</i>		Date: <i>4/30/18</i>	
Approved By: <i>[Signature]</i>		Ext.: <i>5956</i>	
Requested Disposition:			
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ Transfer tagged property to _____ Dept* New Location: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY # <i>Woods Rd</i> <i>7200</i>	DESCRIPTION OF PROPERTY <i>Finishing Mower</i>	LOCATION <i>190 E</i> <i>Maintenance Facility</i>	CONDITION <i>Poor</i>

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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: <i>[Signature]</i>	Dept Name: <i>Parks & Rec</i>	Date: <i>5-1-2018</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-1-2018</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Parks & Rec</i>	Date: <i>5/1/18</i>

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

I Department Name: <i>Parks & Grounds</i>		Date: <i>4/30/18</i>	
Approved By: <i>[Signature]</i>		Ext.: <i>5956</i>	
Requested Disposition: ☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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
<i>SN# 1024047</i>	<i>Woods Brush Bull facility</i>	<i>190 E Main</i>	<i>Poor</i>

II THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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: <i>[Signature]</i>	Dept Name: <i>Parks & Grounds</i>	Date: <i>5-1-18</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-1-18</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Parks & Grounds</i>	Date: <i>5/1/18</i>

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

I. Department Name: <u>Water & Sewer</u>		Date: <u>5-2-18</u>	
Approved By: <u>[Signature]</u>	Fax: <u>985-277-5959</u>	Ext.: _____	
Requested Disposition:			
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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>9547</u>	<u>Generator 200 KW</u> <u>ONAN #NH592322-6219</u>	<u>18104 Hwy 190B</u>	<u>Poor</u>
<u>SD 300</u>			

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date: _____
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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>[Signature]</u>	Dept Name: <u>WATER</u>	Date: <u>05-10-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>

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

I. Department Name: <u>Water & Sewer</u>		Date: <u>5-2-18</u>	
Approved By: <u>[Signature]</u>		Fax: <u>985-277-5959</u>	Ext.: _____
Requested Disposition:			
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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
8405	Generator 22KW S/N 595-0200	18104 Hwy 190 E	Poor

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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 Paeono</u>	Dept Name: <u>WATER</u>	Date: <u>05-10-18</u>
Received By: <u>Kynte Wob</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>
Completed By: <u>Kynte Wob</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>

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

I. Department Name: <u>Water & Sewer</u>		Date: <u>5-2-18</u>	
Approved By: <u>JA</u>		Fax: <u>985-277-5959</u> Ext.: _____	
Requested Disposition:			
☒ Surplus item(s) to City of Hammond Property Control ☐ Department wishes to keep item(s) & dismantle for parts to repair like equipment. ☐ 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>9546</u>	<u>Generator 180 KW</u> <u>Kohler s/n 0400043852</u> <u>Includes ATS</u>	<u>18104 Hwy 190 E</u>	<u>POOR</u>

II.	
THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
☐ To be transported by Physical Plant to PC Surplus ☐ To be transferred to another dept as indicated ☐ None/Property delivered with form by department ☐ 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 Poore</u>	Dept Name: <u>WATER</u>	Date: <u>05-10-18</u>
Received By: <u>Kristle now</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>
Completed By: <u>Kristle now</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>