

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: April 9, 2019

SUBJECT/REASON FOR AGENDA ITEM:

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

- Unit # 846- 2011Chevy Tahoe, VIN# 1GNLC2E08BR172405
- Unit # 492- 2005 Dodge Ram, VIN# 1B7HC16X41S745232
- Unit # 717 - 2008 Ford Crown Victoria, VIN# 2FAFP71V58X125684
- Unit # 703 – 2001 Chevy Silverado 1500 VIN# 1GCEK14V11Z263820

(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]

I.			
Department Name: <i>Hammond Police Dept</i>	Date: <i>3/27/19</i>		
Approved By: <i>J. Anderson</i>	Ext.: <i>5729</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.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>846/847</i>	<i>2011 Tahoe 1GNLC2E08BR172405</i>	<i>1290 SW 212 AVE, Hammond</i>	<i>Poor - Engine PWR - Transmission</i>

II.	
THIS SECTION TO BE COPMPLETED 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		
<i>X</i> Released By: <i>[Signature]</i>	Dept Name: <i>Hammond Police Dept.</i>	Date: <i>3/27/19</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>3.28.19</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>3.28.19</i>



Keys ✓
+ title

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

I. Department Name: WATER		Date: 9-19-18	
Approved By:	Fax:	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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
5183	DOODGE RAM 1500 UNIT 492	190 SHOP	POOR

II. THIS SECTION TO BE COPMLETED 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: Guy Talamo	Dept Name: WATER	Date: 9-20-18
Received By: Kaplan	Dept Name: Purchasing	Date: 12-5-18
Completed By: Kaplan	Dept Name: Purchasing	Date: 12-5-18

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

I. Department Name: <i>Hammond Police Dept</i>		Date: <i>3 27 19</i>	
Approved By: <i>J. Anderson</i>	Fax:	Ext.: <i>5729</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.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>Unit 717 # 7622</i>	<i>2008 Ford Crown Vic 2FAFP71V58X125684</i>	<i>1290 SW RR AVE, Hammond</i>	<i>Poor - Engine knocks</i>

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		
<i>X</i> Released By: <i>[Signature]</i>	Dept Name: <i>Hammond Police Dept</i>	Date: <i>3/27/19</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>4.3.19</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>4.3.19</i>

UNIT #
703

Keys ✓
title

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

I. Department Name: <u>WATER</u>		Date: <u>11-16-18</u>	
Approved By:	Fax:	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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>19CEK14V11Z263820</u>	<u>2001 CHEVY 1500 4X4</u>	<u>190 SHOP</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>Guy Palermo</u>	Dept Name: <u>Water</u>	Date: <u>11-19-18</u>
Received By: <u>Krystina</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-5-18</u>
Completed By: <u>Krystina</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-5-18</u>

19CEK14V11Z263820