

**SUPPORT SERVICES COMMITTEE
PURCHASING AGENDA
APRIL 30, 2014**

- I. Call meeting to order.
- II. Approval of previous minutes.
- III. New Business:
 - A. Request to delete items from Auction inventory that have not been found after several years of searching for the same.
- IV. Old Business:

None
- V. Motion to adjourn

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Purchasing Dept.

DATE: 4/30/14

- (a) Purpose of Request: To delete items from Auction inventory that have not been found after several years of searching for the same.

- (b) Details: The Purchasing Department is charged with administering the Auction inventory. For several years, we have been searching for all of the items listed on said inventory to no avail. The only items that have been found are the washers and dryers, which have been crossed off the list and will remain on inventory.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

WARREN COUNTY
Asset Listing
 Effective Date: 04/28/2014

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price
6654	K104	Typewriter	Auction - Auction	01/02/1986	\$636.00
6669	K104	Rapid Base	Auction - Auction	01/01/1986	\$600.00
6829	K104	Portable VCR	Auction - Auction	03/22/1985	\$675.00
6857	K104	Washer/Extractor - Stainless Steel	Auction - Auction	03/21/1986	\$2,150.00
7023	K104	Bin Sorter	Auction - Auction	11/13/1986	\$1,150.00
7037	K104	Range - 72"	Auction - Auction	12/15/1986	\$2,333.50
7116	K104	Refrigerator	Auction - Auction	02/04/1987	\$1,827.00
8704	K104	Photo ID Camera W/Mount	Auction - Auction	01/01/1988	\$721.36
8711	K104	Portable Radio - Marine	Auction - Auction	01/01/1988	\$1,000.00
8768	K104	Identification Camera	Auction - Auction	01/01/1988	\$400.00
9116	K104	Dishwasher	Auction - Auction	01/01/1988	\$4,500.00
9137	K104	Tri-Analyzer	Auction - Auction	01/01/1988	\$500.00
9152	K104	Projector	Auction - Auction	01/01/1988	\$610.00
9157	K104	Video Camera	Auction - Auction	01/01/1988	\$800.00
9180	K104	Breathalyzer	Auction - Auction	01/01/1988	\$2,400.00
9190	K104	Identification Camera W/Mount	Auction - Auction	01/01/1988	\$721.36
9198	K104	Executive Desk - Dbl Ped. Walnut Wood	Auction - Auction	01/01/1988	\$360.00
9344	K104	Simulator	Auction - Auction	01/01/1988	\$400.00
9346	K104	Identification Camera	Auction - Auction	01/01/1988	\$400.00
9350	K104	Desk W/Credenza - Dbl Ped, Beige, Oak Top	Auction - Auction	01/01/1988	\$428.00
9367	K104	Desk - Dbl Ped, Taupe W/Walnut Top	Auction - Auction	01/01/1988	\$560.00
9566	K104	30 Qt Mixer W/Slicer	Auction - Auction	05/24/1988	\$3,638.25
10217	K104	Transparency Maker	Auction - Auction	03/13/1989	\$1,070.00
10303	K104	Secretarial Desk W/Return, 60x30, Beige, W/LT Oak	Auction - Auction	05/12/1989	\$429.00
10327	K104	Photo ID Camera	Auction - Auction	09/05/1989	\$798.45
10430	K104	Monitor W/Keyboard	Auction - Auction	09/06/1989	\$1,165.00
10432	K104	Monitor W/Keyboard	Auction - Auction	09/06/1989	\$1,165.00
10439	K104	Color Display	Auction - Auction	09/06/1989	\$431.00
10445	K104	Pro Printer W/Cable	Auction - Auction	09/06/1989	\$615.00
10451	K104	Modem	Auction - Auction	09/06/1989	\$483.00
10551	K104	Fire Pump	Auction - Auction	11/02/1989	\$383.00
10588	K104	Camcorder	Auction - Auction	03/02/1990	\$1,150.00
10779	K104	Guardsmen Watchclock	Auction - Auction	02/15/1990	\$483.00
11105	K104	Highback Chairs	Auction - Auction	11/15/1990	\$400.00
11106	K104	Highback Chairs	Auction - Auction	11/15/1990	\$400.00

WARREN COUNTY
Asset Listing

Effective Date: 04/28/2014

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price
11430	K104	Fax Machine	Auction - Auction	04/24/1991	\$1,074.00
11745	K104	Camera & Case W/Lens Extender	Auction - Auction	10/11/1991	\$445.54
12149	K104	Typewriter	Auction - Auction	02/20/1992	\$395.00
12444	K104	Food Processor	Auction - Auction	03/02/1993	\$455.00
12445	K104	Ice Cuber W/Bin	Auction - Auction	01/22/1993	\$1,240.00
12469	K104	Annunciator	Auction - Auction	09/14/1993	\$353.61
12470	K104	TV/VCR	Auction - Auction	03/02/1993	\$500.00
12489	K104	Kettle & Steamer	Auction - Auction	11/12/1993	\$4,480.00
12540	K104	Photo ID Camera	Auction - Auction	09/22/1993	\$905.69
12565	K104	Copier	Auction - Auction	08/27/1993	\$1,066.00
12613	K104	SME Modified Version I	Auction - Auction	09/22/1993	\$389.80
12738	K104	Ventilation Fan	Auction - Auction	06/21/1994	\$525.00
12803	K104	Laser Printer	Auction - Auction	09/13/1994	\$2,306.50
12807	K104	Video Camera	Auction - Auction	08/17/1994	\$890.00
12814	K104	Color Monitor - 14"	Auction - Auction	08/18/1994	\$1,023.75
12842	K104	Range (new shop@mrf)	Auction - Auction	09/01/1994	\$1,528.00
12885	K104	Matrix Printer	Auction - Auction	12/29/1994	\$512.57
13045	K104	Remote Controller	Auction - Auction	04/13/1995	\$2,727.00
13046	K104	Dryer	Auction - Auction	05/02/1995	\$1,124.00
13049	K104	Bunk Bed - High Security - Grey	Auction - Auction	05/02/1995	\$434.00
13050	K104	Bunk Bed - High Security - Grey	Auction - Auction	05/02/1995	\$434.00
13067	K104	Computer W/ Monitor	Auction - Auction	09/06/1995	\$1,529.00
13146	K104	Computer Terminal	Auction - Auction	07/20/1995	\$1,023.75
13213	K104	Mobile File - Grey	Auction - Auction	01/16/1996	\$4,912.16
13214	K104	Laser Printer	Auction - Auction	04/15/1996	\$2,885.75
13222	K104	Evidence Camera W/Case - Black	Auction - Auction	02/08/1996	\$904.01
13233	K104	Camera W/Lens & Flash	Auction - Auction	04/04/1996	\$896.90
13247	K104	Desk Top Printer	Auction - Auction	07/10/1996	\$434.29
13248	K104	Portable Printer	Auction - Auction	07/10/1996	\$408.73
13249	K104	Portable Printer	Auction - Auction	07/10/1996	\$408.73
13250	K104	Laser Jet Printer	Auction - Auction	09/26/1996	\$463.13
13265	K104	Scanner	Auction - Auction	11/15/1996	\$446.70
13305	K104	Monitor & Camera	Auction - Auction	10/31/1996	\$648.75
13386	K104	Camera/7 Flash Units	Auction - Auction	03/03/1997	\$743.25
13400	K104	30-Pound-Dryer	Auction - Auction	09/13/1997	\$1,165.00

WARREN COUNTY

Asset Listing

Effective Date: 04/28/2014

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price
13414	K104	Monitor W/Camera	Auction - Auction	03/03/1997	\$816.67
13416	K104	Monitor W/Camera	Auction - Auction	03/03/1997	\$816.66
13455	K104	Personal Computer W/Monitor	Auction - Auction	09/04/1997	\$2,074.00
13456	K104	Hard Drive W/Memory Card	Auction - Auction	09/04/1997	\$615.04
13495	K104	Workstation	Auction - Auction	04/24/1997	\$563.00
13496	K104	Workstation	Auction - Auction	04/24/1997	\$563.00
13497	K104	Workstation	Auction - Auction	04/24/1997	\$563.00
13498	K104	Workstation	Auction - Auction	04/24/1997	\$563.00
13499	K104	Workstation	Auction - Auction	04/24/1997	\$563.00
13500	K104	Lateral File	Auction - Auction	04/09/1997	\$491.00
13536	K104	Antenna W/Harness & Brackets	Auction - Auction	01/23/1998	\$1,734.00
13645	K104	Washer/Extractor	Auction - Auction	02/04/1999	\$2,395.00
13617	K104	Photo ID Camera	Auction - Auction	02/18/1999	\$999.81
13628	K104	Printer/Adapter	Auction - Auction	03/31/1998	\$1,367.71
13678	K104	4 Drawer File, Letter, Locks - Putty	Auction - Auction	09/11/1998	\$471.31
13679	K104	4 Drawer File, Letter, Locks - Putty	Auction - Auction	09/11/1998	\$471.31
13768	K104	Computer	Auction - Auction	07/06/1999	\$1,547.75
13772	K104	Panels (3 Sections)	Auction - Auction	01/22/1999	\$860.00
13927	K104	Convection	Auction - Auction	03/04/1998	\$1,925.00
13929	K104	Hot Food Cart	Auction - Auction	02/19/1998	\$3,287.00
13933	K104	Washing Machine	Auction - Auction	02/20/1998	\$2,350.00
13934	K104	Dryer	Auction - Auction	04/09/1998	\$1,155.00
13935	K104	Highback Chair - Ebony	Auction - Auction	02/05/1999	\$825.00
13936	K104	Highback Chair - Ebony	Auction - Auction	02/05/1999	\$825.00
13937	K104	Highback Chair - Ebony	Auction - Auction	02/05/1999	\$825.00
13938	K104	Scanner W/Tone Board	Auction - Auction	10/09/1998	\$399.50
13941	K104	8434 DX Telephone	Auction - Auction	03/04/1998	\$554.72
14162	K104	Cabinets W/Countertop	Auction - Auction	09/19/2000	\$735.00
14163	K104	Cabinets W/Countertop	Auction - Auction	09/19/2000	\$735.00
14217	K104	Fax Machine	Auction - Auction	02/09/2001	\$596.00
14219	K104	Upright Freezer	Auction - Auction	12/21/2000	\$450.00
14220	K104	Upright Freezer	Auction - Auction	12/21/2000	\$450.00
14221	K104	Upright Freezer	Auction - Auction	02/09/2001	\$465.00
14222	K104	Upright Freezer	Auction - Auction	02/09/2001	\$465.00
14698	K104	High Back Chair	Auction - Auction	01/24/2002	\$749.00

WARREN COUNTY
Asset Listing

Effective Date: 04/28/2014

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price	
13607A	K104	Highback Chair - Ebony	Auction - Auction	03/05/1999	\$705.00	
Grand Total:					106 Assets	\$110,434.07

\$ 103,245.01

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: IT

DATE: 4/30/2014

- (a) Purpose of Request: Purchase of the following equipment to video record Committee meetings and make the contents available on the internet: Camera, Ceiling mounted microphone, an AMP for the microphones, a DVR(s) for the audio/video recordings, a switch, and any other related equipment that may be necessary.

- (b) Details: Purchase of the following equipment to video record Committee meetings and make the contents available on the internet: Camera, Ceiling mounted microphone, an AMP for the microphones, a DVR(s) for the audio/video recordings, a switch, and any other related equipment that may be necessary.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: an amount not to exceed \$700, A.1680 220 Information Technology, Office Equipment (transfer request from contingency to be presented to the Finance Committee)

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: IT

DATE: 4/30/2014

- (a) Purpose of Request: Authorize re-employment of Jason Michael Baker as a temporary part-time Computer Help Desk Aide for an additional thirty (30) days (30 hours per week to be paid at a rate of \$12.18 per hour)

- (b) Details: Authorize re-employment of Jason Michael Baker as a temporary part-time Computer Help Desk Aide for an additional thirty (30) days (30 hours per week to be paid at a rate of \$12.18 per hour)

- (c) Previous Resolution Number: 732 of 2013 and 94 of 2014

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: \$2,902; A.1680 130 Information Technology, Salaries - Part-Time

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Information Technology

SIGNED:


COUNTY ADMINISTRATOR for Dept.

DATE: 4/30/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1680 110	Info Tech Regular Salaries	A.1680 130	Info Tech Part Time Salaries	2,902.00

Please state reason for transfers requested: To amend budget to extend temporary help to 150 days.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

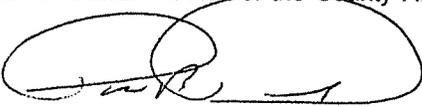
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Office of the County Administrator

SIGNED:



DATE: 4/30/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1011 439	Co. Admin-Misc Fees	A.1011 120	Co. Admin-Overtime	300.00
A.1011 444	Co. Admin-Travel	A.1011 865	Co. Admin-Dental Ins.	288.00
A.1325 865	Treasurer-Dental Ins.	A.1011 865	Treasurer-Dental Ins.	18.00

Please state reason for transfers requested: To allocate funds for overtime expenses and Dental Insurance.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.