



# Travis County Commissioners Court Agenda Request

**Meeting Date:** January 31, 2012

**Prepared By/Phone Number:** Ron Dube, 854-6458

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** DECLARE ITEM AS SURPLUS AND SELL AT PUBLIC AUCTION PURSUANT TO SECTION 263.151 OF THE TEXAS LOCAL GOVERNMENT CODE.

**Purchasing Recommendation and Comments:** Purchasing concurs department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

The Sheriff's Central Warrant Section is no longer in need of the Rotary File System currently located in the Blackwell Thurman CJC, Suite 1.500. The department asked that the item be removed by the winning bidder at auction.

Pursuant to Section 263.151, declare the Rotary File System as Surplus Property.

**APPROVED ( ) DISAPPROVED ( )**

**BY COMMISSIONERS COURT ON**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNTY JUDGE

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.



JAMES N. SYLVESTER  
Chief Deputy

## GREG HAMILTON

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PHYLLIS CLAIR  
Major - Law Enforcement

DARREN LONG  
Major - Corrections

MARK SAWA  
Major - Administration & Support

January 11, 2012

To: The Travis County Commissioner's Court  
From: Sheriff Greg Hamilton   
Subject: DECLARE ROTARY FILE SYSTEM SURPLUS AND SELL AT PUBLIC AUCTION

The Travis County Sheriff's Office would like to request the disposal of a Rotary File System. The County tag number is 79019 (ROTARY FILE/ MODEL #66144 Serial # 16467) located in the Blackwell Thurman Criminal Justice Center, Suite 1.500.

Cc. Ron Dude, Purchasing  
Dan Rollie, Purchasing  
Gary Cotter, TCSO

## **Gary Cotter - Asset Removal Request (Tag 79019)**

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**From:** Robin Osborn  
**To:** Bonnie Floyd; Gary Cotter; Ron Dube  
**Date:** 1/11/2012 12:48 PM  
**Subject:** Asset Removal Request (Tag 79019)  
**CC:** Mark Sawa; Pam Pierce

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To Whom It May Concern:

Please dispose of asset tag number 79019 (ROTARY FILE/ MODEL #66144 Serial # 16467) located in the Blackwell Thurman CJC, Suite 1.500.

Reason: It is no longer needed by the Central Warrants Section.

The document trays inside of it will go with it as they do not fit any other rotary we have and we have no use for them either.

Facilities Management is unable to move the unit due to the size and inability to fit through the door. It must be disassembled in place to be removed.