

DEPARTMENT OF PUBLIC WORKS

People serving people.

Robert Beaumont
DIRECTOR

January 8, 2014

MERA Executive Board
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Novato, CA 94945

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Re: Request for Disposition of Certain Surplus MERA Equipment

Dear Directors:

On November 11, 2013, your Board approved Surplus Property Policy and Procedures for the proper disposition of MERA surplus property. The following assets are recommended for disposal:

Accounting

Item: Master Switch
Method: Transfer/donate
Comment: Replaced by County grant funded project. MERA can no longer use this equipment and it is no longer supported by the manufacturer. Donate to other public agency, with them paying for the shipping charges.

Airport

Building Maintenance

Capital Projects

Certified Unified Program Agency (CUPA)

Item: Bay Hill Generator
Method: Scrap
Comment: Recycled, with no disposal cost to MERA.

Communications Maintenance

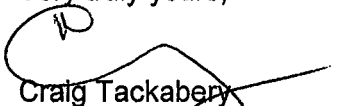
We recommend you authorize disposition of certain MERA Assets as presented above.

County Garage

Disability Access

Very truly yours,

Engineering & Survey


Craig Tackabery
MERA Operations Officer

Flood Control & Water Resources

Attachments

Land Development

Purchasing

Real Estate

Reprographic Services

Road Maintenance

Stormwater Program

Transportation & Traffic Operations

Waste Management

TO: COUNTY PURCHASING AGENT

THE PROPERTY DESCRIBED BELOW IS SURPLUS TO THE NEEDS OF THIS DEPARTMENT. IT IS REQUESTED THAT APPROPRIATE ACTION BE TAKEN TO DISPOSE OF THE ITEM(S) LISTED BELOW.

**COUNTY OF MARIN
PURCHASING DIVISION
PTR - FIXED ASSET**

PTR NO. FY

From:

Business Area Relinquishing Property

By:

Dept. Head or Property Officer

Date: 12/30/2013

ACTION

SAP Asset #	Cost Center	Location Code	Plant	Asset Tag# (Blue)	Other	Serial or VIN Number	Short Description
N/A	MERA	PRIME	N/A	N/A	N/A	XM-POWER 0185191U01	PART OF 3.0
						SER#E876/100480/1.12	MASTER SWTCI
						XM-IOSET-1000 0182996X01	PART OF 3.0
						SER#E1039/101294/1.3	MASTER SWTCI
						XM-BRIDGE-334 0185196U01	PART OF 3.0
						SER#E711/92252/1.9	MASTER SWTCI
						XM-VICP-16 0185193U01	PART OF 3.0
						SER#E1009/100378/1.7	MASTER SWTCI
						xmcpusel2-128-33 0182955X0	PART OF 3.0
						SER#E980/90353/1.1	MASTER SWTCI

Note: Each Department is required to affirm that computers have been formatted and the hard drive has been cleared to the Department of Defense standards before delivery to surplus storage. To accomplish this please contact IST Help Desk or your internal IT support person to complete this process.

Disk Formatted Disk Formatter Name: Date:

TO: DEPT. OF FINANCE

Disposition

Transferred	Retire	Surplus	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FROM: PURCHASING AGENT
THE ABOVE PROPERTY HAS BEEN DISPOSED OF AS INDICATED.

PURCHASING AGENT

Department Accepting Property

Select One

Business Area

Fund

Functional Area

Cost Center

Plant

Location Code

Dept. Head or Property Officer

Date

Comments

Marin Emergency Radio Authority (MERA) owned Motorola Smart Zone, Smart Net 3.0 Master Switch from the Master/Prime Site. This original master switch was replaced with a 7.13 Master Switch July 2013. This Master Switch can not be used in MERA's present configuration and is no longer supported by the manufacturer.

TO: COUNTY PURCHASING AGENT

COUNTY OF MARIN
PURCHASING DIVISION
PTR - FIXED ASSET

PTR NO. FY

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APPROPRIATE ACTION BE TAKEN TO DISPOSE
OF THE ITEM(S) LISTED BELOW.

From:

Business Area Relinquishing Property

By:

Dept. Head or Property Officer

Date: 12/5/2013

ACTION

SAP Asset #	Cost Center	Location Code	Plant	Asset Tag# (Blue)	Other	Serial or VIN Number	Short Description
N/A	MERA	BAYHILL	N/A	N/A	002041	SER#07827-3, model 125RZG	90kw generator

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Disk Formatted Disk Formatter Name: Date:

TO: DEPT. OF FINANCE

Disposition

Transferred	Retire	Surplus	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FROM: PURCHASING AGENT
THE ABOVE PROPERTY HAS BEEN
DISPOSED OF AS INDICATED.

Department Accepting Property

Select One

Business Area

Fund

Functional Area

Cost Center

Plant

Location Code

PURCHASING AGENT

Dept. Head or Property Officer

Date

Comments

Marin Emergency Radio Authority (MERA) owned generator from the Bay Hill site. This original generator is being replaced due to complete failure beyond economical repair. Kohler Model 4813 125RZG MFG date June 2003