

To:	Robert	Pedregon	, Inventory	Liaison
10.	HODEIL	Laicgon	, IIIV CITCOTY	LIGISON

From: Howard L. Capshaw, Bailiff

Date: August 10, 2021

Re: Assets to be removed from

65th District Court

inventory.

Approve and authorize the removal assets from the respective department/ courts inventory. The department/ courts have exhausted their efforts in trying to find these assets from past inventories.

The removed assets were either picked-up on a prior date, disposed in-house, obsolete, or lost.

(M	aximum 100 item Description	Barcode	Serial number	Reason	Original Cost Asset> \$5,000
1.	Dell Laptop	158764	BB324X1	Pick-Up Prior Date	No
2.	Hovercam Ultra8	183764	UT8191000977E69D	Lost	No
3.				Pick-Up Prior Date	Yes
4.				Pick-Up Prior Date	Yes
5.				Pick-Up Prior Date	Yes
6.				Pick-Up Prior Date	Yes
7.				Pick-Up Prior Date	Yes
8.				Pick-Up Prior Date	Yes
9.				Pick-Up Prior Date	Yes
10				Pick-Up Prior Date	Yes

Sincerely,		
Authorized Signature_	H1C.	



From: Howard L. Capshaw, Bailiff

Date: August 11, 2021

Re: Items for surplus or transfer from Various Courts/Departments to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for reallocation in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department 65th District Court

Original Cost Description Barcode Serial number Condition Asset> \$5,000 Grants HP mini tower comput 176306 Good/ Fair No No 2. HP mini tower comput 176318 Good/Fair No No HP mini tower comput 176317 3. Good/Fair No No 4. HP prodesk 600 comp. 177876 No Good/ Fair No 5. Canon printer 156526 No Good/ Fair No Microsoft SurfacePro 181330 6. Good/Fair No No 7. Hovercam Ultra8 183768 Excellent No UT819100009750939 No 8. Excellent No No 9. Excellent No No 10. No Excellent No

Sincerely,	HIC.
Authorized Signature_	7120



To: Robert Pedregon, Inventory Lia	isor
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From: Howard L. Capshaw, Bailiff

Date: August 2, 2021

Re: Items for surplus or transfer from

65th District Court

to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for reallocation in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

If reallocated, list the receiving department Protective Order Court

Original Cost

	Description	Barcode	Serial number	Condition	Asset> \$5,000	Grants
1.	Canon Copier mach.	152014		Good/ Fair	No	No
2.				Excellent	No	No
3.				Excellent	No	No
4.				Excellent	No	No
5.				Excellent	No	No
6.				Excellent	No	No
7.				Excellent	No	No
8.				Excellent	No	No
9.				Excellent	No	No
10.				Excellent	No	No

Sincerely,	
	HLC
Authorized Signature	9120



From: Howard L. Capshaw, Bailiff

Date: August, 2, 2021

Re: Items for surplus or transfer from

65th District Court

to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for reallocation in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

If reallocated, list the receiving department Protective Order Court

Original Cost

	Description	Barcode	Serial number	Condition	Asset> \$5,000	Grants
1.	Dell computer	158734	GQ224X1	Good/ Fair	No	No
2.	Varidesk Pro Plus48	180140		Excellent	No	No
3.	Refrigerator	112976	AD089580	Good/ Fair	No	No
4.	Fellowes Papershredde	180343		Good/ Fair	No	No
5.	Epson Projector	182060	X3RZ9100007	Excellent	No	No
6.	Credenza Wood	88671		Good/ Fair	No	No
7.	Chair Executive leather	88672		Good/ Fair	No	No
8.	Desk Executive Wood	88673		Good/ Fair	No	No
9.	Table coffee wood	88674		Good/ Fair	No	No
10.	Sofa fabric blue	88680		Good/ Fair	No	No

Sincerely,		
Authorized Signature_	HLC	



To:	Robert	Pedregon,	Inventory	Liaisor
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From: Howard L. Capshaw, Bailiff

Date: August 10, 2021

Re: Items for surplus or transfer from

65th District Court

to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for reallocation in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

If reallocated, list the receiving department Juvenile Referee Court 2

Original Cost Description Barcode Serial number Condition Asset> \$5,000 Grants HP Pro 400-G1 164607 MXL4471P5J Good/ Fair No No 2. Excellent No No 3. Excellent No No 4. No No Excellent 5. Excellent No No 6. Excellent No No 7. Excellent No No 8. Excellent No No 9. No Excellent No 10. Excellent No No

Sincerely,	HLC
Authorized Signature_	



From: Howard L. Capshaw, Bailiff

Date: August 11, 2021

Re: Items for surplus or transfer from Various Courts/Departments to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for reallocation in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department 65th District Court

Original Cost Description Barcode Serial number Condition Asset> \$5,000 Grants HP Pro400 las.printer 156349 Good/ Fair No No 2. Shure transmitter 106680 Poor/ Damaged No No Canon Scanner 175597 Good/ Fair No No 3. No 4. Lectern 153612 Good/ Fair No 5. 110253 Good/ Fair No Cabinet, 2drs, metal No Good/Fair No Desk, executive 55939 No 6. 105604 7. U.S. flag w/stand Good/ Fair No No 8. Texas flag w/stand 105588 Good/Fair No No 9. Conference table 58500 Good/ Fair No No No 10. Sony dvd player 136464 Good/Fair No

Sincerely,	
Authorized Signature_	HLC



From: Howard L. Capshaw, Bailiff

Date: August, 2, 2021

Re: Items for surplus or transfer from 65th District Court to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for reallocation in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department Protective Order Court

Original Cost Description Barcode Serial number Condition Asset> \$5,000 Grants Podium wood brown 93665 Good/ Fair No No 2. Bookcase 3 shelf 123946 Good/Fair No No 3. Chair leather 177445 Good/ Fair No No 4. Varidesk laptop 30 No 182540 No Excellent 5. Executive Desk 183748 Excellent No No 6. HP laserjet printer 153694 Good/Fair No No 7. Fellowes binding mach 167828 Good/ Fair No No 8. Hovercam cam docum 171961 Good/Fair No No 9. Views.Projector DPL 172168 Good/ Fair No No 10. Chair executive 159863 Good/Fair No No

Sincerely,		
Authorized Signature	HLC	



From: County Clerk's Office

Date: 08/13/2021

Re: Items for surplus or transfer from Records Mgmt/MDR #330 to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department

	Description	Barcode	Serial number	Condition	Original Cost Asset> \$5,000	Grants
1.	Safoo Office chair	148506	N/A	Good/ Fair	No	No
2.	Safoo Office chair	148503	N/A	Good/ Fair	No	No
3.	Safoo Office chair	148499	N/A	Good/ Fair	No	No
4.	Safoo Office chair	148501	N/A	Good/ Fair	No	No
5.	Safoo Office chair	148504	N/A	Good/ Fair	No	No
6.	Safoo Office chair	148502	N/A	Good/ Fair	No	No
7.	Safoo Office chair	148500	N/A	Good/ Fair	No	No
8.	Whirlpool Refrigerator	N/A	N/A	Poor/ Damaged	No	No
9.	Office Table	0075598	N/A	Good/ Fair	No	No
10.	Office Table	0075902	N/A	Good/ Fair	No	No

Sincerely,

Authorized Signature



From: County Clerk's Office

Date: 08/13/2021

Re: Items for surplus or transfer from DOWNTOWN/ACCT. DIV.-STE to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department

	Description	Barcode	Serial number	Condition	Original Cost Asset> \$5,000	Grants
1.	Office Chair	N/A	N/A	Poor/ Damaged	No	No
2.	Black Rolling Chair	169207	PO#44901 KNB	Good/ Fair	No	No
3.				Excellent	No	No
4.				Excellent	No	No
5.				Poor/ Damaged	No	No
6.				Good/ Fair	No	No
7.				Poor/ Damaged	No	No
8.				Poor/ Damaged	No	No
9.				Poor/ Damaged	No	No
10				Good/ Fair	No	No

Sincerely,

Authorized Signature_

08-13-2021

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.



From: County Clerk's Office

Date: 08/13/2021

Re: Items for surplus or transfer from Records Mgmt/MDR #330 to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department

	Description	Barcode	Serial number	Condition	Original Cost Asset> \$5,000	Grants
1.	Herman Miller Chair	154022	N/A	Good/ Fair	No	No
2.	Herman Miller Chair	154021	N/A	Good/ Fair	No	No
3.	Herman Miller Chair	154019	N/A	Good/ Fair	No	No
4.	Herman Miller Chair	152065	N/A	Good/ Fair	No	No
5.	Herman Miller Chair	152063	N/A	Good/ Fair	No	No
6.	Herman Miller Chair	152061	N/A	Good/ Fair	No	No
7.	Desk Drawers & Desk	138748	N/A	Poor/ Damaged	No	No
8.	Dell Laptop	159589	N/A	Good/ Fair	No	No
9.	Dell Laptop	159592	N/A	Good/ Fair	No	No
10.	Dell Laptop	144282	N/A	Good/ Fair	No	No

Sincerely,

Authorized Signature

08-13-2021

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.



From: County Clerk's Office

Date: 08/13/2021

Re: Items for surplus or transfer from Records Mgmt/MDR #330 to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department

	Description	Barcode	Serial number	Condition	Original Cost Asset> \$5,000	Grants
1.	Canon Flatbed Scanner	167588	N/A	Excellent	No	No
2.	Canon Flatbed Scanner	167590	N/A	Excellent	No	No
3.	Canon Flatbed Scanne	168001	N/A	Excellent	No	No
4.	Canon Flatbed Scanne	167589	N/A	Excellent	No	No
5.	Video Card	N/A	PBTTF130ZZM917	Poor/ Damaged	No	No
6.	Pushcart	102765	N/A	Good/ Fair	No	No
7.	Infocus Projector	N/A	N/A	Poor/ Damaged	No	No
8.	Vacuum	136471	N/A	Poor/ Damaged	No	No
9.	HP Printer	139627	CNJIT10142	Poor/ Damaged	No	No
10.				Good/ Fair	No	No

Sincerely,

Authorized Signature

00-15-0

Submit Form

TO BEGIN THIS INVENTORY TRANSFER: Print the completed form, sign, and return the form with original signature to the Purchasing Inventory Division.



From: County Court At Law # 7

Date: 08/12/2021

Re: Items for surplus or transfer from

County Court 7

to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department

	Description	Barcode	Serial number	Condition		Original Co Asset> \$5,0		Grants	
1.	Chair Fabric BLue	0055051	A5895-14	Good/ Fair	·	No	•	No	-
2.	Chair Fabric Blue	005502	Carwright	Good/ Fair	·	No	•	No	-
3.	Sofa Fabric Blue /Rose	0055167	Bernahardt	Good/ Fair	•	No	•	No	·
4.	Microwave	102242	95802115	Poor/ Damaged	v	No	•	No	v
5.	Chair BLue Witness	0058166	N/A	Good/ Fair	•	No	•	No	v
6.	Chair Fabric / Salmon	0050460	022-0098	Good/ Fair	*	No	•	No	v
7.	Chair Fabric / Salmon	0050443	N/A	Good/ Fair	•	No	•	No	•
8.	Monitor /Dell	129055	N/A	Excellent		No	•	No	v
9.	Chair Blue//Wood wali	0055237	032806-03-1852	Good/ Fair	•	No	v	No	·
10	Chair/Blue Wood walr	0058634	44138	Good/ Fair	•	No	•	No	-

Sincerely,

Authorized Signature_



From: County Court At Law #7

Date: 08/12/2021

Re: Items for surplus or transfer from

County Court 7

to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced. (Maximum 100 items)

If reallocated, list the receiving department

						Original Co	st			
	Description	Barcode	Serial number	Condition		Asset> \$5,0	00	Grants		
1.	Sofa Fabric Blue /Rose	0055446	N/A	Excellent	•	No	•	No	•	
2.	Electric Stapler	No Tag	N/A	Poor/ Damaged	¥	No	•	No	¥	
3.	File Cabinet /Dark Gray	0056329	N/A	Excellent	·	No	•	No	•	
4.	Coffemaker	No Tag	N/A	Poor/ Damaged	·	No	•	No	•	
5.	Chair BLue /Wood Arm	0088376	5128544	Excellent	v	No	•	No	*	
6.	Chair Blue /Wood Arm	0055083	N/A	Excellent	•	No	•	No	·	
7.	Us Supreme court fram	No Tag	N/A	Excellent		No	¥	No	*	
8.				Excellent		No	•	No	-	
9.				Excellent		No	•	No	v	
10				Excellent		No	•	No	•	

Sincerely,

Authorized Signature_



From: County Court At Law #7

Date: 08/12/2021

Re: Items for surplus or transfer from

County Court 7

to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for reallocation in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department Criminal Justice Coordinator Dept. . .

	Description	Barcode	Serial number	Condition		Original Co Asset> \$5,0		Grants		
1.	File Cabinet /Dark Gray	0056327	N/A	Excellent	v	No	•	No	v	
2.	Chair -Executive /Black	140818	07T0989786	Excellent	•	No	•	No	v	
3.	Paper Shedder	120654	32700	Excellent	•	No	•	No	v	
4.				Poor/ Damaged	v	No	v	No	¥	
5.				Good/ Fair	•	No	v	No	¥	
6.				Good/ Fair	•	No	*	No	¥	
7.				Good/ Fair	•	No	•	No	¥	
8.				Excellent		No	•	No	¥	
9.				Good/ Fair	•	No	•	No	v	l
10				Good/ Fair	-	No	~	No	-	ı

Sincerely,

Authorized Signature



HOPETON R. STAPLE

El Paso County Fleet Operations Director August 17, 2021

To: Robert Pedregon, Inventory Specialist EL Paso County Purchasing Department 800 E. Overland Ave El Paso, TX 79901

Through: Juvenile Probation Department (JPD)

Subject: Fleet vehicle transfer from Purchasing lot to Fleet Operations.

- 1. Mr. Pedregon please place the following vehicle on the Courts' agenda to transfer from the Purchasing Department auction lot to Fleet Operations.
- 2. This vehicle was turned in for disposal by the Juvenile Probation Department on the August 16, 2021, agenda item # S. I am bringing it back into the active fleet with transfer to the Fleet Operations Department.
 - 2007 Ford Expedition, VIN# IFMFUI5517LA72211 County ID 134645
- 2. Please place this item on the Agenda.

Sincerely,

//Hopeton R. Staple //

Hopeton R. Staple

El Paso County Fleet Operations Director

500 E. San Antonio, Suite 302, El Paso, TX 79901

Phone: 915-546-2057 · Fax: 915-546-2217 · hstaple@epcounty.com · www.epcounty.com

17F0574 10-01-20 TO 10-01-21



UNDERSTAND. SERVICE. INNOVATE.

To:	Risk Management	From:	Hopet	ton Staple
Attn:	Sam Trujillo	Email:	Hstap	le@epcounty.com
Fax #:	546-8126			
Email:	strujillo@epcounty.com			
	Add Delete X Transfer	Eff	ective D	Pate of Change: 8/17/2021
	Add Delete A ITalisier			
Departr	monts:			
Departi	384 th Drug Court			Facilities Management
	Adult Probation		х	Fleet Operations
	Ascarate Park			HIDTA
	Community Services			HIDTA Fugitive
	Constable Pct 1			HIDTA SO-ISC
	Constable Pct 2			Information Technology
	Constable Pct 3			Juvenile Probation
	Constable Pct 4			Medical Examiner
	Constable Pct 5			Metro Criminal Enterprise
	Constable Pct 6			Purchasing
	Constable Pct 7			Road and Bridge
	County Administration			Rural Transit
	County Attorney			Sheriff
	County Clerk			Sports Park
	District Attorney			Tax Assessor Collector
	District Clerk			346 th Veterans Court
	Elections			
Year	2007			
Make	Ford			
Make	1 010			
Model	Expedition			
VIN#	1FMFU15517LA72211			

Please Note: Any additional or return premium will be prorated at the time the Final Audit is processed. The final audit will be processed 30 days AFTER the expiration date of the current policy term above.



From: Manuel garibay

Date: 8/17/2021

Re: Items for surplus or transfer from

Elections Department

to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department

	Description	Barcode	Serial number	Condition	Original Cost Asset> \$5,000	Grants
1.	Plotter HP	138445 ₩	Q6651z	Good/ Fair	Yes	No
2.	Blue Chair	53758	n/a	Poor/ Damaged	No	No
3.	Blue Chair	53748	n/a	Poor/ Damaged	No	No
4.	Black Chair	147836	n/a	Poor/ Damaged	No	No
5.	Black Chair	118520	n/a	Poor/ Damaged	No	No
6.	Black Chair	115707	n/a	Poor/ Damaged	No	No
7.	Red Dolly	93532	n/a	Poor/ Damaged	No	No
8.	White Fan	134851	n/a	Poor/ Damaged	No	No
9.	Ease	02118	n/a	Poor/ Damaged	No	No
10.	HP Proliant	147524	use024n9ka	Good/ Fair	No	No

Sincerely,

Authorized Signature Man



From: Manuel garibay

Date: 8/17/2021

Re: Items for surplus or transfer from

Elections Department

to Purchasing Department.

Approve and authorize the transfer of surplus assets from the respective department to the Purchasing Department for disposal in compliance with Texas Local Government Code Section 262.011 (j). These items are outdated and/or have been replaced.(Maximum 100 items)

If reallocated, list the receiving department

Description	Barcode	Serial number	Condition	Original Cost Asset> \$5,000	Grants
HP Proliant	147520	use024n9kb	Good/ Fair	No	No
			Poor/ Damaged	No	No
			Poor/ Damaged	No	No
			Poor/ Damaged	No	No
			Poor/ Damaged	No	No
			Poor/ Damaged	No	No
			Poor/ Damaged	No	No
			Poor/ Damaged	No	No
			Poor/ Damaged	No	No
).			Good/ Fair	No	No

Sincerely,

Authorized Signature