OMB Contract Review

Contract Name	Declare surplus and authorize disposition of miscellaneous County-owned equipment				
GRANICUS	18-1768A	**Contract #**		**Date:**	10/29/2018

Mark all Applicable Boxes:

Type of Contract									
CIP		**Grant**		**Other**	x	**Revenue**	x	**Project**	

Contract information:

New Contract (Y/N)	N	**Original Contract Amount**	
Fund(s)	Various	**Amount of Change**	
Cost Center(s)	100200	**Contract Amount**	
Program(s)	1010	**Amount Available**	Total: $
Account(s)	Various	**Included in Applicable Budget? (Y/N)**	N
Fiscal Year(s)	FY19		

Description & Comments
(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)
REM is requesting BCC approval to declare surplus and authorize sale or donation of items on the attached lists of miscellaneous computers, equipment, and vehicles. The revenue generated from the sale of miscellaneous equipment will be distributed to the General Fund. Revenues from vehicles sold will be distributed to the Fleet Management Fund to offset the replacement cost of future vehicles. Revenue generated from the sale items from an Enterprise fund or special Internal Service will be distributed to the appropriate Fund as expected.   The amount of revenue that will be generated is unknown and will be determined at the time of sale.

Analyst: Lisa Burley   Ok to Sign: ☒

Instructions/Checklist

1. Upon receipt of a contract and notification in Granicus, review the Agenda and Contract for language and accuracy. Make sure there are available funds, the dept is not overextending itself, was it planned, etc.
2. Complete the form above using the contract document and the County accounting & budgeting systems.
3. Use the Staff Report section to give a brief summary of the contract and include your thoughts and pertinent information.
4. Upload to Granicus as a numbered attachment.
5. Upload a copy of the contract review into the appropriate contract review Sharepoint folder. (OMB/OMB Document Library/Contract.RVW/)