

OMB Contract Review

Contract Name	Transfer of installed assets from the Administrative Services Department to the Sheriff's Office for the Jail Campus Infrastructure Building and Sheriff's Office Purchasing Warehouse.			
GRANICUS	21-439A	Contract #		Date: 30-Mar-21

Mark all Applicable Boxes:

Type of Contract									
CIP		Grant		Other	X	Revenue		Project	

Contract information:

New Contract (Y/N)	Y	Original Contract Amount	\$
Fund(s)	NA	Amount of Change	\$
Cost Center(s)	NA	Contract Amount	\$530,755.18
Program(s)	NA	Amount Available	Total:
Account(s)	NA	Included in Applicable Budget? (Y/N)	N
Fiscal Year(s)	FY21		

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.)

This item request approves the transfer of installed assets from the Department of Administrative services to the Sheriff's Office following the completion of construction for the Jail Campus Infrastructure Building and Sheriff's Office Purchasing Warehouse. The installed assets valued at \$530,755.18 includes furniture, fixtures, and equipment. These assets were purchased and installed as part of the original project scope. This transfer of assets will move the tracking, maintenance, and replacement responsibilities to the appropriate authority. Once the transfer is complete the future year depreciation and maintenance cost will be the responsibility of the Sheriff's Office. There is no immediate financial impact associated with the transfer of the assets.

Analyst: Patrick DiDiana

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.