OMB Contract Review

Contract Name	Declare surplus and authorize disposition of miscellaneous County-owned equipment					
GRANICUS	18-1464A	Contract #		Date:		09/11/2018

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 the disposition of miscellaneous County-owned equipment. The sale of scrap material, disposal of junked material, and removal of stolen, unaccounted, cannibalized, traded-in and donated items include assets such as furniture, office equipment, communication and radio equipment, air conditioners, satellite equipment, generators, computer equipment, and various small equipment items. The revenue generated from the sale of an asset will be distributed to the fund which owns that asset. Additionally, 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/)