



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

February 25, 2025

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

Re: Disposal of Salvage or Surplus Property

Gentlemen,

It is requested that authorization be granted to dispose of the salvage and/or surplus property items represented on the attached awaiting disposal (AD) list. This request is per the instructions outlined in the Texas Local Government Code, section 263.152, Disposition.

These items will be placed on the GovDeals website or other authorized means of disposal within 30 days after authorization is granted and efforts to transfer them to other departments are exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rufus", is written over a horizontal line.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
County of Galveston

Nolan, Edward

From: Nolan, Edward
Sent: Tuesday, February 25, 2025 4:32 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 03/03/2025: 172111, Facilities Salvg 20250303
Attachments: 172111, Facilities Salvg 20250303.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(172111, Facilities Salvg 20250303.pdf)**:

- 18 old style light fixture housings / misc fasteners – to be treated as salvage

This is part of a push to clean the Old Skills Annex area -

Edward Nolan
Purchasing Asset Coordinator
Galveston County Purchasing Department
(409) 770-5417
(409) 621-7991 Fax
Edward.Nolan@co.galveston.tx.us

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PROPERTY DISPOSAL REPORT

DATE: 02/25/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Facilities Mark Garcia

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction _____
Date

☐ Theft _____ (Attach the Law Enforcement Agency Theft Report)
Date

☐ Destroyed by
☐ Natural Disaster _____
Date
☐ Traffic Accident _____
Date

☐ Trade-In _____
Date

☐ Donated _____ Agency receiving donation: _____
Date

Disposal of: 18 Light housings & misc fasteners
FAID No. & Description

Reason for disposal: No longer needed /outdated style

Serial No./VIN #: _____

From: 172111, Facilities Location: Old Skills
Department No. & Name Building, Floor, Suite, or Room No.

Comments: no longer suitable for use

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PURCHASING DEPARTMENT USE ONLY

2/25/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 02/25/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Mark Garcia Mark Garcia 172111, Facilities
Authorized Signature Print Name Department/Division

Re: Pre-disposal disclosure

Method of Disposal: ☐ Destroy ☐ Scrap ☐ Salvage Starting Bid \$

Please describe the item to the best of your knowledge. Please list any and all defects.

Disposal of FAID No: N/A Description: 18 Light housings & misc fasteners

Make: Model:

Serial/VIN: Year: Color:

Description of Use:

Reason for Disposal: No longer needed /outdated style

Is this item currently in sound working condition? ☐ Yes ☐ No

If no, please describe and list all defects.

Unknown condition

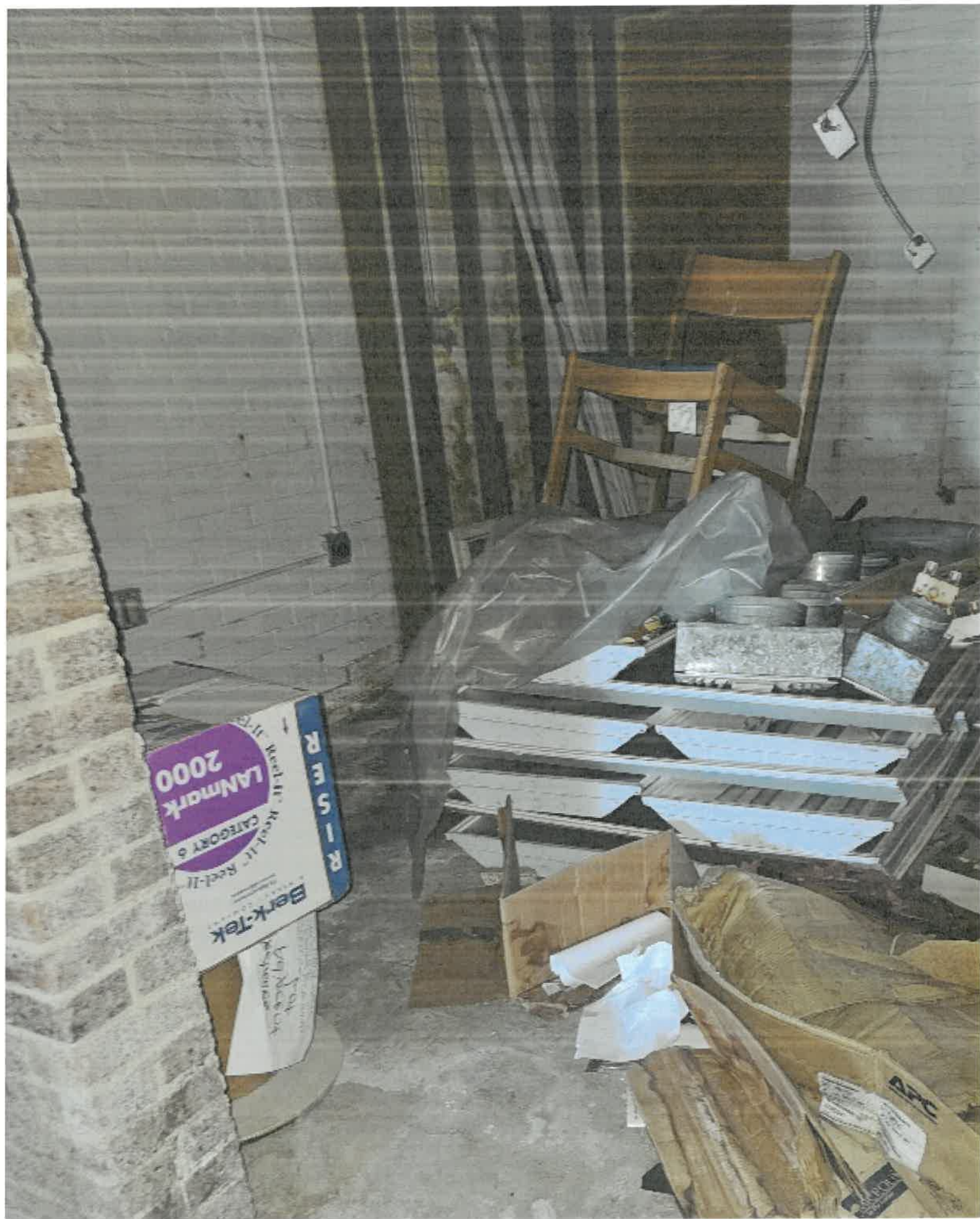
Other:

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2/25/2025
Date Form Processed

Edw. Garcia
Fixed Asset Property Manager



Nolan, Edward

From: Nolan, Edward
Sent: Monday, March 10, 2025 5:16 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 03/03/2025: 522020 Parks surplus 20250317
Attachments: 522020 Parks surplus 20250317.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(522020 Parks surplus 20250317.pdf)**:

	Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	13		60" Round folding tables				surplus
2	7		6' rectangular folding tables		mitylite		surplus
3	1		wood cabinet/ shelf				surplus
4	1	04134	safe		Sentry	3100	surplus
5	2		Portable speakers w/microphones				surplus
6	2		woodlike bookshelves				surplus
7	1		electronic bingo machine				surplus
8	1		small black desk				surplus

Thanks!

Edward Nolan
Purchasing Asset Coordinator
Galveston County Purchasing Department
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Edward.Nolan@co.galveston.tx.us

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PROPERTY DISPOSAL REPORT

DATE: 03/03/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 522020 Parks Martha Lee Martha Lee
Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

- ☐ Auction _____
Date
- ☐ Theft _____ (Attach the Law Enforcement Agency Theft Report)
Date
- ☐ Destroyed by
☐ Natural Disaster _____
Date
☐ Traffic Accident _____
Date
- ☐ Trade-In _____
Date
- ☐ Donated _____ Agency receiving donation: _____
Date

Disposal of: N/A - See attached list
FAID No. & Description

Reason for disposal: No longer needed / replaced (or due to be replaced)

Serial No./VIN #: _____

From: 151400, Prof. Services Location: 722 Moody, Ste 3
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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3/10/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 03/07/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Martha Lee Martha Lee 522020 Parks
Authorized Signature Print Name Department/Division

Re: Pre-disposal disclosure

Method of Disposal: ☐ Destroy ☐ Scrap ☐ Salvage Starting Bid \$

Please describe the item to the best of your knowledge. Please list any and all defects.

Disposal of FAID No: N/A Description: See attached list

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office items / Seniors items

Reason for Disposal: No longer needed / replaced (or due to be replaced)

Is this item currently in sound working condition? ☒ Yes ☐ No

If no, please describe and list all defects.

Other:

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3/10/2025
Late Form Processed

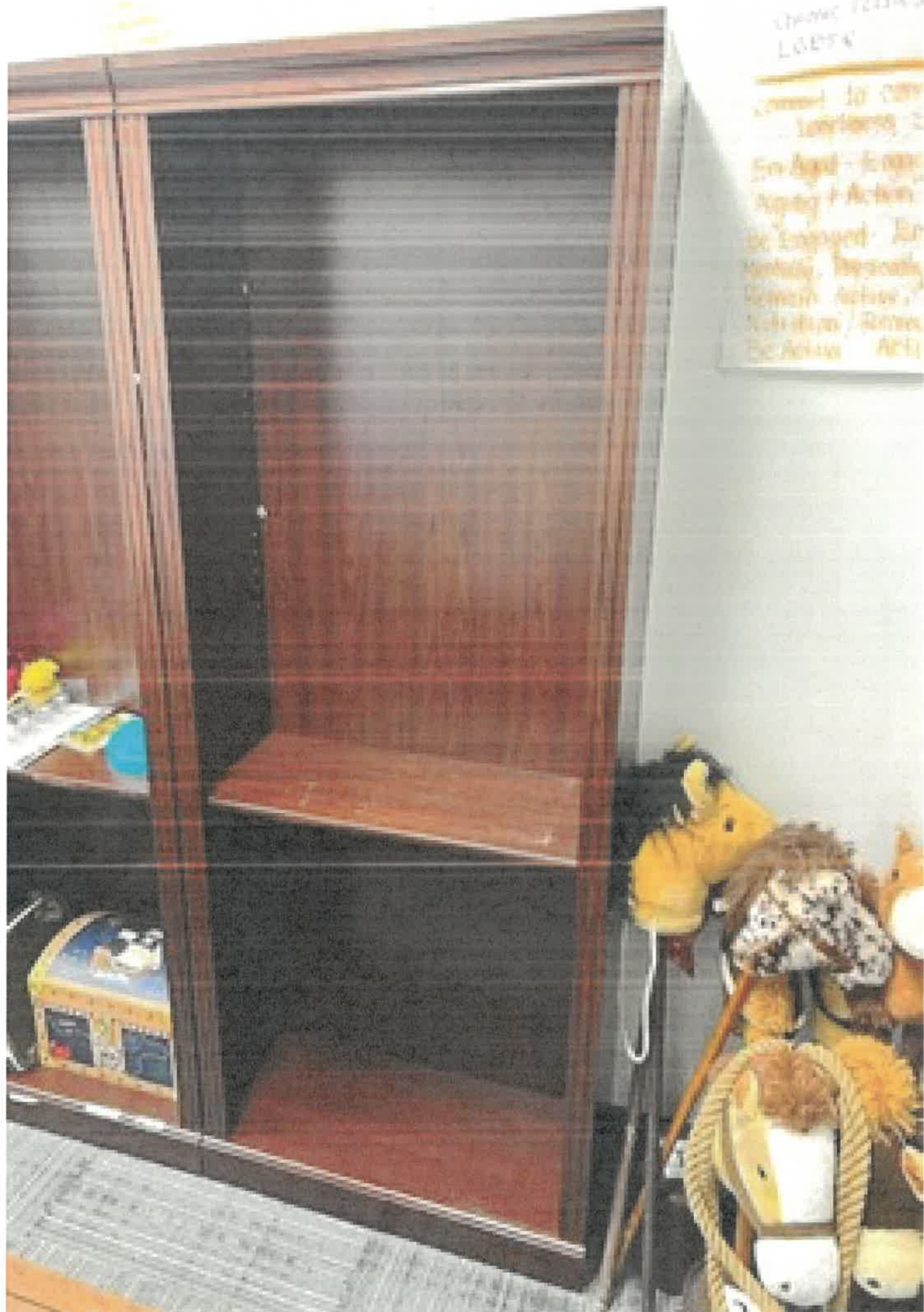
[Signature]
Fixed Asset Property Manager

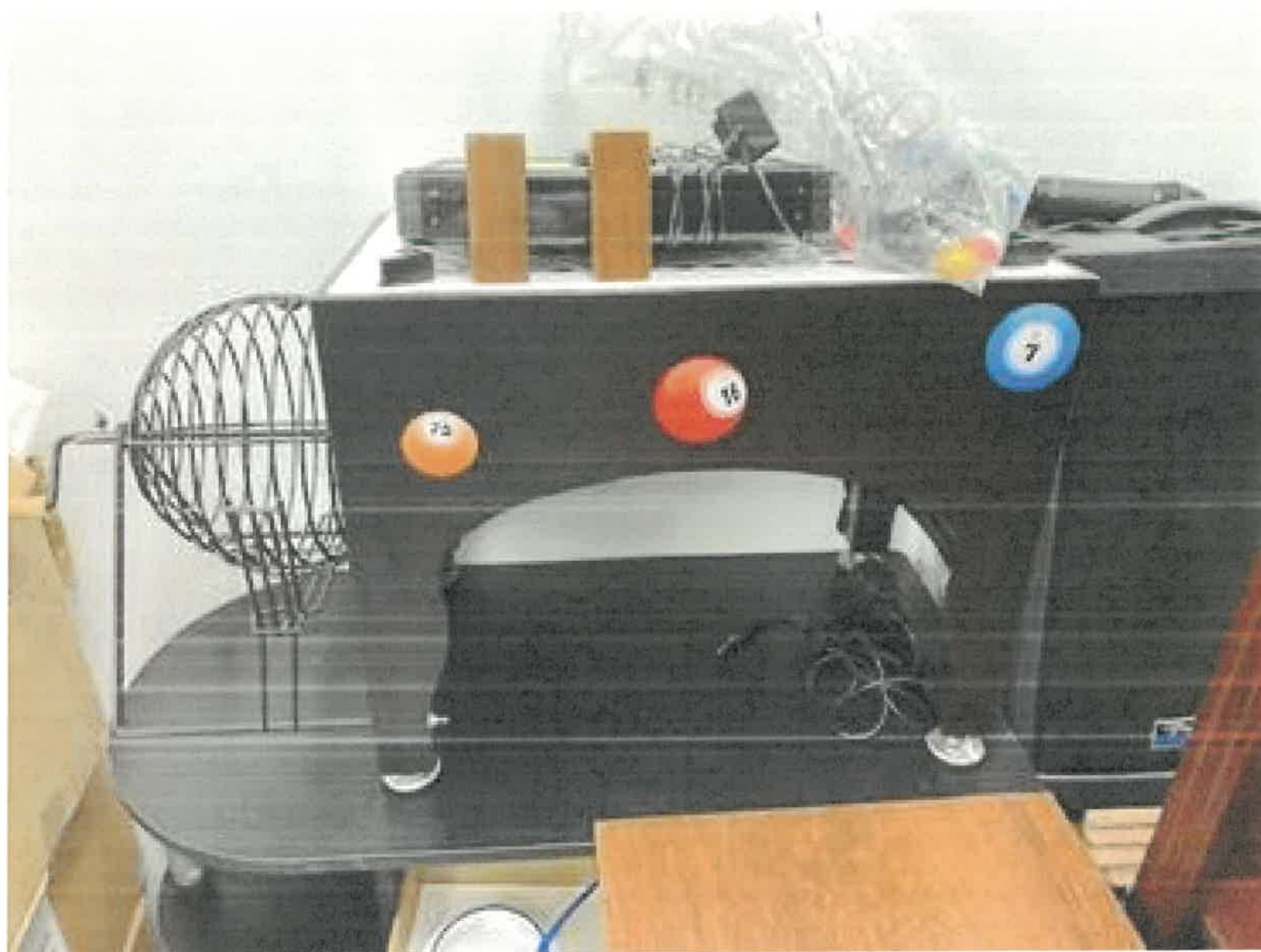
	Qty	Asset Tag	Description	Serial #	Make	Model	Notes
1	13		60" Round folding tables				surplus
2	7		6' rectangular folding tables		mitylite		surplus
3	1		wood cabinet/ shelf				surplus
4	1	04134	safe		Sentry	3100	surplus
5	2		Portable speakers w/microphones				surplus
6	2		woodlike bookshelves				surplus
7	1		electronic bingo machine				surplus
8	1		small black desk				surplus









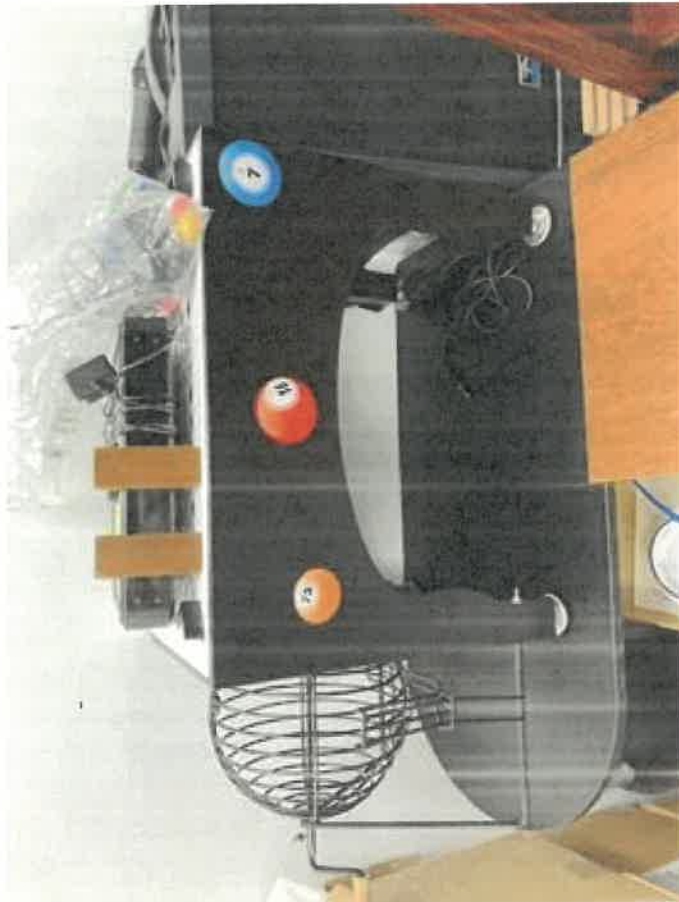


















Dickey, Tammy

From: Nolan, Edward
Sent: Tuesday, March 11, 2025 2:44 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 03/03/2025: 522020 Parks surplus 20250317
Attachments: 610200, Agrilife table 20250317.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate disposal as salvage (**610200, Agrilife table 20250317.pdf**):

→ 1 table, leg / support broken off - salvage

Thanks!

Edward Nolan
Purchasing Asset Coordinator
Galveston County Purchasing Department
(409) 770-5417
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Edward.Nolan@co.galveston.tx.us

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PROPERTY DISPOSAL REPORT

DATE: 03/11/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 610200, County Extension, Ginger Benson

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction

Date

☐ Theft

Date

(Attach the Law Enforcement Agency Theft Report)

☐ Destroyed by

☐ Natural Disaster

Date

☐ Traffic Accident

Date

☐ Trade-In

Date

☐ Donated

Date

Agency receiving donation:

Disposal of: N/A - table

FAID No. & Description

Reason for disposal: leg broken off of table

Serial No./VIN #:

From: 610200, County Extension

Department No. & Name

Location:

Building, Floor, Suite, or Room No.

Comments: Leg broken off of table

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3/11/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 03/11/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] Ginger Benson 610200, County Extension
Authorized Signature Print Name Department/Division

Re: Pre-disposal disclosure

Method of Disposal: Destroy Scrap X Salvage Starting Bid \$

Please describe the item to the best of your knowledge. Please list any and all defects.

Disposal of FAID No: N/A Description: BROKEN TABLE

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Table

Reason for Disposal: Leg broken off; cannot repair

Is this item currently in sound working condition? Yes X No

If no, please describe and list all defects.

Leg broken off

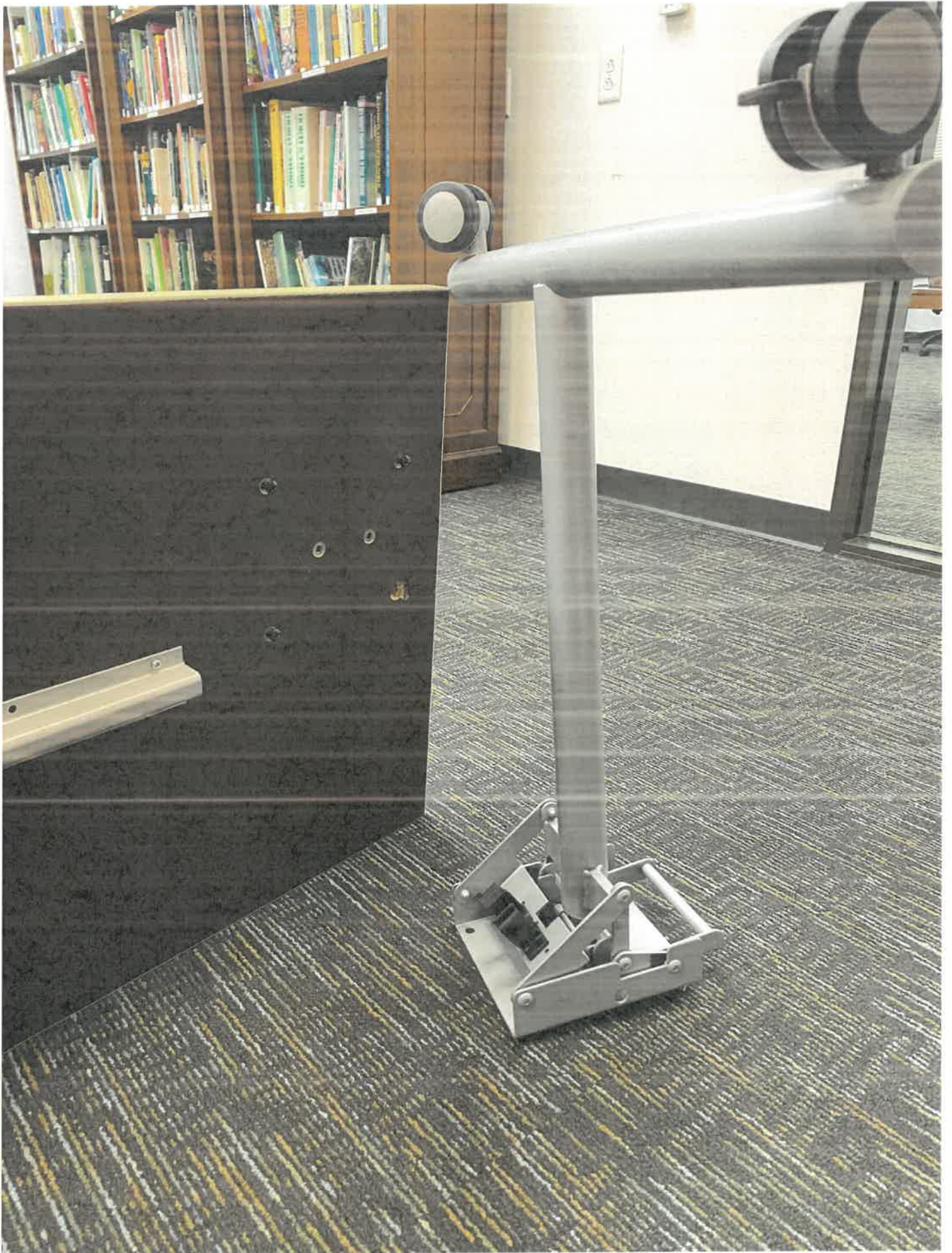
Other:

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3/11/2025
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[Signature]
Fixed Asset Property Manager







Dickey, Tammy

From: Nolan, Edward
Sent: Tuesday, March 11, 2025 3:34 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 03/17/2025: 223300, Constable Pct 3 chairs 20250317
Attachments: 223300, Constable Pct 3 chairs 20250317.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(223300, Constable Pct 3 chairs 20250317.pdf)**:

➔ 14 chairs (mostly guest chairs) – to be treated as surplus

Thanks!

Edward Nolan
Purchasing Asset Coordinator
Galveston County Purchasing Department
(409) 770-5417
(409) 621-7991 Fax
Edward.Nolan@co.galveston.tx.us

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PROPERTY DISPOSAL REPORT

DATE: 03/11/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 223300, Constable Pct 3 Treka Mitchell
Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

☐ Auction

Date

☐ Theft

Date

(Attach the Law Enforcement Agency Theft Report)

☐ Destroyed by

☐ Natural Disaster

Date

☐ Traffic Accident

Date

☐ Trade-In

Date

☐ Donated

Date

Agency receiving donation:

Disposal of: N/A - 14 chairs (mostly guest)

FAID No. & Description

Reason for disposal: No longer needed / replaced (or due to be replaced)

Serial No./VIN #: _____

From: 223300, Constable Pct 3

Department No. & Name

Location: 2010 Sealy

Building, Floor, Suite, or Room No.

Comments: _____

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[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 03/11/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Treka Mitchell 223300, Constable Pct 3
Authorized Signatory Print Name Department/Division

Re: Pre-disposal disclosure

Method of Disposal: Destroy Scrap Salvage Starting Bid \$

Please describe the item to the best of your knowledge. Please list any and all defects.

Disposal of FAID No: N/A Description: 14 chairs (mostly guest)

Make: Model: cloth

Serial/VIN: Year: Color:

Description of Use: Office furniture

Reason for Disposal: No longer needed / replaced (or due to be replaced)

Is this item currently in sound working condition? X Yes No

If no, please describe and list all defects.

Other:

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Treka Mitchell
Fixed Asset Property Manager

