



THE COUNTY OF GALVESTON

**FRANK RODRIGUEZ
PURCHSING AGENT**

COUNTY COURTHOUSE

722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

December 22, 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 have been exhausted.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,


Frank Rodriguez
Purchasing Agent
County of Galveston

Dickey, Tammy

From: Nolan, Edward
Sent: Wednesday, December 10, 2025 5:30 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 12/22/2025: 190100 County Eng Surp 2025-12-22
Attachments: 190100 County Eng Surp 2025-12-22.pdf


Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(190100 County Eng Surp 2025-12-22.pdf)**:

- (10) 5-drawer legal cabinets

Thanks!

**PURCHASING
DEPARTMENT**



Edward Nolan
Purchasing Asset Coordinator

722 Moody, 5th floor, Galveston, TX 77550 Main: 409/770-5417

✉ Edward.Nolan@co.galveston.tx.us 🌐 Galvestoncountytx.gov

Ensuring Fair Access, Real Value, and Local Impact in County Purchasing



PROPERTY DISPOSAL REPORT

DATE: 12/08/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 190100, County Engineers Sabrina Posada Sabrina Posada
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 - 10 4-drawer legal cabinets
FAID No. & Description

Reason for disposal: No longer needed

Serial No./VIN #: _____

From: 190100, County Engineers Location: 722 Moody, STE 1
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

12/10/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 12/08/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: Sabrina Posada Sabrina Posada 190100, County Engineers
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: 10 4-drawer legal cabinets

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office furnishing / paper storage

Reason for Disposal: No longer needed

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

If no, please describe and list all defects.

Other:

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12/10/2025
Date Form Processed

[Signature]
Fixed Asset Property Manager



Dickey, Tammy

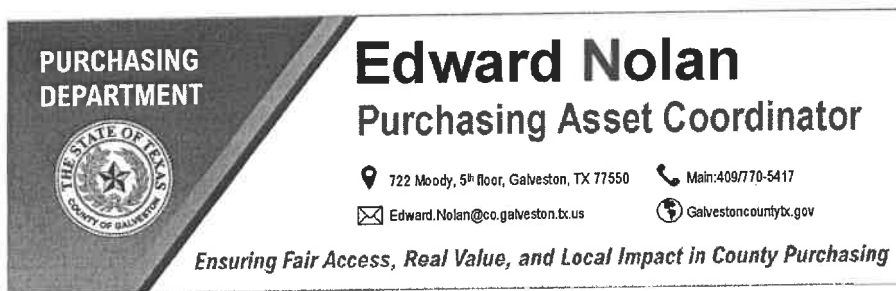
From: Nolan, Edward
Sent: Wednesday, December 10, 2025 5:32 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 12/22/2025: 151800 Purchasing Surp 2025-12-22
Attachments: 151800 Purchasing Surp 2025-12-22.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(151800 Purchasing Surp 2025-12-22.pdf)**:

- (3) lateral file cabinets

Thanks!





PROPERTY DISPOSAL REPORT

DATE: 11/26/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 151800, Purchasing Francisco Rodriguez
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 - 3 lateral cabinets

FAID No. & Description

Reason for disposal: No longer needed

Serial No./VIN #: _____

From: 151800, Purchasing Location: 722 Moody, STE 5
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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12/10/2025
Date Form Processed

Francisco Rodriguez
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 11/26/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From:  Francisco Rodriguez 151800, Purchasing
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: 3 lateral cabinets

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office furnishing / paper storage

Reason for Disposal: No longer needed

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

If no, please describe and list all defects.

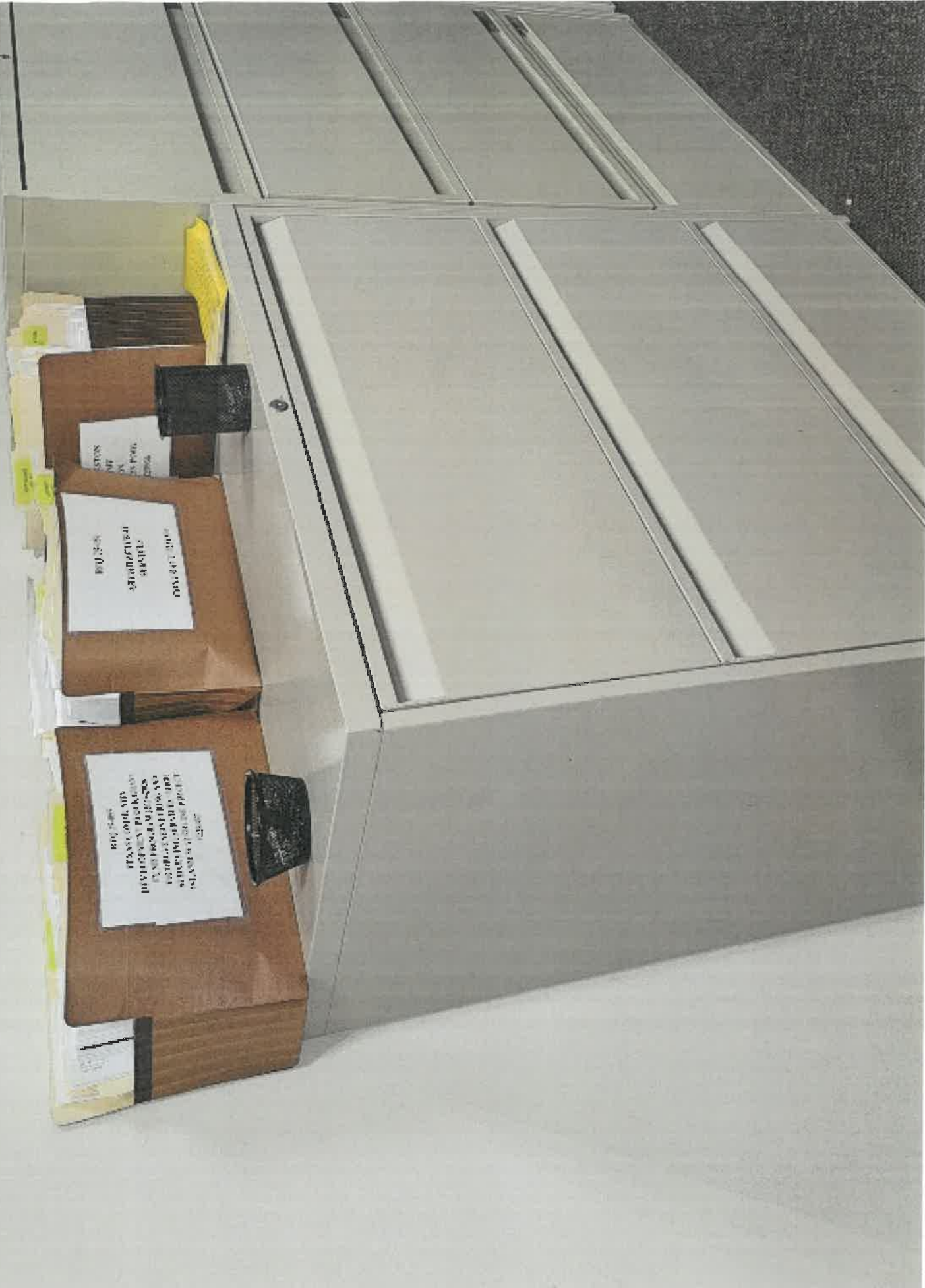
Other:

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12/10/2025
Date Form Processed


Fixed Asset Property Manager



GIBSON
JULY 1960
JULY 1961
JULY 1962

GIBSON
JULY 1960
JULY 1961
JULY 1962

GIBSON
JULY 1960
JULY 1961
JULY 1962

Dickey, Tammy

From: Nolan, Edward
Sent: Thursday, December 11, 2025 3:38 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 12/22/2025: 172111, Fleet stuff Surp 2025-12-22
Attachments: 172111, Fleet stuff Surp 2025-12-22.pdf


Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: (172111, Fleet stuff Surp 2025-12-22.pdf):

#	Qty	FAID	Make	Model	Serial #	Description	Condition/Notes
1	16+	N/A				Center Consoles & mounting equipment (approx. 4+ pallets)	Outdated / poor condition
2	10+	N/A				Emergency lights - approx. 1 pallet	Outdated / poor condition
3	24+	N/A				Vehicle cages, Vehicle push bars & Add'l bolt on items (approx. 7+ pallets)	Outdated / poor condition

Thanks!

**PURCHASING
DEPARTMENT**



Edward Nolan
Purchasing Asset Coordinator

722 Moody, 5th floor, Galveston, TX 77550 Main: 409/770-5417

✉ Edward.Nolan@co.galveston.tx.us 🌐 Galvestoncountytx.gov

Ensuring Fair Access, Real Value, and Local Impact in County Purchasing



PROPERTY DISPOSAL REPORT

DATE: 12/8/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Fleet Elizabeth Bryant

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 - Emer equip - see attached sheet
FAID No. & Description

Reason for disposal: No longer needed

Serial No./VIN #: _____

From: 172111, Fleet
Department No. & Name

Location: Old Skills garage
Building, Floor, Suite, or Room No.

Comments: _____

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12/11/2025
Date Form Processed

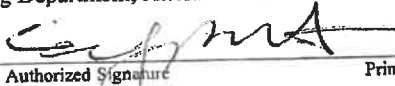
[Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 12/8/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From:  Elizabeth Bryant 172111, Fleet
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 sheet

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Emergency equipment / vehicle cages / etc

Reason for Disposal: No longer needed

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

If no, please describe and list all defects.

Other:

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12/11/2025 PURCHASING DEPARTMENT USE ONLY
Date Form Processed 
Fixed Asset Property Manager

#	Qty	FAID	Make	Mo	Serial	Description	Condition/Notes
1	16+	N/A				Center Consoles & mounting equipment (4+ pallets)	Outdated / poor condition
2	10+	N/A				Emergency lights - 1 pallet	Outdated / poor condition
3	24+	N/A				Vehicle cages, Vehicle push bars & Add'l bolt on items (7+ pallets)	Outdated / poor condition
4							











Dickey, Tammy

From: Nolan, Edward
Sent: Thursday, December 11, 2025 3:56 PM
To: Dickey, Tammy
Subject: Agenda request for commissioners court 12/22/2025: 170100, Facilities furn surp 2025-12-22
Attachments: 170100, Facilities furn surp 2025-12-22.pdf

Good afternoon,

Could we please place the following property items on the next available commissioners court for appropriate removal or reallocation: **(170100, Facilities furn surp 2025-12-22.pdf)**:

#	Qty	FAID	Make	Description	Condition/Notes
1	1	N/A		Small table	
2	2	N/A		desk w/ return	
3	1	N/A		pew / bench - padded	
4	5	N/A		cabinets - var types	
5	5	N/A		credenzas	
6	5	N/A		desks / no return	
7	5	N/A		tables var types	
8	9	N/A		bookcases var types	
9	2	N/A		sm rolling tables	
10	7	N/A		guest chairs	
11	1	N/A		white board	
12	8	N/A		lateral cabinets	
13	10	N/A		tall black bookcases	
14	1000	N/A		approx 1k law books	
15	3	N/A		conference tables	
16	1	N/A		couch	
17	2	N/A		round break rm tables	
18	6	N/A		rolling chairs	

Thanks!

PURCHASING
DEPARTMENT



Edward Nolan

Purchasing Asset Coordinator

722 Moody, 5th floor, Galveston, TX 77550

Main: 409/770-5417

✉ Edward.Nolan@co.galveston.tx.us

🌐 Galvestoncountytx.gov

Ensuring Fair Access, Real Value, and Local Impact In County Purchasing



PROPERTY DISPOSAL REPORT

DATE: 11/26/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 170100, Facilities Misty Witmer
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 - Office furn & tech / see attached
FAID No. & Description

Reason for disposal: No longer needed / outdated

Serial No./VIN #: _____

From: 170100, Facilities Location: 722 Moody, STE 5
Department No. & Name Building, Floor, Suite, or Room No.

Comments: _____

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12/11/2025
Date Form Processed

Edward J. [Signature]
Fixed Asset Property Manager



GENERAL PROPERTY PRE-DISPOSAL DISCLOSURE FORM

Date: 11/26/2025

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: [Signature] Misty Witmer 170100, 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: Office furniture / see attached

Make: Model:

Serial/VIN: Year: Color:

Description of Use: Office furniture

Reason for Disposal: Replaced / No longer needed

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

If no, please describe and list all defects.

Other:

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12/11/2025 [Signature]
Date Form Processed Purchasing Department Use Only Fixed Asset Property Manager

#	Qty	FAID	Make	Description	Condition/Notes
1	1	N/A		Small table	
2	2	N/A		desk w/ return	
3	1	N/A		pew / bench - padded	
4	5	N/A		cabinets - var types	
5	5	N/A		credenzas	
6	5	N/A		desks / no return	
7	5	N/A		tables var types	
8	9	N/A		bookcases var types	
9	2	N/A		sm rolling tables	
10	7	N/A		guest chairs	
11	1	N/A		white board	
12	8	N/A		lateral cabinets	
13	10	N/A		tall black bookcases	
14	1000	N/A		approx 1k law books	
15	3	N/A		conference tables	
16	1	N/A		couch	
17	2	N/A		round break rm tables	
18	6	N/A		rolling chairs	
19		N/A			
20		N/A			
21		N/A			

