

**City of Carson City
Agenda Report**

Date Submitted: August 25, 2014

Agenda Date Requested: September 4, 2014
Time Requested: 5 minutes

To: Mayor and Supervisors

From: Purchasing and Contracts

Subject Title: For Possible Action: To determine that Contract No. 1415-068 is a request to declare a 2006 Interstate Cargo Trailer surplus and authorize its trade to Douglas County Emergency Management in return for a 2009 Interstate Loadrunner. This is considered a sale of surplus property to another governmental entity and therefore not suitable for public bidding pursuant to NRS 334.030. *(Kim Belt)*

Staff Summary: Staff has requested the following surplus trailer be traded to Douglas County Emergency Management. The current Douglas trailer has a smaller interior configuration and they are unable to store their tables and chairs on carts, therefore Douglas will be able to store more supplies plus their tables and chairs on carts in the trailer.

Type of Action Requested: (check one)

Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to determine that Contract No. 1415-068 is a request to declare a 2006 Interstate Cargo Trailer surplus and authorize its trade to Douglas County Emergency Management in return for a 2009 Interstate Loadrunner. This is considered a sale of surplus property to another governmental entity and therefore not suitable for public bidding pursuant to NRS 334.030. *(Kim Belt)*

Explanation for Recommended Board Action: Pursuant to NRS 334.030, staff is requesting the Board of Supervisors declare that this contract is not adapted to award by competitive bidding.

NRS 334.030 Purchase of governmental surplus property by other governmental entities.

1. The purpose of this section is to permit any governmental entity to take full advantage of the available surplus properties of any other governmental entity.

2. Any governmental entity may enter into any contract with any other governmental entity for the purchase of any equipment, supplies, materials or other property, real or personal, without regard to provisions of law which require:

- (a) The posting of notices or public advertising for bids or of expenditures.
- (b) The inviting or receiving of competitive bids.

(c) The delivery of purchases before payment, and without regard to any provision of law which would, if observed, defeat the purpose of this section.

3. In making any such contract or purchase the purchaser is authorized to accept any condition imposed pursuant to federal, state or local law as a part of the contract.

4. The governing body or executive authority, as the case may be, of any governmental entity may designate by appropriate resolution or order any officeholder or employee of its own to enter a bid or bids in its behalf at any sale of any equipment, supplies, material or other personal property, owned by any other governmental entity and may authorize that person to make any down payment or payment in full required in connection with such bidding.

5. Any provisions of any law, charter, ordinance, resolution, bylaws, rule or regulation which are inconsistent with the provisions of this section are suspended to the extent such provisions are inconsistent herewith.

[1:43:1945; 1943 NCL § 5190] + [2:43:1945; 1943 NCL § 5190.01] + [3:43:1945; 1943 NCL § 5190.02]—
(NRS A 1979, 98)

Vehicles to be declared surplus:

Description	Vin #	Price
2006 Interstate Cargo Trailer	4RACS20236K014246	Trade

Applicable Statue, Code, Policy, Rule or Regulation: NRS 334.030


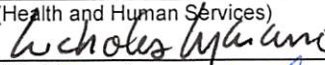


Fiscal Impact: none

Explanation of Impact: No impact – trade of equal value.

Funding Source: none

Supporting Material: Transfer request and letter from Douglas County Emergency Management.

Prepared By: Kim Belt, Purchasing and Contracts Manager

Reviewed By:  Date: 8/26/14
(Health and Human Services)
 Date: 8/26/14
(City Manager)
 Date: 8/26/14
(District Attorney)
 Date: 8/26/14
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____

(Vote Recorded By)

TO: Purchasing & Contracts

FROM: Bill LaCombe

DATE: August 19, 2014

SUBJECT: Fixed Asset Transfer

TO BE COMPLETED BY TRANSFERRING DEPARTMENT			
Fixed Asset	Department / Division Revenue Account Numbers	Fixed Asset Description	Serial #
8832		2006 INTERSTATE CARGO TRAILER	4RACS20236K014246

I hereby declare that the above listed fixed asset is surplus and request that it be transferred to Purchasing & Contracts for disposal.

Authorized Signature: _____ Date: _____

I have received the above listed fixed asset.

Authorized Signature: _____ Date: _____



DISPOSITION

9 Transferred to _____ on _____.

Fixed Asset Inventory Status Change Form sent to Finance on _____.

Date of BOS approval: _____

9 Donated to _____ on _____.

9 Sold to _____ on _____.

9 Junked to _____ on _____.



Accounts Payable Transaction

Group Information	
Group number:	1737 ACCOUNTS PAYABLE
Accounting period:	04/2007
Posting date:	10/25/2006

Transaction Information			
Transaction date:	10/18/2006		
Invoice number:	4335		
Account number:	101-6800-441.77-01 COMM HEALTH COALITION		
Project number:			
Amount:	5,622.23		
Liquidated amount:	.00		
Discount amount:	.00	Retainage amount:	.00
Net transaction amount:	5,622.23		
Voucher number:		PO number:	
Vendor number:	16421	CARSON TRAILER SALES	
Description 1:	HUMAN SERVICES TRAILER		
Description 2:			
Transaction type code:			

- OK
- Exit
- Cancel
- Group Inquiry
- Imaging



Douglas County Emergency Management

Administered Under Inter-Local Agreement By The
East Fork Fire and Paramedic Districts

P.O. Box 218
Minden, Nevada 89423
(775) 782-9040 FAX (775) 782-9043

August 26, 2014

Carson City Health and Human Services
900 Long Street
Carson City, Nevada 89706

Greetings;

I am writing on behalf of Douglas County Emergency Management to request an exchange of trailers used within the medical point of dispersion (POD) program. As you are aware, the Douglas trailer provided by Carson City Health is not as wide as the Carson trailer as the wheel wells are on the outside of the trailer shell, limiting room within the enclosed space. The Carson trailer has the wheel wells located inside of the trailer, providing for a larger enclosed space. The smaller space, while not that great, prevents us from storing identical supplies in both trailers. It is important to keep both trailers interoperable so we can best work together in the event of a medical event that requires mass inoculations.

We have spoken with Carol Godtfredsen with the Health District who indicated you may have a trailer that is identical to the Carson POD trailer. Our collective hope is to trade our existing trailer for the one you have as a spare. We have cleared the Douglas trailer of all supplies and shelving with the hopes to expedite the process as flu season is approaching very quickly where the trailer will be needed.

I hope that you can assist us with this effort. As an emergency manager, I would be remiss if I did not also encourage you to look at your personal preparedness. We all work to make sure the public is prepared in a disaster, but could your family survive for 72-hours without you present? Visit www.ready.gov to see how to prepare such a kit.

Should you have any questions, please feel free to contact me at (775) 782-9096 or via e-mail at dfogerson@eastforkfire.org

Respectfully,

David Wm. Fogerson, CEM
Deputy Fire Chief/Deputy Emergency Manager