

**A Resolution to Declare the Office Copier as Surplus and to Approve the Disposal of the Copier  
R-34-2016**

**City Council of the City of Glenarden, Maryland  
2016 Legislation**

**Resolution No:** R-34-2016  
**Introduced By:** Council President Maxine Phifer  
**Co-Sponsors:** At the Request of the Administration  
**Session:** Regular Session  
**Date of Introduction:** March 15, 2016

A Resolution to Declare the Office Copier as Surplus and to Approve the Disposal of the Copier

**WHEREAS**, the City's Copier has been replaced on February 2016; and

**WHEREAS**, pursuant to Section 828 of the City Charter, the Mayor, with consent of the Council, may declare any unusable, obsolete or outmoded personal property or equipment belonging to the City as surplus property; and

**WHEREAS**, the Sharp MX-700N Copier is unusable, obsolete and outmoded, has no value, and is no longer required for a public purpose, and so should be declared as surplus; and

**WHEREAS**, because the Copier Sharp MX-700N is of little or no value, and is of no use to the City; and

**WHEREAS**, it is appropriate to properly dispose of the Sharp MX-700N Copier; and

**WHEREAS**, D3 Technologies has offered to dispose of the copier at no charge within the first two weeks of delivery of new copier, delivered on February 26, 2016. The Equipment Disposal Instruction for Company Owned Equipment form is attached as Exhibit A.

**NOW, THEREFORE BE IT RESOLVED** by the Council of The City of Glenarden, sitting in regular session this 15th day of March, 2016 has determined that:

1. The City owned copier is, unusable, obsolete and outmoded, is of little or no value, and is no longer needed for a public purpose and so is declared surplus.
2. The Administration is not required to offer the Copier to the general public for bid as it has no value.
3. The Administration is authorized to dispose of the Copier through D3 Technologies at no charge to the City.
4. This Resolution shall take effect immediately upon passage.

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Date Approved: March 15, 2016

ATTEST:

Toni Taylor  
Toni Taylor, Council Clerk

**City Council of Glenarden**

Maxine Phifer  
Maxine Phifer, President, At Large

James A. Herring  
James Herring, Vice-President Ward I

Elaine A. Carter  
Elaine A. Carter, Councilwoman, Ward II

Judy C. Diggs  
Judy C. Diggs, Councilwoman, At Large

Deborah A. Eason  
Deborah A. Eason, Councilwoman, Ward II

- Absent -  
Jennifer A. Jenkins, Councilwoman, Ward III

Carolyn Smallwood  
Carolyn Smallwood, Councilwoman, Ward I

Yes - 6 -  
No - 0 -  
Abstain - 0 -

# Equipment Disposal Instructions for Customer Owned Equipment

**Sales Rep** Shawn Suski (D3) 301-661-2241 **Date** 02/10/2016

**Customer** City of Glenarden

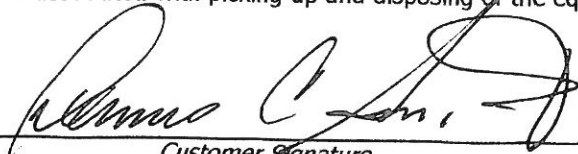
Model Sharp M700N  
Serial 45006797

Model \_\_\_\_\_  
Serial \_\_\_\_\_

Model \_\_\_\_\_  
Serial \_\_\_\_\_

Model \_\_\_\_\_  
Serial \_\_\_\_\_

By signing below, customer declares ownership of the equipment and releases Dealer from any liability that may arise associated with picking up and disposing of the equipment.

  
Customer Signature

3/9/2016  
Date

MAR/08/2016/TUE 10:43 PM TOTAL COUNT: 1,982,557  
COPIES 1,659,140

PRINTS	323,055
INTERNET FAX RECEIVE	0
PRINTS (DOCUMENT FILING)	0
SCAN TO E-MAIL/FTP	51,052
INTERNET FAX SEND	0
SCAN TO HDD	38
OTHERS	362
DOCUMENT FEEDER	354,922
DUPLEX	319,483
STAPLER	159,584
SADDLE STITCH	5,206

Final meter reading for

Sharp M700N

serial: 45006797

Date: 3/9/2016