

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Item**Board Meeting Date:** February 01, 2010**Title of Item:**

DISPOSAL OF SURPLUS DISTRICT TABLET ARM CHAIRS

Background and Analysis:

The District has 215 wooden tablet arm chairs that are of no further use to the District. District staff estimates the resale value to be zero. The tablet arm chairs are currently stored in the classrooms that are scheduled for renovation beginning February 15, 2010. Therefore, it is necessary to remove them from the classrooms scheduled for renovation prior to the start date. Furthermore, the District does not have sufficient storage space for 215 tablet arm chairs in the surplus warehouse.

California Education Code 81452(c) provides that if the governing board, by a unanimous vote of those members present, finds that the property, is of insufficient value to defray the costs of arranging a sale, the property may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

Purchasing Services will first attempt to locate other public entities that will accept the tablet arm chairs free of charge. Secondly, Purchasing Services will offer the remaining tablet arm chairs, if any, to the public free of charge via public advertisement on the Craigslist website. Finally, if any tablet arm chairs remain following steps 1 and 2, Plant services will dismantle the items and recycle or dispose of the components appropriately.

Recommendation: (specify if information only)

Make a finding that the items are of insufficient value to defray the costs of arranging a sale and authorize the Director of Purchasing Services to distribute for reuse, recycle or dispose.

Submitted by:	Carmen Redmond
Additional contact	Eric Olague
Is backup provided?	Yes

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500)**

A. Requester: If surplus Category I electronic equipment (e-waste) such as computers, CRTs, LCD monitors, LCD TVs, plasma TVs, AV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required surplus disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you must complete Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate "xls attachment" if applicable, to District Purchasing Services. The "xls attachments" are available at the purchasing.fhda.edu website. When surplus more than one unit of electronic equipment, you must complete, sign, and submit the "e-waste xls attachment" with this form. For multiple non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-electronic items on the same surplus disposal form.

1. Quantity & Description: Wooden Tablet Arm Chairs

The requester must label the equipment as "surplus" and store it in a secure area until it is picked up.

For more than one item use an "xls attachment" per the instructions above.

Check here if xls attachment is included with this e-waste (electronic) xls attachment
non-electronic xls attachment X

2. Current Location (be precise): Campus: Foothill Building and Room 6400 (All Classrooms)

3. Height: Length: Width: Wt.: Over 50 lbs Under 50 lbs X

4. Serial No: NA Inventory Tag No: NA Model No: NA

5. Manufacturer: NA Acquisition Date: NA

6. Original Cost: NA Estimated Current Value: NA

7. Current condition: Is it Working? YES Can it be fixed? NA

8. Provide contact info for interested departments or buyers, if any:

9. Name and phone number of person to contact about this surplus disposal request: Asha Harris

10. Requested removal date (if urgent, explain): # # #

The District property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, donated, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Authorized By Asha Harris (signature) Date 11/24/09

Name (print or type) Asha Harris

B. This section is for Material/Purchasing Services only. Copy sent to District Capital Asset Accountant

1. Plant Services Work Order Number for pick-up: Date: By:

2. Date Work Order Completed:

3. Date disposition approved by Board of Trustees:

4. Bid Number: 5. Date removed from inventory

6. Disposition (check one): Sold (ECS 81450/81452) Donated to public entity (ECS 81450.5)

Donated to BOT approved charity (ECS 81452) Returned to District use: (state new location)

Dumped by Plant Services: Disposed as hazardous waste: using (contractor name)

7. Plant Services Work Order Number for dumping, if applicable: Date: By:

8. Date Work Order Completed:

Material/Purchasing Services signature

Date

Distribution: signed original to District Purchasing Services

