

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

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

SALE OF MISCELLANEOUS SURPLUS ELECTRONIC EQUIPMENT

Background and Analysis:

The District has three pallets of computers, monitors, printers, and miscellaneous electronic equipment. ETS departmental staff have determined that the items are obsolete and of no further use to the District. DeAnza College OTI and the DASB have also found them to be unsuitable for further use. In accordance with the Electronic Waste Recycling Act these items are considered electronic waste and should be sold to an authorized State of California CRT material handlers, collectors and recyclers. See attached surplus forms prepared by the colleges for a list of electronic waste scheduled to be sold. The estimated aggregate market value of this electronic equipment is less than \$5,000.00.

California Education Code 81452(a) provides that if the governing board by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000.00), the property may be sold by any employee of the District empowered for that purpose by the board.

Purchasing Services plans to post a notice on Bid Net and call for competitive bids from companies that are authorized State of California CRT material handlers, collectors and recyclers. Proceeds will be deposited to the District's general fund.

Recommendation: (specify if information only)

Make a finding that the property does not exceed \$5,000.00 in value and authorize the Director of Purchasing Services to sell the items in accordance with Education Code 81452(a).

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

2-9-10

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: Waste, UWaste

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 X
non-electronic xls attachment _____

2. Current Location (be precise): Campus: FH Building and Room: IT D-2403. Height: N/A Length: N/A Width: N/A Wt.: Over 50 lbs X Under 50 lbs _____4. Serial No: See attached Inventory Tag No: N/A Model No: N/A

5. Manufacturer: _____ Acquisition Date: _____

6. Original Cost: _____ Estimated Current Value: _____

7. Current condition: Is it Working? see attached Can it be fixed? see attached

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: John Atkins X 731910. Requested removal date (if urgent, explain): 2/17/10

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 John Vanderen (signature) Date 2/10/10Name (print or type) John Vanderen

F1002082

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

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Complete & attach to Surplus Disposal Form if sending surplus E-Waste. Instructions are below.

Accumulation Start Date: 02/09/10 [Completed by ETS]

Location:

Campus: Foothill
Building:
Room: 3618

Requestor:

Name: John Atkins
Phone #: 7319
Signature: Date:

Work Order #:

F 1002082 [Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

| No. | Serial No. | Product Name, Approx. Age, Est. Market Value | Works Y/N | Asset Number | (2) Code | Initials |
|-----|-----------------|---|-----------|--------------|----------|----------|
| 1 | | CRT TV - 25" Electrohome 38-U19151-60 (in D-240, 01-11-10-21) | N | | A2 | |
| 2 | | CRT monitor - beige (marked 'Lyon', in D240, 01-11-10-22) | N | | A1 | |
| 3 | MY-02010V-47603 | CRT monitor - Dell 14" | Y | | A1 | |
| 4 | HT105NW0M0404 | CRT monitor - Apple 13" | N | 70701 | A1 | |
| 5 | 79794 | CRT monitor - PGS 12" | N | | A1 | |
| 6 | 790862 | CRT monitor - IBM 12" | N | | A1 | |
| 7 | TA841L8060 | CRT monitor - Digital VT320-C2 10" | N | 67004 | A1 | |
| 8 | 2AJ-NOQR | LCD monitor - Dell 15" | Y | 17464 | D1 | |
| 9 | | LCD monitor - Apple studio 15" (01-05-10-01) | Y | | D1 | |
| 10 | | LCD monitor - Sony 14" (silver, 01-11-10-02) | Y | | D1 | |
| 11 | CN-OU-4931-4663 | LCD monitor - Dell 15" | Y | 18215 | D1 | |
| 12 | SG6211N0WJ | inkjet printer - HP DeskJet 680c | N | | J | |
| 13 | MY08VB40WV | inkjet printer - HP LaserJet K60 All in One | Y | | J | |
| 14 | K47Y167533 | inkjet printer - Epson Stylus CX7400 | N | | J | |
| 15 | TY847B7283 | dot matrix printer - Digital LA75-A2 | N | 67029 | J | |
| 16 | | scanner - Visioneer Strobe Pro PRO5D-MU scanner (01-11-10-08) | N | | J | |
| 17 | JXXFP01 | desktop computer - Dell GX 150 | 79914 | Y | I | |
| 18 | B2XFJ71 | desktop computer - Dell GX 280 | N | | I | |
| 19 | 89JKM41 | desktop computer - Dell GX 270 | 17928 | N | I | |
| 20 | qp5390e4sdx | desktop computer - iMac 17" | 188508 | N | I | |

Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above).

(3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form.

(6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

Verified by: _____
Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

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| No. | Serial No. | Product Name, Approx. Age, Est. Market Value | Works Y/N | Asset Number | (2) Code | Initials |
|-----|----------------|--|-----------|--------------|----------|----------|
| 21 | QT248ZMVMQH | desktop computer - iMac (aka iLamp) | 17285 | Y | | |
| 22 | F2112JAF56 | desktop computer - Apple II | 70698 | N | | |
| 23 | 17520385150 | desktop computer - IBM | 61797 | N | | |
| 24 | 64779 | desktop computer - Mac SE | 64779 | N | | |
| 25 | 5170-7326029 | desktop computer - IBM 5170 | | N | | |
| 26 | | desktop computer - Mac Plus 1mb | 60995 | N | | |
| 27 | 08006909375D | desktop computer - SGI | | N | | |
| 28 | | desktop computer - iMac | 80639 | Y | | |
| 29 | | uwaste - keyboard trays (1 in box, 3 beige ones loose, 01-11-10-10) | | | N | |
| 30 | | uwaste - 4 mouse trays (in boxes, 01-11-10-09) | | | N | |
| 31 | | uwaste - 2 boxes remote controls | | | N | |
| 32 | | uwaste - 1 box with two overhead projector lamps (marked 'uwaste 01', 01-11-10-11) | | | N | |
| 32 | | uwaste - 1 Apple M2473G/A toner cartridge (in box, 01-11-10-13) | | | N | |
| 34 | | uwaste - 1 box with pair of Packard Bell computer speakers (01-11-10-14) | | | N | |
| 35 | | uwaste - 2 boxes with Hitachi software documentation (01-11-10-15) | | | N | |
| 36 | | uwaste - 2 HP LaserJet 98x toner cartridges (in boxes, 01-11-10-16) | | | N | |
| 37 | | uwaste - 1 Apple M0180 toner cartridge (in box, 01-11-10-17) | | | N | |
| 38 | | uwaste - 1 Apple M3757G/A toner cartridge (in box, 01-11-10-18) | | | N | |
| 39 | | uwaste - 1 box of computer parts, labeled 'uwaste2' | | | N | |
| 40 | | uwaste - 3 boxes, HP print cartridges (01-11-10-12) | | | N | |
| 41 | VA3CY007615 | DVD player - Panasonic DVD-S35 | Y | 189119 | H | |
| 42 | 366BCC96378870 | DVD player - CyberHome CH-DVD300 | Y | 18119 | H | |
| 43 | 366BCC96378883 | DVD player - CyberHome CH-DVD300 | Y | 18121 | H | |
| 44 | VC4BA003457 | DVD player - Panasonic DVD-S27 | Y | 17942 | H | |
| 45 | 366BD76024793 | DVD player - CyberHome CH-DVD 300ZS1 | Y | 190015 | H | |
| 46 | 366BCC96378842 | DVD player - CyberHome CH-DVD300 | Y | 189337 | H | |
| 47 | SGT1001100CC | DVD player - Pioneer DVD-V7200 | N | 4529 | H | |
| 48 | SAT0007790CC | CD/LP player - Pioneer CD/LP player | N | 4179 | H | |
| 49 | QJ3957822 | LD player - Pioneer LD player | N | 75793 | H | |
| 50 | | CD recorder - Direct Connections | N | 75362 | H | |
| 51 | 54255 | VCR - Sony SVO-1450 | N | | H | |
| 52 | 512273 | VCR - Sony VCR | Y | 189169 | H | |
| 53 | 712316434 | misc (LCD projector) - Sharp XG-E1200U | N | 4618 | N | |
| 54 | 1GHR1285BU | misc (ZIP drive) - Iomega 250 | Y | 17948 | N | |
| 55 | 6JEN04926Y | misc (ZIP drive) - Iomega 250 | N | 13079 | N | |
| 56 | 88471 | misc (slide projector) - Ektagraphics III | N | 5015 | N | |
| 57 | | misc (slide projector) - Ektagraphics III | N | 67747 | N | |
| 58 | | misc (amp) - Bogen CT-100B amp (12-17-09-01) | N | | N | |
| 59 | | uwaste - 1 network printer tray (white, 01-11-10-19) | | | N | |
| 60 | | uwaste - 1 Cipher 'Lyon' video tape player (01-11-10-20) | | | N | |

E-Waste XLS Attachment to Surplus Disposal Form SN23500

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| No. | Serial No. | Product Name, Approx. Age, Est. Market Value | Works Y/N | Asset Number | (2) Code | Initials |
|-----|------------|--|-----------|--------------|----------|----------|
| 61 | | uwaste - 1 box of computer misc parts (01-11-10-23) | | | N | |
| 62 | | uwaste - 4 blue IKEA bags with misc computer parts (01-11-10-24) | | | N | |
| 63 | | uwaste - 1 GE all-in-one stereo system (two speakers, 01-11-10-25) | | | N | |
| 64 | | uwaste - box of computer speakers (01-11-10-01) | | | N | |
| 65 | | uwaste - used overhead lamp (in box, 01-11-10-03) | | | N | |
| 66 | | uwaste - blue bag of uwaste/computer parts (01-11-10-05) | | | N | |
| 67 | | uwaste - orange bag of uwaste/computer parts (01-11-10-06) | | | N | |
| 68 | | uwaste - box of uwaste/computer parts (01-11-10-04) | | | N | |
| 69 | | uwaste - blue bag of uwaste/computer parts (01-11-10-07) | | | N | |
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Verified by: _____