

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Item**Board Meeting Date:** March 1, 2010**Title of Item:**

DONATION OF TWO SURPLUS DISTRICT DESKS

Background and Analysis:

The District has two desks that have been replaced with new equipment. The used equipment is unsatisfactory for further use by the District. District Staff estimates the resale value is approximately \$80.00.

The Meals on Wheels Services (MOWS) has evaluated this equipment and found it to be acceptable for use by their organization. MOWS would like to receive the desks as a donation (See attached letter). Therefore, it is recommended that the desks be donated to the Meals on Wheels Services, a tax-exempt public benefit corporation under Section 501(c)(3) of the Internal Revenue Service Code.

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 donated to a charitable organization deemed appropriate by the board.

Note: The additional furniture on the Surplus Form (SN23500) are scheduled to be reallocated within the District.

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 donate the items to the Meals on Wheels Services.

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

Meals on Wheelsby  **Senior Outreach
Services****M e a l s • C o m p a n i o n s h i p • C a r e****Serving Contra Costa County Since 1968****"Caring for our Seniors since 1968"**

February 11, 2010

Eric Olague, Buyer
Purchasing Services
Foothill - De Anza Community College District
12345 El Monte Road
Los Altos Hills, Ca 94022

Dear Mr. Olague:

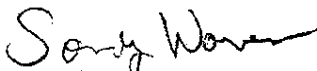
Meals on Wheels by Senior Outreach Services is a nonprofit, 501c3 agency. Our Meals on Wheels program has been serving seniors in need since 1968. Through the daily delivery of a hot meal we are able to ensure that our homebound and frail seniors to remain in their homes independently for as long as possible. We have five other senior services programs; CC Café, Friendly Visitor, Care Management, Home Care and Fall Prevention. All six programs combine to offer comprehensive services to seniors in our community.

Meals on Wheels by Senior Outreach Services supports the maintenance of health, wellness, and independence of seniors in their homes for as long as possible. This is our mission and is essential to avoid premature institutionalization, and promoting community well-being. During the last fiscal year 2008-09, we were able to provide services to over 5,000 senior residents in Contra Costa County.

We would like to respectfully request your support in donating two desks for a new staff member, and a volunteer station. We are also interested in all the kitchen items available cafe surplus items. Please let me know what arrangements we need to make to pick them up.

If you have any questions or require additional information, please contact me or Ana Cardenas at (925) 937-831 extension 134. Thank you once again for helping us to help others in need.

Sincerely,



Sandy Warren
Executive Director

Meals On Wheels by Senior Outreach Services

Phone: 925-937-8311 x122

Email: swarren@mowsos.org

Tax ID# 68-0044205

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

A. Requester: If surplusing Category I electronic equipment (e-waste) such as computers, CRTs, LCD monitors, 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 surplusing 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: (1ea) Mailbox, (2ea) DESKS, (1ea) Rolling File, (1ea) 2 drawer cabinet
The requester must label the equipment as "surplus" and store it in a secure area until it is picked up. (1ea) Rolling Table
For more than one item use an "xls attachment" per the instructions above.

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

2. Current Location (be precise): Campus: FH Building and Room: 5800 / 5815

3. Height: N/A Length: N/A Width: N/A Wt.: Over 50 lbs _____ Under 50 lbs _____

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

5. Manufacturer: _____ Acquisition Date: _____

6. Original Cost: _____ Estimated Current Value: _____

7. Current condition: Is it Working? Y Can it be fixed? _____

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: Nhung Tran x7332

10. Requested removal date (if urgent, explain): 7/30/09 Urgent: a staff member needs to move in.

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 [Signature] (signature) Date 7/21/09

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

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