

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

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

DONATION OF SURPLUS CAFÉ TABLES AND SUPPLIES

Background and Analysis:

The District has café tables and miscellaneous supplies from the old Campus Center (See attached inventory listing) that have been replaced. The used items are unsatisfactory for further use by the District. District Staff estimates the resale value is zero.

The Meals on Wheels Services (MOWS) has evaluated the items and found them to be acceptable for use by their organization. MOWS would like to receive the items as a donation (See attached letter). Therefore, it is recommended that the items 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.

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 Wheels

Meals • Companionship • Care

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

A. Requester: If surplusing 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 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.

Authorized By Asha Harris Date 10/26/09
Name (print or type) [Signature]

Distribution: signed original to District Purchasing Services

Rev. Oct. 2006

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.							
21	Milk Crates of Mugs and Saucers (40 per crate)	13x13x11	<50							
1	Small box of table spoons		<50							
1	Milk crate of saucers (50)	13x13x11	<50							
18	Boxes of White Plates	30x30x17	<50							
1	Box of kitchen pans (10)	30x30x8	<50							
1	Small box of table forks		<50							
1	Milk Crate of Candle Holders (21)	13x13x11	<50							
1	Box of assorted kitchen items (15)	24x24x24	<50							
2	Brown Tables	36x24	>50							
4	Small Boxes of assorted silverware		<50							
1	Large Box of assorted silverware	30x30x17	<50							
1	Small box of candle holders		<50							
2	Gray trays of assorted silverware (Knives, forks and spoons)		<50							
1	Box of Kitchen warmers (20)		<50							
1	Box of tops for Ketchup and Mustard containers		<50							
1	Clear Salad Bowl		<50							
1	Box of 200 Knives		<50							