

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Item**Board Meeting Date:** May 03, 2010**Title of Item:**

DONATION OF SURPLUS FURNITURE

Background and Analysis:

The District has surplus furniture (4 Cabinets, 4 Benches, 1 Locker Cabinet, 1 Table, 1 Computer Table, 2 Podiums, 1 Desk and 2 Chairs) that have been determined by the De Anza College Services Department of no further use by the District.

Education Code 81450.5 provides that a community college district may donate any personal property belonging to the District if the District determines that the property is no longer required for school purposes provided that the property is donated to a school district, a community college district, or a public entity.

The Santa Clara Unified School District has evaluated the furniture and found them to be acceptable for use by their school district and would like to receive them as a donation (see attached letter). Therefore, it is recommended that the furniture be donated to the Santa Clara Unified School District.

Please note that the other attached furniture on the Surplus Forms (SN23500) are scheduled to be reused within the District.

Recommendation: (specify if information only)

In accordance with Education Code 81450.5 authorize the Director of Purchasing Services to make a donation of the furniture described herein to the Santa Clara Unified School District.

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 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.

1. Quantity & Description: List Attached

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 form: e-waste (electronic) xls attachment _____
non-electronic xls attachment ☒ X

2. Current Location (If Stelling Parkir Campus: De Anza

Building and Room: From the MCC Bldg

3. Height: _____ Length: _____ Width: _____ 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? Yes Can it be fixed? Yes

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

9. Name and phone number of person to contact about this surplus disposal Paula Joseph X8758

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 _____ (signature) _____ 4/5/10

Name (print or type) Paula Joseph, Educational Resources

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

Rev. Oct. 2007 (effective 5/2007)

D1004086

MCC 16

3 tables

4 chairs

2 large (2) door cabinet – Stelling structure

2 wooden chairs

MCC15

1 brown tablet arm chair

1 desk

1 file cabinet

1 podium

MCC10

2 desks

1 teachers desk

3 chairs

MCC11

1 grey teachers desk

1 table

1 brown chair

1 podium

MCC17

1 podium

1 stool

2 6ft tables

MCC24

2 desks – in the stelling structure

MCC23

2 desks – in the stelling structure

1 typewriter

MCC 21

3 desks – in the stelling structure

2 chairs – in the stelling structure

MCC14

1 desk – in the stelling structure

1 mailbox- in the stelling structure

D1004086

MCC 14a

4 desks – in the stelling structure

1 file cabinet – in the stelling structure

MCC13

1 desk

1 chair

1 file cabinet

1 table

1 podium

MCC12

1 podium

3 file cabinets

2 tables

1 stool

1 chair

185 tablet arm chairs with green plastic seats

D1004086

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1. Quantity & Description: List Attached

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

2. Current Location (I SEMINAR BLD Campus: De Anza

Building and Room: _____

3. Height: _____ **Length:** _____ **Width:** _____ **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? Yes _____ Can it be fixed? Yes _____

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

9. Name and phone number of person to contact about this surplus disposal Paula Joseph X8758

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 Paula Joseph (signature) _____ 3/25/10

Name (print or type) Paula Joseph, Educational Resources

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:** _____

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Material/Purchasing Services signature _____

Date _____

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Rev. Oct. 2007 (effective 5/2007)

D1004020

Surplus items from the SEMINAR Bldg on De Anza Campus:

SEM 1a

- 1 broken podium
- 1 large desk
- 1 blue chair
- 1 brown chair
- 1 wooden chair with red padding
- 1 yellow chair

SEM 8 and 9

- 1 wooden chairs w/ red padded backs
- 1 long 6th table
- 1 bench in the hallway next to SEM7

SEM 5 and 6

- 1 small table
- 1 desk
- 1 wooden chair

SEM 3 and 4

- 1 wooden chair
- 1 computer table
- 1 podium

SEM 2

- 2 brown chairs

SEM 2a

- 3 desks
- 1 chair

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1. Quantity & Description: 3 large media cabinets/ 2 black and 1 grey)

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 form: e-waste (electronic) xls attachment _____
non-electronic xls attachment _____

2. Current Location (I outside classr Campus: De Anza

Building and Room: S12a

3. Height: _____ Length: _____ Width: _____ 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? Yes Can it be fixed? Yes

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Authorized By Paula Joseph (signature) Date 3/15/10

Name (print or type) Paula Joseph, Educational Resources

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

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Material/Purchasing Services signature

Date

Distribution: signed original to District Purchasing Services

Rev. Oct. 2007 (effective 5/2007)

Terence Kraemer, 4/21/10 6:37 AM -0700, donated items

1

X-ASG-Debug-ID: 1271857090-5889d9a40001-YP99uD
X-Barracuda-Envelope-From: tkraemer@scusd.net
X-ASG-Whitelist: Client
X-Propel-Return-Path: <tkraemer@scusd.net>
X-ASG-Orig-Subj: donated items
Subject: donated items
Date: Wed, 21 Apr 2010 06:37:46 -0700
Thread-Topic: donated items
Thread-Index: AcrhV9PYNVVDhrE0QaChHeIX1qH3SA=
From: "Terence Kraemer" <tkraemer@scusd.net>
To: <olagueeric@fhda.edu>
X-Propel-ID: C9dG2a4ldC50
X-EPG-Version: 3.1.1.9503
X-Propel-RCPT: elo4369@fhda.edu
X-Propel-Extension:
qurl=<https://quarantine.fhda.edu/showquarantine?d=x&mb=elo4369@fhda.edu&tk=1B3606A5347F3&v=3.1.1.9503;uinfo=fhda.edu-5753;e=1;tm=1271857091;pid=C9dG2a4ldC50;v=3.1.1.9503;gws=www.abaca.com;mgr=1>
X-EPG-Pass-Spam: NO
X-CLX-Score: None None
X-CLX-Rate-Response:
X-Barracuda-Connect: epgin.fhda.edu[153.18.96.114]
X-Barracuda-Start-Time: 1271857090
X-Barracuda-URL: <http://mailgw.fhda.edu:8000/cgi-mod/mark.cgi>
X-Keywords:

Hello Eric,

Once again I appreciate you giving me a call regarding donated item that will help our schools. Since things are getting tougher every day on everyone's budget, I'm sure Santa Clara Unified School District could use the following items:

- 4 storage cabinets
- 4 seat benches
- 1 locker cabinet
- 1 table
- 1 computer table
- 2 podiums
- 1 desk
- 2 chairs

Once again, thanks for thinking of Santa Clara Unified School District. Looking forward to hearing from you again soon.

Sincerely,

Terry Kraemer

Manager of School Donations and Partnerships