

Board of Trustees Agenda Item

Board Meeting Date: June 07, 2010

Title of Item:

RECYCLE AND DISPOSE SURPLUS FURNITURE

Background and Analysis:

The District owns miscellaneous surplus furniture (see attached list) that is in poor condition that it is unusable and of no further use to the District. District staff estimates the resale value to be zero.

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.

District Staff 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 recycle or dispose of the items in the local public dump.

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: 5700 Greenhouse (CONTENTS only)

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 _____

2. Current Location (be precise): Campus: _____ FH Building and Room 5700

3. Height: 48 Length: 36 Width: 36 Wt.: Over 50 lbs X Under 50 lbs _____

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

5. Manufacturer: Various Acquisition Date: _____ N/A

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 request: _____ Asha Harris x7144

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 4/20/10

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

F1005044

Instructions: After completing this form, print it and sign it. Attach the signed original to a completed and signed Surplus Disposal Form. Retain photocopies. Send the signed originals to District Purchasing Services. NOTE: You must use a separate Surplus Disposal Form and the E-Waste (electronic) xls attachment to list

Date: 4/20/10

Current Location: 5700 (Greenhouse) Campus _____ Foothill _____ Building _____ 5700 Room # _____ Greenhouse _____

Name and phone number of contact person for this request: 2 Asha Harris x7144

Work Order #: To be completed by Purchasing Services

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
4	Purple Overhead Storage	48x24x18	750	NA	NA	NA	NA	Yes	NA	
4	Purple Peds with Table attached	24x36x24	750	NA	NA	NA	NA	Yes	NA	
1	White Cubicle Panel	18x64	750	NA	NA	NA	NA	Yes	NA	
6	White Cubicle Panel	64x36	750	NA	NA	NA	NA	Yes	NA	
10	End Caps Fabric Purple	64Inches	750	NA	NA	NA	NA	Yes	NA	
8	End Caps Fabric Purple	36Inches	750	NA	NA	NA	NA	Yes	NA	
2	Light purple electric computer desk	63x46	750	NA	NA	NA	NA	Yes	NA	
1	White Desk	60x48	750							

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
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1. Quantity & Description: 9 Heavy duty workbenches
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 _____

2. Current Location (be precise): Campus: DeAnza Building and Room: E-1

3. Height: 36" Length: 60" Width: 24" Wt.: Over 50 lbs X Under 50 lbs _____

4. Serial No: _____ Inventory Tag No: 10392 Model No: 9191

5. Manufacturer: Shure Acquisition Date: 1960's

6. Original Cost: _____ Estimated Current Value: _____

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

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

9. Name and phone number of person to contact about this surplus disposal request: Nelson 592-8096 Radio # 113

10. Requested removal date (if urgent, explain): (408)

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 Nelson Hm (signature) Date 4-15-2010

Name (print or type) Nelson Hm

D1004138

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: DeAnza

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)

**Non-Electronic Xls Attachment to
Surplus Disposal Form SN23500**

Instructions: After completing this form, print it and sign it. Attach the signed original to a completed and signed Surplus Disposal Form. Retain photocopies. Send the signed originals to District Purchasing Services. NOTE: You must use a separate Surplus Disposal Form and the E-Waste (electronic) xls attachment to list electronic

Date: 4-15-2010

Current Location:

Campus Danza

Building

Engl Auto Tech

Room #

Name and phone number of contact person of this request:	Account #
Wilson Tom (408) 592-8096	Radio # 113

Authorized by (dept. signature):

Work Order #: To be completed by Purchasing Services

[illegible]

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
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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: 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 (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 brown chair

MCC17

1 stool
2 6ft tables

MCC24
2 desks – in the stelling structure

MCC23

2 desks – in the stelling structure

MCC 21
3 desks – in the stelling structure

MCC14

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 table

1 podium

MCC12

2 tables

1 stool

1 chair

D1004086

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

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1. Quantity & Description: 3 wooden chairs (magazine rack) 1 2 drawer file cabinet)
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 (1 Stelling Parkir Campus: De Anza Building and Room: G5 and G6
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
Items are currently stored in the stelling parking structure
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) 3/22/10

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)

D1004087

Surplus from G5 and G6 Classrooms

50 tables

7 tablet arm chairs

62 folding chairs

D1004087