

**Board of Trustees Agenda Item**

**Board Meeting Date:** June 07, 2010

**Title of Item:**

DONATION OF SURPLUS TABLET ARM CHAIRS

**Background and Analysis:**

The District has 247 tablet arm chairs that are of no further use to the District. They are no longer needed by either college.

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 tablet arm chairs 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.

**Recommendation:** (specify if information only)

In accordance with Education Code 81450.5 authorize the Director of Purchasing Services to make a donation of the tablet arm chairs 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:      Tablet Arm Chairs

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   X  

2. Current Location (be precise):    Campus:       Foothill       Building and Room        Storage Trailer       

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

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

5. Manufacturer:    NA      Acquisition Date:       NA      

6. Original Cost:       NA       Estimated Current Value:       NA      

7. Current condition: Is it Working?   YES   Can it be fixed?       NA      

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      

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   Date   10/26/09  

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

# 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 equipment.

Date: 10/26/09

Current Location: Campus Foothill College

Building Trailer Behind Print Shop Room #

**Name and phone number of contact person of this request:** Asha harris x7144

Authorized by (dept. signature): \_\_\_\_\_

**Work Order #:** To be completed by Purchasing Services

[illegible]

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: 185 Tablet Arm Chairs

**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 : X

2. Current Location (If Stelling Parking Campus: De Anza Building at From the MCC Bldg

3. Height: \_\_\_\_N/A\_\_\_\_ Length: \_\_\_\_N/A\_\_\_\_ Width: \_\_\_\_N/A\_\_\_\_ Wt.: Over 50 lbs \_\_\_\_ Under 50 lbs \_\_\_\_

4. Serial No: \_\_\_\_N/A\_\_\_\_ Inventory Tag No: \_\_\_\_N/A\_\_\_\_ Model No: \_\_\_\_N/A\_\_\_\_

5. Manufacturer: \_\_\_\_N/A\_\_\_\_ Acquisition Date: \_\_\_\_N/A\_\_\_\_

6. Original Cost: \_\_\_\_ Unknown Estimated Current Value: \_\_\_\_\$0\_\_\_\_

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 re 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)

X-ASG-Debug-ID: 1274913132-5888ccf00001-abPW3G  
X-Barracuda-Envelope-From: tkraemer@scusd.net  
X-ASG-Whitelist: Client  
X-Propel-Return-Path: <tkraemer@scusd.net>  
X-ASG-Orig-Subj: Donation of Chairs  
Subject: Donation of Chairs  
Date: Wed, 26 May 2010 15:32:05 -0700  
Thread-Topic: Donation of Chairs  
Thread-Index: Acr9I0TWdjhtKoWiSSWP2GTAuKxSgQ==  
From: "Terence Kraemer" <tkraemer@scusd.net>  
To: <Olagueeric@fhda.edu>  
X-Propel-ID: C9dGla5qmw0  
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=1A2293D34D3B4&v=3.1.1.9503;uinfo=fhda.edu-5753;e=1;tm=1274913133;pid=C9dGla5qmw0;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:  
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X-Barracuda-Start-Time: 1274913132  
X-Barracuda-URL: <http://mailgw.fhda.edu:8000/cgi-mod/mark.cgi>  
X-Keywords:

Eric, Once again I want to thank you for thinking of Santa Clara Unified School District. We are interested in all tablet arm chairs (247). Thanks for your support to the S.C.U.S.D.

Terry Kraemer  
Manager of School Donations And Partnerships  
(408)761-8047