

Board of Trustees Agenda Item

Board Meeting Date: August 30, 2010

Title of Item:

SALE OF MISCELLANEOUS SURPLUS ELECTRONIC EQUIPMENT

Background and Analysis:

The District has eight pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 8 pages). The District's Educational Technology Services Department (ETS) staff has determined that the items are obsolete and of no further use to the District. DeAnza College Occupational Training Institute have also found them to be unsuitable for further use. In accordance with the Electronic Waste Recycling Act these items are considered electronic waste and may be sold only to authorized State of California Cathode Ray Tube (CRT) material handlers, collectors and recyclers. The estimated aggregate market value of this electronic equipment is less than \$5,000.00.

California Education Code 81452(a) provides that if the governing board by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000.00), the property may be sold by any employee of the District empowered for that purpose by the board.

Purchasing Services plans to post a notice on Bid Net and call for competitive bids from companies that are authorized State of California CRT material handlers, collectors and recyclers. Proceeds will be deposited to the District's general fund.

Recommendation: (specify if information only)

Make a finding that the property does not exceed \$5,000.00 in value and authorize the Director of Purchasing Services to sell the items in accordance with Education Code 81452(a).

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: e-waste

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 X

non-electronic xls attachment

2. Current Location (be precise): Campus: FH Building and Room 3618

3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs Y Under 50 lbs _____

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

5. Manufacturer: _____ Acquisition Date: _____

6. Original Cost: _____ Estimated Current Value: _____

7. Current condition: Is it Working? _____ 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: _____

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 Bernie Paragas (signature) Date AUG 03, 2010

Name (print or type) BERNIE PARAGAS

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

F1008019

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Instructions

07/31/10

Campus: FH

Building: 3600

Room: 3618

Name: Scott Olsen

Phone #: (650)949-7934

Signature:

Date: 08/03

108017

[Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

Instruction	Regulated Items	Code	# of Units
3 =>36 "	Code for CRTs - TVs -Monitors	A	2
	Screen Size LCD Desktop Monitors	B	6
	1 = 4-15 "		
	2 = 16-35 "	C	6
	Laptop with LCDs		
	LCD TVs	D	-
	Plasma TVs	E	-
	Screen > 4 inches diag.	F	-
	Unwired Microwave Ovens	G	-
	Unwired VCRs, DVDs & CD Players	H	3
Unwired CPUs - Computers	I	15	
Unwired Printers, Scanners & Faxes	J	2	
Unwired Phones - Cell & Desk	K	-	
Unwired Pagers, PDAs & Radios	L	-	
Unwired Copiers	M	-	

[illegible]

Verified by: _____
Version: Jan. 2010

Verified by: _____
Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Page 2 of 2

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	QP5130W9PNX	CPU - Apple iMac 17"	N	188410	I2	
22	RN1403AHLFC	CPU - Apple iMac 15"	Y	13010	I1	
23	P1114055KLB	CPU - Apple iMac 15"	Y	79538	I1	
24	uscb018292	Printer - HP LaserJet 2100TN	N	3855	J	
25	xb0360ljnx	CPU - Apple G4 Tower	Y	78750	I	
26	XB9342RPGSM	CPU - Apple G3 Tower	Y	78061	I	
27	W85051GQPNY	CPU - Apple iMac 17"	N	18807	I	
28	QP451029PNX	CPU - Apple iMac 17"	N	18166	I	
29	QT11906DJBD	Laptop - Powerbook G4	N	79652	C1	
30	QT2150NGM2N	Laptop - Powerbook G4	N	80743	C1	
31	QT2150NYM2N	Laptop - Powerbook G4	N	80754	C1	
32	QT2050AFM2N	Laptop - Powerbook G4	Y	80402	C1	
32	QT226YUCMQH	CPU - Apple iMac 15"	Y	15007	I1	
34	cy1162lujpc	LCD - Apple 17" Display	Y	3533	B2	
35	GQ3151	CPU - Generic PC Tower	R		I	
36						
37		(1) Bag of misc cables/e-junk/etc.			N	
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E-Waste XLS Attachment to Surplus Disposal Form SN23500

Complete & attach to Surplus Disposal Form if sending surplus E-Waste. Instructions are below.

Page of

Accumulation Start Date: 7-31-10 [Completed by ETS]

Location:

Campus: De Anza
Building: L7 & ATC
Room: L7 operations & AT203 server room

Requestor:

Name: James Holstein
Phone #: 5827
Signature: James D. Holstein

Date: 8

Work Order #:

71008028

Pickup Date by Plant Services: [Completed by Plant Services]

(2) Code for

Screen Size
1 = 4-15"
2 = 16-35"
3 = >36"

Regulated Items	Code	# of Units
CRTs - TVs - Monitors	A	0
LCD Desktop Monitors	B	0
Laptop with LCDs	C	0
LCD TVs	D	0
Plasma TVs	E	0
Screen > 4 inches diag.	F	0

UWEDS	Microwave Ovens	G	0
UWEDS	VCRs, DVDs & CD Players	H	0
UWEDS	CPUs - Computers	I	0
UWEDS	Printers, Scanners & Faxes	J	0
UWEDS	Phones - Cell & Desk	K	0
UWEDS	Pagers, PDAs & Radios	L	0
UWEDS	Copiers	M	0

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	JS0646029963	Smart UPS 3000	N			
2	WS0230150138	Smart UPS 3000	N			
3	JS0519042424	Smart UPS 3000	N			
4	JS0630000018	Smart UPS 3000 (Located in ATC 203)	N			
5	WS0128007346	Smart UPS 3000 (Located in ATC 203)	N			
6	HD1LZ11	PowerVault 136T	N			
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Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above). (3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form. (6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

Verified by:
Version: Jan. 2010

Complete & attach to Surplus Disposal Form if sending surplus E-Waste. Instructions are below.

Accumulation Start Date: _____

Campus: De Anza Campus
Building: ATC
Room: 113

(2) Code for
Screen Size
1 = 4-15"
2 = 16-35"
3 = >36"

CRTs - TVs - Monitors
LCD Desktop Monitors
Laptop with LCDs
LCD TVs
Plasma TVs

A	47
B	
C	
D	
E	

Name: James D. Holstein
Phone #: 5827
Signature: James D. Holstein

Date: 8/

UWEDS Microwave Ovens	G	
UWEDS VCRs, DVDs & CD Players	H	20
UWEDS CPUs - Computers	I	

008029

Completed by Purchasing Services

Pickup Date by Plant Services:

[Completed by Plant Services]

USE

Copiers



instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above). (3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form. (6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

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Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works VIN	Asset Number	(2) Code	Initials
21	20672	Crown RTA-2	N		N	
22	110489	Tascam Digital Recorder/Reproducer DA-88	N		N	
23	821AL8656	Ikegami HK-357A Base Station	N		N	
24	821AL8653	Ikegami HK-357A Base Station	N		N	
25	821AL8651	Ikegami HK-357A Base Station	N		N	
26	10019424025 D	PESA 16x2 Switcher	N		N	
27	1001942800 1	PESA 16x2 Switcher	N		N	
28	1396	Lexicon Digital Delay Processor	N		N	
29	10204	Sony Video Monitor (4)	N		N	
30	563960	Clear-Com Master Station	N		A1	
31	7037	SAE Parametric Equalizer	N		N	
32	1230	HME Professional Wireless Intercom System	N		N	
33	1173	HME IC150 Diplexer	N		N	
34	821AL8620	Ikegami Camera Switcher	N		N	
35	1908	Sorensen Power Supply	N		N	
36	10642	Sony Video Monitor (4)	N		N	
37	14629	Sony Video Monitor (4)	N		A1	
38	11779	Sony Video Monitor (4)	N		A1	
39	13224	Sony Video Monitor (4)	N		A1	
40	13106	Sony Video Monitor (4)	N		A1	
41	216003501344 0	ViewSonic A70	N		A1	
42	DJ84052013	ViewSonic G773	N		A2	
43	25506477	NEC Autocolor	N		A2	
44	202750	Sony Trinitron	N	61389 TV 142	A2	
45	MB63510062	Panasonic Color Video Monitor CT-2084	N		A2	
46	FE4320014	Panasonic Color Video DT-2700 MS	N	TV 405 MON 864	A2	
47	2000091	Sony HR Trinitron	N		A2	
48	OYT022	Ikegami Color Monitor	N		A1	
49	(no serial)	Tektronix Turnable Down Converter	N		A1	
50	1725	Sorensen Power Supply	N		N	
51	(no serial)	Camera Control Terminal	N		N	
52	(no serial)	Camera Control Terminal	N		N	
53	10748	Sony Digital Multi Effects	N		N	
54	416329	Contrac Monitor	N	69596	N	
55	67777	RCA TV Monitor	N		A1	
56	66918	RCA TV Monitor	N		A1	
57	66887	RCA TV Monitor	N		A1	
58	66908	RCA TV Monitor	N		A1	
59	(no serial)	Sony Black & White Video Monitor	N		A1	
60	39Z02166	Panasonic Video Monitor	N		A1	

Verified by: _____
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E-Waste XLS Attachment to Surplus Disposal Form SN23500

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
61	31Z02588	Panasonic Video Monitor	N		A1	
62	33Z02581	Panasonic Video Monitor	N		A1	
63	34Z02143	Panasonic Video Monitor	N		A1	
64	33Z02771	Panasonic Video Monitor	N		A1	
65	45U01864	Panasonic Video Monitor	N		A1	
66	33Z02582	Panasonic Video Monitor	N		A1	
67	45U01865	Panasonic Video Monitor	N		A1	
68	34Z02346	Panasonic Video Monitor	N		A1	
69	13101124	RCA TV Monitor	N		A1	
70	501517	Sony Trinitron	N		A1	
71	501508	Sony Trinitron	N		A1	
72	501501	Sony Trinitron	N		A1	
73	501516	Sony Trinitron	N		A1	
74	46I00843	Panasonic Video Monitor (Tr-Connected)	N		A1	
75	46I00842	Panasonic Video Monitor (Tr-Connected)	N		A1	
76	46I00841	Panasonic Video Monitor (Tr-Connected)	N		A1	
77	46I00773	Panasonic Video Monitor (Tr-Connected)	N		A1	
78	46I00772	Panasonic Video Monitor (Tr-Connected)	N		A1	
79	46I00771	Panasonic Video Monitor (Tr-Connected)	N		A1	
80	145	Telemation Passive Video Switcher	N		N	
81	434	Telemation Passive Video Switcher	N		N	
82	(no serial)	Panasonic Video Monitor	N		A1	
83	(no serial)	Panasonic Video Monitor	N		A1	
84	(no serial)	Panasonic Video Monitor	N		A1	
85	KD9552151	Panasonic Video Monitor	N		A1	
86	KA1150361	Panasonic Color Video Monitor	N		A1	
87	MX-07C054-47801-12R-B06M	Deil Monitor	N	MON 2709	A1	
88	10748	Sony Digital Multi Effects	N		N	
89	82312	Sony Editing Control Unit	N	76069	N	
90	SPAUT024M93023715	Soundcraft Spirit Mixing Board	N		N	
91	DELTA16 089002560	Soundcraft Delta Mixing Board	N	71059	N	
92	(no serial)	Sony P.A. Speaker	N		N	
93	(no serial)	Sony P.A. Speaker	N		N	
94		Sony DME Switcher	N		N	
95		8 ADC Switcher	N		N	
96		665 ADC Pro Patch Switcher	N	60419	N	
97	8862-7	Bitree Switcher	N		N	
98	8862-4	Bitree Switcher	N		N	
99	11974-2400A	Catel Television Modulator	N	59775	N	
100	3116-0306	Catel Television Modulator	N	57913	N	

E-Waste XLS Attachment to Surplus Disposal Form SN23500

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works VIN	Asset Number	(2) Code	Initials
101	11673-24	Catel Television Modulator	N			
102	16751953	JVC Remote Control Unit	N	68156		
103	17752006	JVC Remote Control Unit	N			
104	17752007	JVC Remote Control Unit	N			
105	43454	Crown D-75 Amp	N			
106	(no serial)	ADC Switcher	N			
107	163	ADC Switcher	N			
108	1001	ADC Switcher	N			
109	378	ADC Switcher	N			
110	1027	ADC Switcher	N			
111	3	ADC Switcher	N			
112	13760-1	Bitree Switcher	N			
113	160907	AVP Switcher	N			
114	10525	Sony Camera Controller	N			
115		Box of E-Waste (spare electrical parts)				
116		Box of E-Waste (spare electrical parts)				
117		Box of E-Waste (spare electrical parts)				
118		Box of E-Waste (spare electrical parts)				
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Version: Jan. 2010