

Board of Trustees Agenda Item

Board Meeting Date: August 30, 2010

Title of Item:

DONATION OF SURPLUS CPR MANNEQUINS

Background and Analysis:

The District has 49 CPR mannequins that have been replaced with new. The used items are unsatisfactory for further use by the District. District Staff estimates the resale value is zero.

The American Red Cross Silicon Valley Chapter has evaluated the items and found them to be acceptable for use by their organization. The American Red Cross Silicon Valley Chapter would like to receive the items as a donation (See attached letter). Therefore, it is recommended that the items be donated to the American Red Cross Silicon Valley Chapter, 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 American Red Cross Silicon Valley Chapter.

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: 49 MANNEQUINS OF VARIOUS SIZES

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: MIDDLEFIELD Building and Room: BLO-E-10

3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs 2 Under 50 lbs 47

4. Serial No: NONE Inventory Tag No: NONE Model No: MOST ARE "LITRE ANNE"

5. Manufacturer: LAEDERDAL Acquisition Date: 1985

6. Original Cost: \$3000 Estimated Current Value: 0

7. Current condition: Is it Working? NO Can it be fixed? NO

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

9. Name and phone number of person to contact about this surplus disposal request: PILAR FURLONG

10. Requested removal date (if urgent, explain): BY SEPTEMBER 2010

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] (signature) Date: 8/18/10

Name (print or type) AL GUZMAN

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 X's 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: 8/18/10

Current Location: NUDDLEFIELD Building BLD-I Room # I-10

Name and phone number of contact person of this request: AL GUZMAN

Authorized by (dept. signature): 

Work Order #: To be completed by Purchasing Services _____

[illegible]



**American
Red Cross**

Silicon Valley Chapter

San Jose Office
2731 North First Street
San Jose, CA 95134
Tel (408) 577-1000
Fax (408) 577-2050

Palo Alto Office
400 Mitchell Lane
Palo Alto, CA 94301
Tel (650) 688-0415
Fax (650) 330-0525

Toll Free (877) 727-6771

www.siliconvalley-redcross.org

August 5, 2010

Mr. Eric Olague
Foothill DeAnza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

Dear Mr. Olague:

On behalf of the thousands of individuals who are trained in CPR each year by the American Red Cross Silicon Valley Chapter, I want to thank you for considering our request for a donation of assorted CPR manikins. Following is a list of the 49 items we are requesting.

- 19 (nineteen) baby manikins - aka The Baby Anne Manikin, item #050000 from Laerdal
- 5 (five) child manikins - similar to a model called Resusci Junior Basic from Laerdal
- 23 (twenty three) Little Anne manikins - aka Little Anne™ Manikin, item #20020 from Laerdal
- 2 (two) adult manikins - something similar to Laerdal Extri Kelly Manikin from Laerdal (but not exact)

If Foothill DeAnza would be willing to donate these items to the American Red Cross, we would be happy to arrange pick-up of the items at your convenience. Or, if you have further questions about our request, or our CPR training program, please don't hesitate to contact me at 408-577-2113. Foothill DeAnza Community College District has been a long time partner of the American Red Cross and we are extremely grateful for your support.

Again, thank you for your consideration and I look forward to hearing from you in the very near future.

Sincerely,

Pilar L. Furlong
Vice President of Public Support

Cc: Ross Asuncion, American Red Cross