

## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

**Board of Trustees Agenda Item****Board Meeting Date:** October 04, 2010**Title of Item:**

SALE OF MISCELLANEOUS SURPLUS ELECTRONIC EQUIPMENT

**Background and Analysis:**

The District has four pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 7 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 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 &amp; Description:

Computer Equipment

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 \_\_\_\_\_

Under 50 lbs \_\_\_\_\_

4. Serial No: SEE ATTACHED

Inventory Tag No: \_\_\_\_\_

Model No: \_\_\_\_\_

5. Manufacturer: \_\_\_\_\_

Acquisition Date: 09/01

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: Scott Olsen x7934

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

John Vandercook

(signature)

Date

9/9/10

Name (print or type)

John Vandercook**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

**E-Waste XLS Attachment to Surplus Disposal Form SN23500****Complete & attach to Surplus Disposal Form if sending surplus E-Waste.** Instructions are below.

Accumulation Start Date: 09/01/10

Location:

Campus: FH  
Building: 3600  
Room: 3618

Requestor:

Name: Scott Olsen  
Phone #: (650)949-7934  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Work Order #:

F-1009017

[Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	MX07C05147801	CRT Dell	Y	3620 A1		
2	MX07C05147801	CRT Dell	Y	3617 A1		
3	MX07C05147801	CRT Dell	Y	3618 A1		
4	MX07C05147801	CRT Dell	Y	3616 A1		
5	6.07E+11	CRT Viewsonic	Y	3342 A1		
6	0500057S	CRT NEC Model JC-2002YMA-1	N	A1		
7	W8236007L3V	CPU - iLamp	Y	17343 I1		
8	QT249ZCVN3S	CPU - iLamp	Y	17327 I1		
9	QT217080L3V	CPU - iLamp	Y	3980 I1		
10	W823606WL3V	CPU - iLamp	Y	17341 I1		
11	QT226YUVMQH	CPU - iLamp	Y	15048 I1		
12	QT22004TMDL	CPU - iLamp	Y	14032 I1		
13	QT22004ZMDL	CPU - iLamp	Y	14033 I1		
14	QT249ZCQN3S	CPU - iLamp	Y	17325 I1		
15	QT249ZCTN3S	CPU - iLamp	Y	17322 I1		
16	QT249ZDON32S	CPU - iLamp	Y	17326 I1		
17	W823606BL3V	CPU - iLamp	Y	17344 I1		
18	QT2134RUL3V	CPU - iLamp	Y	980642 I1		
19	QT2170ABL3V	CPU - iLamp	Y	3985 I1		
20	QT2123V4L3V	CPU - iLamp	Y	80656 I1		

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

101 = 2

**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	QP451033PNX	CPU - iMac 17"	Y	18157	I2	
22	QP45104EPNX	CPU - iMac 17"	Y	18159	I2	
23	QP45101DPNX	CPU - iMac 17"	Y	18154	I2	
24	W85100PPNX	CPU - iMac 17"	Y	1944	I2	
25	QP45104LPNX	CPU - iMac 17"	Y	18170	I2	
26	QP45101PPNX	CPU - iMac 17"	Y	18162	I2	
27	QP45103XPNX	CPU - iMac 17"	Y	18155	I2	
28	W85100MPNX	CPU - iMac 17"	Y	1942	I2	
29	QP45102YPNX	CPU - iMac 17"	Y	19169	I2	
30	QP45103YPNX	CPU - iMac 17"	Y	18161	I2	
31	QP451002PNX	CPU - iMac 17"	Y	18163	I2	
32	W85100Q1PNX	CPU - iMac 17"	Y	1943	I2	
32	QP45103SPNX	CPU - iMac 17"	Y	18152	I2	
34		CPU - iMac 17"	Y	181560	I2	
35	W84390EMPX	CPU - iMac 17"	Y	18104	I2	
36	CY9351G3GZC	CRT - Apple 17"	Y	4857	A2	
37	286982	CRT - ADAC	N	-	A1	
38	9009001	CPU - ADAC	N	-	I	
39	QT212CYTL3V	CPU - iLamp	Y	80657	I1	
40	QT226YUUMQH	CPU - iLamp	Y	15015	I1	
41		Omega Zip Drive	N	17620	N	
42	1C3B2C1	Laptop 15" Dell Latitude D520	N	CMP 5576	C1	
43	319ABA92022883	DVD Player - CyberHome CH-DVD300	N	18122	H	
44	QP5510GUTAT	CPU - iMac 17"	N	188614	I2	
45	QP5510K6TAT	CPU - iMac 17"	N	188612	I2	
46	QP517087PNX	CPU - iMac 17"	N	19013	I2	
47	6K7430JAAUEDC	LCD - 13" (Bare) Phillips	N	-	B1	
48	106732073	Digital Camera - Olympus	N	3590	F	
49	QA5071555556	LCD - 22" Viewsonic VX2235wm	N	-	B1	
50	21011700	Linksys DSL Router BEFSR41	N	-	N	
51	A543955	Slide Projector - Kodak III-E	N	316	N	
52	0513580 C7	VHS Player - Sony SVO-1420	N	189190	H	
53	11V-B17Y	CRT 15" Dell M781mm	N	3363	A1	
54	QP42009NPVJ	CPU - iLamp	N	17956	I1	
55	QP42100Cpvl	CPU - iLamp	N	190741	I1	
56	6BGN721	CPU - Dell Optiplex GX260	N	17579	I	
57	490LM11	CPU - Dell Optiplex GX240	N	17069	I	
58	J2NPJ11	CPU - Dell Optiplex GX240	N	-	I	

Verified by:

Version: Jan. 2010

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: Typewriter & misc. calculator equipment.  
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: De Anza Building and Room: Learning Center/Library / outside LC113  
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? ☒ 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: Annette Corpuz x8313  
10. Requested removal date (if urgent, explain): Wednesday, Sept 15th

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 Thong Su Do (signature) Date 9/13/10  
Name (print or type) Tom Dolen

**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

# E-Waste XLS Attachment to Surplus Disposal Form SN23500

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

Accumulation Start Date: 8/25/10 [Completed by ETS]

Location:  
 Campus: Dr Anza  
 Building: Learning Center  
 Room: Main Library

Requestor:  
 Name: Theresa Dolen Contact:  
 Phone #: 876 X8313  
 Signature: [Signature] Date: 8/25/10

Work Order #: D1009056 [Completed by Purchasing Services]

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

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	?	(1) IBM Selectric II typewriter	N	51258	N	
2	?	(1) HP Calculators & accessories	N		N	
3						
4						
5						
6						
7						
8						
9						
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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 (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

# E-Waste XLS Attachment to Surplus Disposal Form SN23500

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

Accumulation Start Date:

[Completed by ETS]

Location:

Campus: De Anza  
Building: LRC West  
Room: 124

Requestor:

Name: James D. Holstein  
Phone #: 5827  
Signature: James D. Holstein  
Date 9/1/10

Work Order #:

DI009019

[Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Regulated Items	Code	# of Units
1	DSTXR41	Dell Optiplex GX270	Y	CRTs - TVs - Monitors	A	7
2	25505654	Gateway Tower	N	LCD Desktop Monitors	B	4
3	QLM23 412 00270	Emachine T1140 Tower	Y	Laptop with LCDs	C	0
4	DFJZ131	Dell Optiplex GX260	N	LCD TVs	D	0
5	9PVT901	Dell Optiplex GX110	Y	Plasma TVs	E	0
6	61SD501	Dell Optiplex GX110	Y	Screen > 4 inches diag.	F	0
7	70143126	3M 1700 Overhead Projector	N	UWEDs Microwave Ovens	G	0
8	CN6BDC20M3	HP Photosmart Printer	N	UWEDs VCRs, DVDs & CD Players	H	3
9	L18124270	Microboards Copywriter	N	UWEDs CPUs - Computers	I	15
10	MZ020315960065	Marantz CD Player	N	UWEDs Printers, Scanners & Faxes	J	3
11	G4IA40320	Panasonic DVD/VHS Player	N	UWEDs Phones - Cell & Desk	K	0
12	HABD99689	Canon Pixma iP1700	N	UWEDs Pagers, PDAs & Radios	L	0
13	CN46S1301J	HP Business Inkjet 2300	N	UWEDs Copiers	M	0
14	GC1Y2Y0327	Daewoo FlatScreen	N	Non-reported	N	11
15	CN-0G5035-64180-4CR-2LPL	Dell FlatScreen	N	Asset Number	(2) Code	Initials
16	309312857	Sharp Notevision Projector	Y	CMP 4432		
17	207312339	Sharp Notevision Projector	N	CMP 4324		
18	055301029148 C	Memorex TV/VCR	Y	79229 CMP 3176		
19	T935 B010622	Tektronix Oscilloscope	Y	79060 CMP 3129		
20	S748308655	Microtek ScanMaker	N	DVD 17		
				CA 1373		
				MON 3632	B1	
				PRJ 27	B2	
				51329	N	
					A1	
					N	
					N	
					N	

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

# 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	7Y2NZ01	Dell Optiplex GX240	N	80188	I	
22	233NZ01	Dell Optiplex GX240	N	80212	I	
23	(no serial)	Data Master Tower	Y		I	
24	6G6BA	Dell PowerEdge 1300	Y	78072	I	
25	4160063	Eiki Overhead Projector	N	OHP 230	N	
26	N52020WAKPW	Apple 17" Studio Display	N	MON 3029	B 2	
27	CY1200ZJJPC	Apple 17" Studio Display	N	MON 2299	B 2	
28	CJFBH51	Dell Optiplex GX270	Y	CMP 4485	I	
29	1TFV871	Dell Optiplex GX370	Y	CMP 4656	I	
30	QP4220D3QB8	Apple iLamp	N	CMP 4441	I 2	
31	RN11301ZKWF	Apple iMac DV	Y	79481 CMP 3263	I 1	
32	XA9473NWHVE	Apple iMac	N	OHP 289	I 1	
33	7209103	Eiki Overhead Projector	N		N	
34	AQ11701473	Optquest Q71	Y		A 2	
35	607003101020.0	ViewSonic G70m	Y	MON 2532	A 2	
36	MX-07C051-47801-184-B1NU	Dell Monitor	Y	MON 2989	A 2	
37	MX-07C054-47801-143-B0T3	Dell Monitor	Y	MON 2740	A 2	
38	2018412	Sony Trinitron	N	TV 256	A 2	
39	2018413	Sony Trinitron	N	TV254	A 2	
40		Box of E-Waste (keyboards, spare parts, etc.)			N	
41		Box of E-Waste (keyboards, spare parts, etc.)			N	
42		Box of E-Waste (keyboards, spare parts, etc.)			N	
43		Box of E-Waste (keyboards, spare parts, etc.)			N	
44		Box of E-Waste (keyboards, spare parts, etc.)			N	
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Verified by: \_\_\_\_\_  
Version: Jan. 2010