

Board of Trustees Agenda Item

Board Meeting Date: November 01, 2010

Title of Item:

Public Auction of Surplus De Anza College Fitness Equipment

Background and Analysis:

The District owns fitness equipment, formerly used by De Anza College, which will be replaced with new during the holiday break in December 2010 (see attached Surplus Forms, 3 pages). Most of the equipment was purchased in 1999, and it is not satisfactory for further use by the District. The estimated aggregate resale value is \$7500.00.

De Anza College is continuing to use the old fitness equipment until the end of Fall Quarter. It will be replaced with new during the holiday break. In order to avoid the need to remove, transport, and store the large quantity of old fitness equipment, Purchasing Services recommends that the equipment be sold on-site at a public auction immediately prior to the arrival of the new fitness equipment.

In accordance with Education Code section 81450(b), the Board may choose to conduct any sale of personal property authorized under section 81450 of the Education Code by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

The Purchasing Services will select, and enter into an independent contract agreement with, a local auctioneer. Such auctioneers typically charge a fee based upon a percentage of the actual sales amount. The fee is estimated not to exceed 15% of the actual sales amount. Purchasing Services will also legally advertise the auction once per week for two weeks in the San Jose Post Record. Additionally, Purchasing Services will work with De Anza College and the auctioneer to publicize the auction on the campuses and to the general public. Proceeds will be deposited to the District General Fund.

Recommendation: (specify if information only)

Authorize Carmen Redmond, Director of Purchasing Services, to conduct a public auction as described herein and to transfer the personal property to the highest responsible bidder upon completion of the auction after payment has been received by the 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 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: Treadmills (13), bikes (21), ellipticals (8), steppers (5) rower(1), weight machines (17)
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 (be precise): Campus: De Anza Building and Room: PE 610 - Fitness Center
3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs X Under 50 lbs _____
4. Serial No: See Attached List Inventory Tag No: see attached list Model No: see attached list
5. Manufacturer: Star Trac, Schwinn, Concept II, Magnum Acquisition Date: mostly 1999
6. Original Cost: varies Estimated Current Value: varies
7. Current condition: Is it Working? see attached Can it be fixed? see attached
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): coordinate with arrival of new equipment
- 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) Date 2/18/09
- Name (print or type) Rich Schroeder

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)

Date: 2/18/09

Current Location: Campus De Anza Building P E 610 - Fitness Center Room # P E 610

Name and phone number of contact person of this request: _Rich Schroeder

Authorized by (dept. signature): _____

Work Order #: To be completed by Purchasing Services

[illegible]

#	Treadmills	Model
9	D09517	TTR4500
10	D09346	TR4500
3	D09341	TR4500
12	D09379	TR4500
2	D09345	TR4500
6	D09342	TR4500
1	D09344	TR4500
5	D09343	TR4500
4	D09361	TR4500
7	D14777	TR4500
11	D09516	TR4500
8	D09521	TR4500
13	D09374	TR4500
	Ellipticals	Model #
1	E09091631	Elliptical Edge
4	E0064279	Elliptical Edge
3	E9091628	Elliptical Edge
6	E9091626	Elliptical Edge
5	E9091627	Elliptical Edge
2	E0054069	Elliptical Edge
	Recumbent Bikes	Model #
3	R304894	RB4400
1	R304896	RB4400
4	R304897	RB4400
5	R104835	RB4400
2	R304888	RB4400
6	R304892	RB4400
	Upright Bikes	
3	U303388	UB4300
2	U303381	UB4300
1	U303383	UB4300
4	U303385	UB4300
5	U303389	UB4300
6	U303384	UB4300
#	Schwinn Bikes	Model #
5	Au900505	airdyne
6	AS90026	airdyne
7	A5900383	airdyne
4	A5900081	airdyne
1	AU900707	airdyne
3	AS900931 ?AU900940	airdyne
2	AU900086	airdyne
	Schwinn Upright Bikes	Model #
1	910 Elite	910
2	910 Elite	910
	ST Stairclimber	Model #
1	51102011	4600CL
2	S1102007	4600CL
	Star Trac Climbers	Model #
3	S107242	
2	S107241	
1	S107246	
	Concept II Rowing Machines	
1	Concept II PM3	
	Ellipticals (new)	Model #
2	6260404707	Elite
1	6260404700	Elite
	Magnum Selectroized	Serial #

1	Assist chip/dip	46460	Surplus Equipment from Fitness Center (PE 673)
2	Lat Pull Down	38379	
3	Pec/Rear Delt	38383	
4	Shoulder Press	38379	
5	Vertical Bench	38377	
6	Tricep Extension	38382	
7	Bicep Curl	38381	
8	Adductor	38387	
9	Abductor	38386	
10	Seated Leg Curl	38385	
11	Leg Extension	38384	
13	Lat Row	38380	
14	Glute/Hamstring	38388	
15	Deltoid Raise	46462	
16	Leg Press	46463	
17	Seated Leg Press	46461	
	Maxicam	Serial #	
12	Roman Chair	N/A	