

Board of Trustees Agenda Item

Board Meeting Date: November 01, 2010

Title of Item:

RECYCLE AND DISPOSE SURPLUS FURNITURE

Background and Analysis:

The District owns miscellaneous surplus furniture (see attached lists, 8 pages) that is in poor condition and has been replaced with new furniture. The used furniture is unsatisfactory for further use by the District. District staff estimates the resale value to be zero.

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 disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

District Staff will dismantle the items and recycle or dispose of the components appropriately.

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 recycle or dispose the items.

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: Various Furniture (see Attachments)

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: Foothill Building and Room: Green Storage Container

3. Height: 45 Length: 45 Width: 45 Wt.: Over 50 lbs Under 50 lbs

4. Serial No: None Inventory Tag No: None Model No: None

5. Manufacturer: Steelcase Acquisition Date: 2000

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

7. Current condition: Is it Working? Yes 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 Asha Harris (signature) Date 9/17/10

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

F1010160

Non-Electronic Xis 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) xis attachment to list electronic

Date: 9/16/10

Current Location:

Campus Foothill College

Building Dumpster

Room #

Name and phone number of contact person of this request:

Asha Harris

Authorized by (dept. signature):

[Signature]

Work Order #: To be completed by Purchasing Services

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
2	Wooden Chairs	25x25	<50	NA	NA	NA	NA	NO	NO	
1	Wooden Circle Table	45x45	>50	NA	NA	NA	NA	NO	NO	
4	48" Grey Table	36x48	>50	NA	NA	NA	NA	NO	NO	
2	60" Credenza	60x36	>50	NA	NA	NA	NA	NO	NO	
2	24" Grey Table	36x24	>50	NA	NA	NA	NA	NO	NO	
1	3 Drawer Lateral File Cabinet	48x18	>50	NA	NA	NA	NA	NO	NO	
1	Blue Ped	18x24	>50	NA	NA	NA	NA	NO	NO	
1	2 Drawer Lateral File Cabinet	24x18	>50	NA	NA	NA	NA	NO	NO	
1	Split Desk	24x24	>50	NA	NA	NA	NA	NO	NO	
1	Split Desk	45x45	>50	NA	NA	NA	NA	NO	NO	
1	5 Drawer Lateral File Cabinet	18x36	>50	NA	NA	NA	NA	NO	NO	
1	Blue Desk	60x48	>50	NA	NA	NA	NA	NO	NO	
5	Black Desk Chairs on wheels	22"	<50	NA	NA	NA	NA	NO	NO	
1	Wooden Bookcase	24x12x84	<50	NA	NA	NA	NA	NO	NO	

Non-Electronic XIs 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) xis attachment to list electronic

Date: 9/16/10

Current Location: Campus Foothill College Building Storage Container Room # 1H

Name and phone number of contact person of this request: Asha Harris

Authorized by (dept. signature): [Signature]

Work Order #: To be completed by Purchasing Services

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
1	Grey Table	36x48	> 50	NA	NA	NA	NA	NA	NA	
1	Brown Table	36x48	> 50	NA	NA	NA	NA	NA	NA	
2	Purple Chairs on Wheels	22in	< 50	NA	NA	NA	NA	NA	NA	
2	Black Chairs on Wheels	22in	< 50	NA	NA	NA	NA	NA	NA	
2	Conference Tables	48x48	> 50	NA	NA	NA	NA	NA	NA	
1	Black Chairs	22in	< 50	NA	NA	NA	NA	NA	NA	
2	Brown Tables	24x60	> 50	NA	NA	NA	NA	NA	NA	
1	Metal Mail Sorter Black	24x38	> 50	NA	NA	NA	NA	NA	NA	
1	Bookcase	60x36	> 50	NA	NA	NA	NA	NA	NA	
1	2 Drawer Lateral File Cabinet	48x18	> 50	NA	NA	NA	NA	NA	NA	
1	Desk Pedestal	18x24	> 50	NA	NA	NA	NA	NA	NA	
2	Credenza	60x18	> 50	NA	NA	NA	NA	NA	NA	
1	Stool	24x24	> 50	NA	NA	NA	NA	NA	NA	

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

Date: 9/24/2010

Current Location: Campus Foothill College

Building

1900

Room # 1930

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

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPT'S OR BUYERS, IF ANY
4	Steelcase, Desk Piece	30x24	<50	NA	NA	NA	\$0	No	No	
3	Steelcase, Desk Piece	24x18	<50	NA	NA	NA	\$0	No	No	
1	Steelcase, Desk Piece	42x24	<50	NA	NA	NA	\$0	No	No	
1	Steelcase, Desk Piece	62x24	<50	NA	NA	NA	\$0	No	No	
3	Desk Pedestal - Missing Desk attachments	24x18	>50	NA	NA	NA	\$0	No	No	
3	Cubicle Panels - Stain with liquids	24x42	>50	NA	NA	NA	\$0	No	No	
18	Cubicle Panels - Missing pieces for proper connect	64x24	>50	NA	NA	NA	\$0	No	No	
1	Five Drawer File Cabinet - Drawer Missing	48x18	>50	NA	NA	NA	\$0	No	No	
5	Office Desk - Broken Leg	60x48	>50	NA	NA	NA	\$0	No	No	
1	Wooden Bookcase - Missing shelves	48x64	>50	NA	NA	NA	\$0	No	No	

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, 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:

Wooden Tabor + 4 Tables
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 _____

2. Current Location (be precise):

Campus: DeAnza Building and Room: A-92

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

4. Serial No: n/a Inventory Tag No: n/a Model No: n/a with blue tape

5. Manufacturer: n/a Acquisition Date: _____

6. Original Cost: n/a Estimated Current Value: \$10.00 ea.

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

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: Nancy Carter x8315

10. Requested removal date (if urgent, explain): _____ 15' x 28' x 34' and

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: 9-20-10

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

**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: See attached - Miscellaneous Furniture

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

3. Height: Length: Width: Wt.: Over 50 lbs Under 50 lbs ea outside L113

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 Thomas Smith (signature) Date 9/15/10

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

Rev. Oct. 2006

Date:

8/25/10

Current Location: Campus De Anza

Campus De Anza

Robert De Hart
Learning Center

Room # Main Library

Name and phone number of contact person of this request:

Annette Corpuz X8313

5113

Authorized by (dept. signature):

Fact person of this request: Annette
Thomson
1995

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: 18 tables, 18 chairs, 1 broken podium

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 _____

2. Current Location (t ATC305 Campus: De Anza Building and Room: Classroom ATC 35

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? 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 request: _____ **Paula Joseph X8758**

10. Requested removal date (if urgent, explain): _ Contact Paula Joseph at X8758

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)

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)