

Board of Trustees Agenda Item

Board Meeting Date: November 1, 2010

Title of Item:

DONATION OF SURPLUS CHAIRS

Background and Analysis:

The District has eighty (80) surplus stackable chairs that are of no further use to the District.

Education Code 81450.5 provides that a community college district may donate surplus personal property belonging to the District to a school district, a community college district, or a public entity.

The Santa Clara Unified School District has evaluated the stackable chairs and found them to be acceptable for use by their school district and would like to receive them as a donation (see attached letter). Therefore, it is recommended that the stackable chairs be donated to the Santa Clara Unified School District.

Recommendation: (specify if information only)

In accordance with Education Code 81450.5, authorize the Director of Purchasing Services to make a donation of the stackable chairs described herein to the Santa Clara Unified School 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 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: 80-Stackable chairs gray

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: Foothill College Building and Room: Temp. Village 5941

3. Height: N/A Length: N/A Width: N/A Wt.: Over 50 lbs _____ Under 50 lbs X

4. Serial No: N/A Inventory Tag No: N/A Model No: _____

5. Manufacturer: unknown Acquisition Date: unknown

6. Original Cost: unknown 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: Robert Garcia X7358

10. Requested removal date (if urgent, explain): May 19, 2010 Room to be used for Our End of the Year Luncheon

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 May 26, 2010

Name (print or type) ROBERT GARCIA

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)

F1006050

2010 MAY 19 AM 10:04

X-ASG-Debug-ID: 1287530083-0836cf710001-YP99uD
X-Barracuda-Envelope-From: tkraemer@scusd.net
X-Barracuda-Apparent-Source-IP: 153.18.96.114
X-ASG-Whitelist: Client
X-Propel-Return-Path: <tkraemer@scusd.net>
Subject: donation of chairs
Date: Tue, 19 Oct 2010 16:14:36 -0700
X-ASG-Orig-Subj: donation of chairs
Thread-Topic: donation of chairs
Thread-Index: Actv42Xj/P2Y7U5NT16Gd/xzfyhE6g==
From: "Terence Kraemer" <tkraemer@scusd.net>
To: <olagueeric@fhda.edu>
X-Propel-ID: C9dG2aajneG0
X-EPG-Version: 3.1.2.exported
X-Propel-RCPT: elo4369@fhda.edu
X-Propel-Extension:
qurl=<https://quarantine.fhda.edu/showquarantine?d=x&mb=elo4369@fhda.edu&tk=1ADE610E33BEB&v=3.1.2.0;uininfo=fhda.edu-5753;e=1;tm=1287530084;pid=C9dG2aajneG0;v=3.1.2.exported;gws=www.abaca.com;mgr=1>
X-EPG-Pass-Spam: NO
X-CLX-Score: None None
X-CLX-Rate-Response:
X-Barracuda-Connect: epgin.fhda.edu[153.18.96.114]
X-Barracuda-Start-Time: 1287530083
X-Barracuda-URL: <http://mailgw.fhda.edu:8000/cgi-mod/mark.cgi>
X-Keywords:

Eric, Once again I want to thank you for thinking of Santa Clara Unified School District. We are interested in the 80 stackable chairs. Thanks for your support to the S.C.U.S.D.

Terry Kraemer
Manager of School Donations And Partnerships
(408) 761-8047