

Board of Trustees Agenda Item

Board Meeting Date: February 07, 2011

Title of Item:

SALE OF DE ANZA COLLEGE SURPLUS PRINTING SERVICES EQUIPMENT

Background and Analysis:

The District owns printing services equipment, formerly used by the De Anza College Printing Services Department, that has been replaced with new (see attached Surplus Forms, 10 pages). There are ten separate items. The estimated aggregate market value of the printing services equipment is greater than \$5,000.00.

In accordance with Education Code section 81450, the Board must sell the property to the highest responsible bidder or reject all bids. The code also requires the sale to be advertised at least once a week for two weeks.

Purchasing Services will advertise the sale, call for competitive bids for each piece of equipment, and sell the items in accordance with Education Code Section 81450. Proceeds will be deposited to the District General Fund.

Recommendation: (specify if information only)

Authorize Carmen Redmond, Director of Purchasing Services, to sell the equipment to the highest responsible bidder(s) in accordance with Education Code Section 81450.

Submitted by:	Carmen Redmond
Additional contact	Eric Olague
Is backup provided?	Yes

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500)

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:

KODAK IMAGE MATE 55DT PROCESSOR
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: PRINTING SERVICES

3. Height: 9' Length: 42" Width: 15" Wt.: Over 50 lbs ☐

Under 50 lbs ☒

4. Serial No: 000965 Inventory Tag No: _____

Model No: 55DT

5. Manufacturer: KODAK

Acquisition Date: _____

6. Original Cost: _____

Estimated Current Value: _____

7. Current condition: Is it Working? no

Can it be fixed? _____

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

9. Provide name and phone number of person to contact about this surplus disposal request: _____

10. Requested removal date (if urgent, explain): 5/1/2010

11. If the property listed above is unsatisfactory/unsuitable for college use. We recommend that the property be sold, traded-in, recycled, or disposed in accordance with the applicable California Education Code Section (ECS 81450-81460)

Approved By: Jose F Mendez (signature)

Date: 4/27/10

Name (last, first, or type): JOSE F MENDEZ

Disposition 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. Bill 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: ☒ Send original to District Purchasing Services

Rev. Oct. 2007 (effective 5/2007)

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:

FILM DEVELOPER

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 X

non-electronic xls attachment _____

2. Current Location (be precise):

Campus: DEANZA

Building and Room:

PRINTING SERVICES

3. Height:

9'

Length:

42'

Width:

15'

Wt.: Over 50 lbs _____

Under 50 lbs X

4. Serial No:

840191

Inventory Tag No:

60306

Model No: _____

5. Manufacturer:

KODAK

Acquisition Date: _____

6. Original Cost: _____

Estimated Current Value: _____

7. Current condition: Is it Working?

NO

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):

5/1/2010

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

José F. Menéndez (signature)

Date

4/27/2010

Name (print or type)

JOSE F. MENENDEZ

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)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description: 5060A KODAK IMAGE MAKER (FILM CAMERA)
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 X
non-electronic xls attachment _____

2. Current Location (be precise): Campus: DEANZA Building and Room: PRINTING SERVICES
3. Height: 60" Length: 72" Width: 41" Wt.: Over 50 lbs X Under 50 lbs _____

4. Serial No: 102323 Inventory Tag No: 001257 Model No: 5060A

5. Manufacturer: KODAK Acquisition Date: 1989

6. Original Cost: \$2500.00 Estimated Current Value: _____

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): 5/1/2010

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 Jose F Menendez (signature) Date 4/27/2010

Name (print or type) JOSE F MENENDEZ

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 _____

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Rev. Oct. 2007 (effective 5/2007)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description:

RYOBI 582H 2 COLOR OFFSET PRESS
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: PRINTING SERVICES

3. Height: 70"

Length: 120"

Width: 108"

Wt.: Over 50 lbs ☒

Under 50 lbs ☐

4. Serial No: 1072

Inventory Tag No: 001241

Model No: 582H

5. Manufacturer: RYOBI

Acquisition Date: 7/14/2006

6. Original Cost: \$216,975.00

Estimated Current Value: _____

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): 10/1/2010

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 Jose T Menendez (signature)

Date 4/27/2010

Name (print or type) JOSE MENENDEZ

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)

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: 1 Iteck 6175 PLATE MAKER
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: PRINTING SERVICES
3. Height: 65" Length: 64" Width: 50" Wt.: Over 50 lbs X Under 50 lbs _____
4. Serial No: 1264 Inventory Tag No: 001242 Model No: 6175 Iteck
5. Manufacturer: ITECK Acquisition Date: 1987
6. Original Cost: \$20,000.00 Estimated Current Value: _____
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): 10/1/2010

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 Jose F. Menendez (signature)

Date 4/27/2010

Name (print or type) JOSE F. MENENDEZ

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)

FOOTHILL-DEANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description:

X-Rite 710 SHRINK

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 X

non-electronic xls attachment _____

2. Current Location (be precise):

Campus: DEANZA

Building and Room:

PRINTING SERVICES

3. Height:

48"

Length:

84"

Width:

24"

Wt: Over 50 lbs

X

Under 50 lbs _____

4. Serial No:

000211

Inventory Tag No:

001252

Model No:

710 X-Rite

5. Manufacturer:

X-Rite

Acquisition Date:

1990

6. Original Cost:

\$15,000

Estimated Current Value:

7. Current condition: Is it Working?

No

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: _____

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

5/1/2010

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

Jose F. Mendez (signature)

Date

4/27/2010

Name (print or type)

JOSE F. MENDEZ

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)

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description: VELO Bind 323

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 X
non-electronic xls attachment _____

2. Current Location (be precise): Campus: De Anza Building and Room: Printing Services

3. Height: 24" Length: 36" Width: 24" Wt: Over 50 lbs _____ Under 50 lbs X

4. Serial No: 001021 Inventory Tag No: 56014 Model No: VELO BIND 323

5. Manufacturer: VELO BIND Acquisition Date: 1960

6. Original Cost: \$3000.00 Estimated Current Value: _____

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): 10/1/2010

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 José F. Menéndez (signature) Date 4/27/2010

Name (print or type) JOSÉ F. MENÉNDEZ

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

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SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description: ABDICK 360 PRO OFFSET PRINTING PRESS
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: DEANZA Building and Room: PRINTING SERVICES

3. Height: 55" Length: 52" Width: 30" Wt.: Over 50 lbs X Under 50 lbs

4. Serial No: 000159 Inventory Tag No: 001238 Model No: 360 PRO ABDICK

5. Manufacturer: ABDICK Acquisition Date: 1980

6. Original Cost: \$25,000 Estimated Current Value: _____

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): 10/1/2010

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 Jose F. Menendez (signature)

Date 4/27/2010

Name (print or type) JOSE F. MENENDEZ

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

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1. Quantity & Description: 9850 ABDICK OFFSET PRINTING PRESS
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: Printing Services
3. Height: 55' Length: 52' Width: 30' Wt.: Over 50 lbs X Under 50 lbs _____
4. Serial No: 3645 Inventory Tag No: 001237 Model No: ABDICK 9850
5. Manufacturer: ABDICK Acquisition Date: 1985
6. Original Cost: \$30,000.00 Estimated Current Value: _____
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): 10/1/2010
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: Jose F. Menendez (signature) Date: 4/27/2010
Name (print or type): JOSE F. MENENDEZ

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: _____

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 X
non-electronic xls attachment _____

2. Current Location (be precise): Campus: DeANZA Building and Room: PRINTING SERVICES

3. Height: 44" Length: 44" Width: 39" Wt: Over 50 lbs _____ Under 50 lbs _____

4. Serial No: KS-F92-001 Inventory Tag No: 001255 Model No: FT32V3VPNS-K3

5. Manufacturer: NUARC Acquisition Date: 1987

6. Original Cost: \$10,000.00 Estimated Current Value: _____

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): 10/1/2010

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: Jose F. Menendez (signature) Date: 4/27/10

Name (print or type): JOSE F. MENENDEZ

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)