

Board of Trustees Agenda Item

Board Meeting Date: May 2, 2011

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, 5 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. 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 will post a notice on Bid Net and call for competitive bids from authorized State of California 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

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: Mod Quad
Room: MQ 1

Requestor:

Name: James D Holstein
Phone #: 5827
Signature: James D. Holstein

Date: 4/13

Work Order #:

[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	USBB093044	HP Laserjet 4050N	N	77957 CA 984	J	
2	USEK061942	HP Laserjet 4000	N	76986 CA 894	J	
3	USJNH04290	HP Laserjet 4100N	N	CA 1224	J	
4	USJNJ13655	HP Laserjet 4100N	N		J	
5	USEX008331	HP Laserjet 4000N	N	76750 CA 873	J	
6	USGZ223779	HP Laserjet 2100	N	78383 CA 1027	J	
7	USBC087634	HP Laserjet 4050N	N		J	
8	USJNJ18934	HP Laserjet 4100N	N	CA 1221	J	
9	USBNG43589	HP Laserjet 4100N	N	TV 200A2	J	
10	FA7610350	Panasonic Color Video Monitor	N	78317 N		
11	07T3868GF	Christie Casp/1500	N	65806 VCR 205	H	
12	D8MC02178	Panasonic VCR	N	CA 1366	J	
13	CNGBH17076	HP Laserjet 2300	N	79557 J		
14	USBNG18918	HP Laserjet 4100N	N	78575 J		
15	USBB311767	HP Laserjet 4050N	N	001549 + 001550	N	
16	12287 + 12351767	Sony DV Cassette Recorder + JVC Color Video Camera	N + N	75082 001553	N	
17	12159	Sony Hi 8 Camcorder	N		H	
18	16219009	JVC VCR	Y		J	
19	TVB78541	Canon KC920 Scanner	N		J	
20	MY13EF30XH	HP Fax	N		J	

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

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	C10085	Ikegami Color Monitor	N	69331	A 1	
22	LA63530516	Sylvania Color TV	N	TV 404	A 1	
23	LA63530515	Sylvania Color TV	N	TV 390	A 1	
24	LA63531076	Sylvania Color TV	N	TV 409	A 1	
25	LA63530517	Sylvania Color TV	N	TV 391	A 1	
26	LA63530511	Sylvania Color TV	N	TV 392	A 1	
27	JQ82523267	Panasonic GA771	Y		A 2	
28	3105208TA	NEC Accusync 50	Y			
29	XA0330RHJQH	Apple iMac	Y	MON 3494	A 1	
30	CN-03K648-46633-26Q-11HM	Dell FlatScreen	Y	78716 CMP 2993	I 1	
31	CN-03K648-46633-21V-10V4	Dell FlatScreen	Y	MON 3365	B 1	
32	CN-03K648-46633-26R-1056	Dell FlatScreen	Y	MON 3044	B 1	
33	CN-03K648-46633-26J-10U1	Dell FlatScreen	Y	MON 3378	B 1	
34	CN-0Y9833-71618-6B5-AG49	Dell FlatScreen	Y	MON 3327	B 1	
35	CY102274JPC	Apple Studio Display	Y	MON 6013	B 2	
36	CY1D72EYJPC	Apple Studio Display	Y		B 1	
37	XA8350QXD8G	Power Macintosh G3	N		B 1	
38	1310361-0042	Micron Millenia	Y		I	
39	1825051	Dell Optiplex GX270	N		I	
40	8510595	JVC DV-VCR	Y	CMP 4476	I	
41	17805942	JVC Color Video Monitor	N	78423	H	
42	F2A1686JD	Panasonic Color Video Monitor	N	60426	A 1	
43	2515434	Sony Color Video Monitor	N		A 1	
44	2018432	Sony Color Video Monitor	N		A 1	
45	9057	Echolab Tempest	N		A 1	
46	AS0307110109	APC Back-Up Power Supply	N		N	
47	2030609	Hitachi AC Power Adaptor	N		N	
48	2020367	Hitachi AC Power Adaptor	N		N	
49	980394	ADC Kentrox Datasmart	N		N	
50	5015252	Sony Trinitron	N		N	
51	20858	Sony Battery Charger	N		A 1	
52	R933368374	Shure Wireless Receiver	N	63241	N	
53	R933368373	Shure Wireless Receiver	N	72427	N	
54	25782230	Cisco Systems Router	N	72426	N	
55	803595	Sony Stereo Tuner	N		N	
56	E4IA37387	Panasonic Omnivision DVD/VHS	N	67895	N	
57	312248	Sony DVD/VHS	N		H	
58	59432851	Magnavox CD Player	N		H	
59	U01303471	Sylvania VCR	N		H	
60	63278452	Philips VCR	N		H	

Verified by: _____

Version: Jan. 2010

E-Waste XLS Attachment to Surplus Disposal Form SN23500

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
61	U07029517	Funai VCR			H	
62	(no serial)	SV2000 VCR			H	
63	6VAJB01052L/XAA	Samsung VCR			H	
64	51100675B	Goldstar VCR			H	
65	060H3155	JVC VCR			H	
66	78576195	Toshiba VCR			H	
67	014560M	Mitsubishi VCR			H	
68	095790M	Mitsubishi VCR			H	
69	012935M	Mitsubishi VCR			H	
70	(no serial)	Echolab Controller			H	
71	2YA03415	Panasonic Digital Mixer		1554 71823	N N	
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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, 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: MICROWAVE

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: X FH Building and Room: S801

3. Height: 1' Length: 1' Width: 1' Wt.: Over 50 lbs X Under 50 lbs

4. Serial No: Inventory Tag No: Model No:

5. Manufacturer: HAIER Acquisition Date: 06/2007

6. Original Cost: \$100 Estimated Current Value:

7. Current condition: Is it Working? NO 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: P. TEAN 7017

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 Antonia Pugh (signature) Date 3/9/11

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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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 HP Deskjet 5550 Printer.

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: FH Building and Room: 5801

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

4. Serial No: M42AT1Q36L Inventory Tag No: _____ Model No: VCR010

5. Manufacturer: HP Acquisition Date: _____

6. Original Cost: _____ 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: Phuong Tran x 7017

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: G. Gregorio (signature) Date: 11/3/10

Name (print or type): G. GREGORIO

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)

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