

Board of Trustees Agenda Item

Board Meeting Date: May 02, 2011

Title of Item:

SALE OF SURPLUS DISTRICT WOODEN CHAIRS

Background and Analysis:

The District has 31 wooden chairs (See attached Surplus Forms, 2 pages) that have been determined by the Middlefield Campus Supervisor to be of no further use to the District. The estimated aggregate market value of the wooden chairs is \$150.00.

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 call for competitive bids on the Public Surplus website. Proceeds will be deposited to the District 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

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 TV equipment, or hard drives, e-mail ETS at techhelp@fhda.edu or call x8324. ETS will pick up the equipment and complete the required disposal form and spreadsheet attachment for you. However, for Category II electronic equipment or for non-electronic equipment, you **complete** Section "A" of this form, print, sign, and retain a photocopy for your files. Send the signed original, including the appropriate 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. **Multiple** non-electronic items complete, sign, and submit the "non-electronic xls attachment". Do not combine electronic and non-elect items on the same surplus disposal form.

1. Quantity & Description: SEE ATTACHED LIST

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: Middlefield

Building and Room: I L WING

3. Height: _____

Length: _____

Width: _____

Wt.: Over 50 lbs _____

Under 50 lbs _____

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: \$150.00

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: Jodi McALPIN X6953

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 _____ (signature)

Date _____

Name (print or type) _____

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)

F-0705017

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. S
You must use a separate Surplus Disposal Form and the E-Waste (electronic) xls attachment to list electronic equipment. NOTE: You must use a separate Purchasing Services.

Date: 5/1/09

Current Location:

Building

Room #

Name and phone number of contact person of this request: Judith A. A. A.

Authorized by (dept. signature): _____

Work Order #: To be completed by Purchasing Services

[illegible]