

Board of Trustees Agenda Item

Board Meeting Date: May 2, 2010

Title of Item:

DONATION OF SURPLUS FURNITURE

Background and Analysis:

The District has seventy-two (72) tablet armchairs and twenty-eight (28) tables 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 furniture and found it to be acceptable for use by its school district and would like to receive it as a donation (see attached letter). Therefore, it is recommended that the furniture 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 furniture 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 surplus 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 surplus 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 / J 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: Judi 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

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

Date: 2/1/09

Current Location: _____ Campus _____

Room # _____

Name and phone number of contact person of this request: Jud. M. A. A. N.

Authorized by (dept. signature): _____

Work Order #: To be completed by Purchasing Services

[illegible]

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
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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-electronic items on the same surplus disposal form.

1. Quantity & Description: TABLET ARM CHAIRS 72
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: Middlefield Building and Room: Shed
3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs _____ Under 50 lbs X
4. Serial No: _____ Inventory Tag No: _____ Model No: _____
5. Manufacturer: KI Acquisition Date: Approx 2003
6. Original Cost: _____ 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: Judi 6453
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 Judi M. Alpin (signature) Date 5/1/09
Name (print or type) Judi M. Alpin

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)

FO905016

Date: Wed, 20 Apr 2011 14:40:27 -0700
From: Dawn Allshouse <allshousedawn@fhda.edu>
To: "'Eric Olague'" <olagueeric@fhda.edu>
Subject: Fwd: Donation Of Furniture
X-Keywords:

Here you go.

----- Original Message -----

Subject: Donation Of Furniture Date: Thu, 07 Apr 2011 19:33:18 -0400 From: Terry Kraemer
<scbuyer@aol.com> To: allshousedawn@fhda.edu

Dear Dawn,

I want to thank you for thinking of Santa Clara Unified School District. We are interested in 72 desks, 26 small tables and 2 computer tables. Your support of SCUSD is greatly appreciated.

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