

Board of Trustees Agenda Item

Board Meeting Date: June 6, 2011

Title of Item:

SALE OF MISCELLANEOUS SURPLUS ELECTRONIC EQUIPMENT

Background and Analysis:

The District has three pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 4 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 has 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

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:

SEE ATTACHED E-WASTE XLS
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 1A

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

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

5. Manufacturer: _____ Acquisition Date: _____

6. Original Cost: _____ Estimated Current Value: _____

7. Current condition: Is it Working? _____ 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): _____

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 2/28/11

Name (print or type) Judi McAlpin

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)

RECEIVED FHDA
PURCHASING SERVICES
2011 MAR -1 PM 4:00

ETS -- Accumulation Start Date: 2/28/2011

Campus: Middlefield
Building: Shed
Room: Near 1A

Name: Judi McAlpin
Phone #: 949-6953
Signature:

Order #: F1103009

kup Date: 3/2/11

Instructions: (1) List all CRT's, computers, LCD or plasma TV's, AV equipment, CPU's, and other electronic equipment that contains circuit boards such as cell phones, PDAs, pagers, copiers, microwave ovens, printers, scanners, radios, VCRs, DVD's, CD players, and other electronic equipment. (2) Complete the summary of quantities by type in the upper right hand corner of the form. (3) After completing the form, print and sign it. (4) Attach the signed original to a completed and signed original Surplus Disposal Form. (5) Retain photocopies for your dept. (6) Send the signed originals to District Purchasing Services. (7) Use a separate spreadsheet to list non-electronic equipment such as furniture, non-electronic musical instruments, or vehicles.

EH/S Version - Feb. 2009

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: FH Building: 3600 Room: 3618	
Requestor:		Name: Scott Olsen Phone #: 650 949 7934 Signature: _____ Date: 5/3/2011	
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	MY58FF32KM	Printer - HP PSC 1610	N	188841	J	
2	S0105135279	VCR - Sony SVO-1420	Y	2948	H	
3	14343	VCR - Sony SVO-1610	Y	73461	H	
4	CN-0y9833-71618	LCD - Dell 17" 1707FPV	N	189979	B2	
5	10225	VCR - Sony SVO-1430	Y	4487	H	
6	10205	VCR - Sony SVO-1430	Y	4476	H	
7	CN-0T9998-46633	LCD - Dell 17" E176FPf	N	189049	B2	
8	8Z0TL01	Laptop - Dell Latitude C510	N	79737	C1	
9	2A9-4899	Laptop - Dell Latitude C510	N	17258	C1	
10	10224 A9	VCR - Sony SVO-1430	Y	4475	H	
11	10171	VCR - Sony SVO-1430	Y	4484	H	
12	10179	VCR - Sony SVO-1430	Y	4486	H	
13	3K648	LCD - Dell 15"	Y	14021	B1	
14	VU1140H0JAK	CRT - Apple 15"	Y	3483	A1	
15	204M0017SC1004	LCD - Sceptre 17" PT1704A	Y	80400	B2	
16	135J0050	VCR - JVC SRTS1U	N	5233	H	
17	VU66135M6J621C	FAX - Brother Fax-2820	N	-	J	
18	DRNX085801	Scanner - Epson 1650 Photo	N	-	J	
19	VC4BA002458	DVD - Panasonic DVD-S27	N	-	J	
20	SGTT001394CC	DVD - Pioneer V7200	Y	17940	H	
				4528	H	

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

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	W85100PGNX	Computer - Apple iMac	Y	19008	I	
22	QP5131C0PNX	Computer - Apple iMac	Y	182240	I	
23	QT212PJHL3V	Computer - Apple iMac	Y	80645	I	
24	QP5210WZSDZ	Computer - Apple iMac G5	N	188396	I	
25	QP5Z402CSDU	Computer - Apple iMac G5	Y	188383	I	
26	xbo115uuj2s	Computer - Apple Powermac G4	Y	78364	I	
27	XB0218Q8J2S	Computer - Apple Powermac G4	Y	78523	I	
28		Computer - Apple Powermac G4	N	808550	I	
29	SGTT001022CC	DVD - Pioneer V7200	Y	4527	H	
30	2HBFD175138	FAX - Panasonic KX-FL501	N	-	J	
31	UV22705JDLQ4	Laptop - Apple iBook	Y	15042	C1	
32	FC6032CK4FU	Laptop - Apple Powerbook 5300	N	75320	C1	
33	HZ0Y011	Laptop - Dell Latitude C600	N	80321	C1	
34	99-A9933	Laptop - IBM Thinkpad T41	N	-	C1	
35	CN-03K648-4663	LCD - 15" Dell E151FP	Y	3808	B1	
36	6JFN2162KX	Other - Zip Drive	N	17088	N	
37	D120205	Overhead - Beseler G-100	N	OV56	N	
38	MY28H1M0K8	Printer - HP Deskjet 5550	N	-	J	
39	CN05Q1Q03T	Printer - HP Deskjet 930C	N	-	J	
40	USMH003055	Printer - HP LaserJet 8000N	N	4966	J	
41	JDFP022594	Printer - HP LaserJet 8500N	N	4965	J	
42	805316121	Projector - Sharp	N	77090	N	
43	607316745	Projector - Sharp XG-E1000UB	Y	526	N	
44	804313634	Projector - Sharp XG-E300U	Y	534	N	
45	510936177	Projector - Sharp XG-MB70X	N	189135	N	
46	502914178	Projector - Sharp XG-MB70X	N	-	N	
47	412912879	Projector - Sharp XG-MB70X	N	189125	N	
48	484391	Projector - Sony SLV-D370P	N	-	N	
49	73295344	TOA -A506A	N	-	N	
50			N	-	N	
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Verified by: _____