

## **Board of Trustees Agenda Item**

**Board Meeting Date:** July 11, 2011

**Title of Item:**

DONATION OF SURPLUS FURNITURE

**Background and Analysis:**

The District has miscellaneous surplus furniture (See attached Surplus Form, 2 pages) that is 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 NASA Ames Research Center has evaluated the furniture and found it to be acceptable for its use and would like to receive it as a donation (see attached letter). Therefore, it is recommended that the furniture be donated to the NASA Ames Research Center.

**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 NASA Ames Research Center.

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

**Non-Electronic X(s) 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. Send original 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: 6-7-31

Room # 207

NASHVILLE

226

PROTACIL

Current Location: WILIE FURBESON 650-280 3547  
Campus W

Name and phone number of contact person of this request: Julie Brown  
Authorized by (real. signature): Julie Brown

**Work Order #:** To be completed by Purchasing Services.

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO
1	U-SHAPED MODULAR WITH 2 SEVERAL HOURS ON BENCHES BLACK & BIZBOO							YES	
1	ONE 16 FOOT MODULAR WALL 6 FOOT TALL 60 TAN							YES	
1	ONE EIGHT FOOT MODULAR WALL 6 FOOT TALL 300 LBS TAN							YES	
1	5 X 2 DESK WITH 2 FIVE CABINETS BENZING			100 LBS				YES	
2	HANGING BASKET SEATERS 5' X 2' 60 LBS BENZING							YES	
3	OFFICE CHAIR WEB-FABRIC BLACK			80 LBS				YES	
								YES	
								YES	
								YES	
1	3' X 5' TABLE KITCHEN WHITE & BLACK							YES	

2073

Rev. Oct. 2006

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

Date: 6-13-11Current Location: BoothillCampus: BoothillBuilding: 226Room #: 207Name and phone number of contact person of this request: WILLIE FRIEDMAN 650-280-3547Authorized by (dept. signature): [Signature]Work Order #: To be completed by Purchasing Services

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxWxH	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO
27	15 BLUE 12 BLACK CHAIRS PLASTIC WITH WHEELS		15 LBS EA.					YES	
1	BROWN OFFICE TABLE ROUND		70 LBS					YES	
5	WHITE CONFERENCE TABLES 18" X 6' FEET		60 LBS					YES	
1	BROWN OFFICE TABLE 3' FEET X 6' FEET		100 LBS					NO	NO
2	OFFICE CHAIRS GREEN		50 LBS EA						
2	KITCHEN MICRO WAVE CABINETS		200 LBS EA					YES	
4	NON ROLLING OFFICE CHAIRS (BLACK)		50 LBS EA					YES	
1	BOOK SHELF / FILE CABINET BROWN / BROWN		300 LBS EA					YES	
2	BOOK SHELF / FILE CABINET BLACK / BROWN		300 LBS EA					YES	
8	FILE CABINETS 14" inches by 27" inches BROWN AND BLACK		50 LBS EA					YES	
2	FILE CABINETS 14" inches by 27" inches BROWN AND BLACK		50 LBS EA					YES	
2	BOOK SHELF / FILE CABINET BLACK AND BROWN		300 LBS EA					YES	
3	MODULAR DESK UNITS BROWN AND BROWN		800 LBS EA					YES	
1	TWO DRAWER FILE CABINET 24" X 20" X 24"		80 LBS					YES	

3 of 3

1 of 2

National Aeronautics and  
Space Administration  
**Ames Research Center**  
Moffett Field, CA 94035-1000



June 9, 2011

Reply to Attn of:

Office of Human Capital

John Mummert  
Interim Vice President  
Foothill-DeAnza College  
12345 El Monte Road  
Los Altos Hills, CA 94022

Dear Mr. Mummert:

Thank you for Foothill-DeAnza College's unconditional gift of office furniture which is being donated to the NASA Ames Research Center (ARC). NASA ARC has decided to use your gift of office furniture to support of number of organizations located at NASA ARC.

NASA ARC is required by law to reiterate to you that this donation can be accepted only if it is offered without conditions specified as limitations on the use of the gift. Having said that, I gratefully accept the gift of office furniture on behalf of NASA and the Federal Government in accordance with NPR 1210.1, which establishes NASA's procedures for acceptance of gifts under the authority of the National Aeronautics and Space Act of 1958, 42 U.S.C. § 2473(c)(4).

On behalf of NASA Ames Research Center, I extend my sincere appreciation for Foothill-DeAnza College's generosity.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gail E. James".

Gail E. James  
Deputy Director  
Human Capital Directorate

cc

Senior Logistics Manager/Kelly James  
Director of Economic and Resource Development/Rick Kuhn  
Business Specialist/Venoncia Braxton