

## **Board of Trustees Agenda Item**

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

**Title of Item:**

RECYCLE AND DISPOSE SURPLUS CHAIRS

**Background and Analysis:**

The District owns miscellaneous surplus chairs (see attached lists, 5 pages) that are not in working condition, and cannot be repaired. They have been replaced with new equipment. The used equipment is unsatisfactory for further use by the District. District staff estimates the resale value to be zero.

California Education Code 81452(c) provides that if the governing board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

District Staff will dismantle the items and recycle or dispose of the components appropriately.

**Recommendation:** (specify if information only)

Make a finding that the items are of insufficient value to defray the costs of arranging a sale and authorize the Director of Purchasing Services to recycle the items or dispose of them in the local public dump.

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: 4 Upholstered chairs

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 Library Building and Room: 3509 - 3510

3. Height: 29" Length: 27" Width: 28" Tech Services X Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs 100

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

5. Manufacturer: \_\_\_\_\_ Acquisition Date: \_\_\_\_\_

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: Lejin Byan x7250

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 Paul G. [Signature] (signature) Date \_\_\_\_\_

Name (print or type) Paul G. [Signature]

**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)

F1106112



## 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 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 surplus 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: 4 Brown chairs (four)  
**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

e-waste (electronic) xls attachment

non-electronic xls attachment ☒

2. Current Location (be precise): Campus: DE ANZA Building and Room: L1 / L-13

3. Height: N/A Length: N/A Width: N/A Wt.: Over 50 lbs ☐ Under 50 lbs ☒

4. Serial No: 04057 Inventory Tag No: 6213 Model No: N/A

5. Manufacturer: N/A Acquisition Date: N/A

6. Original Cost: N/A Estimated Current Value: N/A

7. Current condition: Is it Working? ☒ Can it be fixed? ☐

8. Provide contact info for interested departments or buyers, if any: None

9. Name and phone number of person to contact about this surplus disposal request: LESLIE NGUYEN X.870

10. Requested removal date (if urgent, explain): ASAP

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: Carolyn Wilkins - Greene (signature) Date: 06.20.11

Name (print or type): CAROLYN WILKINS - GREENE

**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

D1106134

Date: 06/20/2011

Current Location: DE 22A Campus

Current Location: DE AZA Building L1

Name and phone number of contact person of this request: LESLIE NGUYEN X-8770

Authorized by (dept. signature): Exp-Release

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

[illegible]



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:

Three chairs

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:

District

Building and Room:

Business Services

3. Height:

36"

Length:

18"

Width:

12"

Wt.: Over 50 lbs

X

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?

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:

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

Craig

(signature)

Date

6/20/11

Name (print or type)

Craig Erickson

**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)

3 out of 5  
chairs need to  
be removed upon  
request of  
Kevin McElroy.  
Chairs are in good  
working order, just  
need to be stored/  
used elsewhere -  
especially prior  
to District  
relocation  
Craig  
x 0202

1106015