

Board of Trustees Agenda Item

Board Meeting Date: August 8, 2011

Title of Item:

DONATION OF 94 TABLET ARM DESKS

Background and Analysis:

The District has 94 Tablet Arm Desks that are of no further use to the District. (see attached Surplus Disposal Form, 2 pages)

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.

Wilcox High School of Santa Clara Unified School District has evaluated the Tablet Arm Desks and found them to be acceptable for their use and would like to receive them as a donation (see attached letter). Therefore, it is recommended that the Tablet Arm Desks be donated to Wilcox High School.

Recommendation: (specify if information only)

In accordance with Education Code 81450.5, authorize the Director of Purchasing Services to make a donation of the Tablet Arm Desks described herein to Wilcox High School of Santa Clara Unified School District.

Submitted by:	Carmen Redmond
Additional contact	Randy E Holmes
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 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:

Tablet Arm Desk

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: Foothill College Building and Room 5941

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

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): July 06, 2011

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: Asha R Harris (signature) Date 5/27/11

Name (print or type) Asha Harris

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

Date: 5/27/11

Room # 5941

Asha Harris x7144

June 2020

Work Order #: To be completed by Purchasing Services

[illegible]



ADRIAN C. WILCOX HIGH SCHOOL

3250 Monroe Street
Santa Clara, CA 95051
PH (408) 423-2400 / FAX (408) 423-2480

Bonnie Billings, Principal
bbillings@acwisd.net
(408) 423-2401

"To prepare students of all ages and abilities to succeed in an ever-changing world."

Tuesday, July 19, 2011

Randy E Holmes, Surplus Coordinator
Purchasing Services
Foothill-De Anza CCD
12345 El Monte Road
Los Altos Hills, CA 94022

Thank you for your time this morning as you showed me the surplus desks and furniture in storage at Foothill-DeAnza Community College.

I would like to request a donation of 94 blue stackable tablet arm desks for Adrian C. Wilcox High School in Santa Clara, California. This donation would allow us to have four classrooms worth of desks for our students. These desks would allow us to have the same seating capacity but have more classroom space in some classrooms.

If you have any questions, please do not hesitate to contact me.

Thank you for offering this surplus classroom material.

Regards,

Michael J. Melligan
Social Science Teacher
Adrian C. Wilcox High School
mmelligan@acwisd.net
(408) 423-2400

Julie Eastburn, Vice Principal
jeastburn@acwisd.net
(408) 423-2426

Terence Lien, Vice Principal
tlien@acwisd.net
(408) 423-2404

Kathleen MacDonald, Vice Principal
kmacdonald@acwisd.net
(408) 423-2409