

Board of Trustees Agenda Item

Board Meeting Date: September 12, 2011

Title of Item:

SALE OF SURPLUS EXERCISE MACHINE

Background and Analysis:

The District has an Exercise Machine that has been determined by the Foothill College Physical Education Department to be of no further use to the District. (See attached Surplus Disposal Form, 2 pages). The estimated market value of the equipment is \$100.00.

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 call for competitive bids on the Public Surplus website. Proceeds will be deposited to the District 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 Surplus Exercise Machine in accordance with Education Code 81452(a).

Submitted by:	Carmen Redmond , x6166
Additional contact	Randy E. Holmes , x6167
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, 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: (1) Landice Treadmill AND (1) Uppertone Exercise Machine
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: DAC Building and Room: PE 13
3. Height: 62" Length: 7' Width: 3' Wt.: Over 50 lbs X Under 50 lbs _____
4. Serial No: L8-04558 Inventory Tag No: _____ Model No: L8
5. Manufacturer: Landice Acquisition Date: _____
6. Original Cost: \$4000 Estimated Current Value: \$100 -
7. Current condition: Is it Working? yes Can it be fixed? yes

8. Provide contact info for interested departments or buyers, if any: HOPE Rehab - Monica Scherich 908 282 0427
9. Name and phone number of person to contact about this surplus disposal request: Jim Hynes 8954
10. Requested removal date (if urgent, explain): June 1 - New Treadmill in route

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 5/20/08

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

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Date: 5/20/08

Campus

Building 1

Room #

Page 13

Name and phone number of contact person of this request:

Authorized by (dept. signature):

Work Order #: To be completed by Purchasing Services

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