

Board of Trustees Agenda Item

Board Meeting Date: November 7, 2011

Title of Item:

SALE OF SURPLUS VEHICLES

Background and Analysis:

The District has five inoperable vehicles that cannot be repaired (see attached Surplus Disposal Forms, 5 pages). The Associate Director of Facilities and Operations has determined the vehicles are of no further use to the District. The estimated aggregate market value of the vehicles is \$1,000.00.

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 plans to post a notice on Bid Net and call for competitive bids from State of California Licensed Vehicle Dismantlers. 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 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: 1986 Chevrolet S-10 Truck VIN# 1GCCS14R1G 8159417

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 _____

Mileage 77,494

2. Current Location (be precise): Campus: FHC Building and Room: SERVICE YARD

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

4. Serial No: DIST VEH # 53 Inventory Tag No: _____ Model No: S-10

5. Manufacturer: Chevrolet

Acquisition Date: _____

6. Original Cost: \$8,900.00

Estimated Current Value: \$200.00

7. Current condition: Is it Working? No

Can it be fixed? No

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: HAL BUTTERFIELD X6156

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 [Signature] (signature) Date 10.26.2011

Name (print or type) RESTER LYONS

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

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description: 1989 Chevrolet S-10 Truck - Utility Bed VIN# 1G-CGS1420K8217 316
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 _____
Mileage: 71,732
2. Current Location (be precise): Campus: FHC Building and Room: SERVICE YARD
3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs X Under 50 lbs _____
4. Serial No: DIST Veh # 35 Inventory Tag No: _____ Model No: S-10
5. Manufacturer: Chevrolet Acquisition Date: _____
6. Original Cost: \$ 10,209.00 Estimated Current Value: \$ 200.00
7. Current condition: Is it Working? No Can it be fixed? No
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: HAL BUTTERFIELD X6156
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 [Signature] (signature) Date 10-26-2011

Name (print or type) LESTER LYONS

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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) _____
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8. Date Work Order Completed: _____

Material/Purchasing Services signature

Date

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1. Quantity & Description: 1990 FORD F-250, 12 PASSENGER VAN VIN# 1FBHE21H7LHB89633

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 _____

MILEAGE: 99,739

2. Current Location (be precise): Campus: FHC Building and Room SERVICE YARD

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

4. Serial No: DIST. VEH #41 Inventory Tag No: E291239 Model No: F-250

5. Manufacturer: FORD Acquisition Date: 1990

6. Original Cost: \$17,297.00 Estimated Current Value: \$200.00

7. Current condition: Is it Working? NO Can it be fixed? NO

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: HAL BUTERFIELD X 6156

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 [Signature] (signature) Date 10-26-2011

Name (print or type) LESTER LYONS

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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) _____

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1. Quantity & Description: 1987 CHEVY PICK-UP, 3/4 TON. VIN# 1GCGR24K9HJ143000

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 _____

MILEAGE: 90,386

2. Current Location (be precise): Campus: FHC Building and Room: SERVICE YARD

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

4. Serial No: DIST. VEH# 93 Inventory Tag No: ED08783 Model No: 3/4 TON

5. Manufacturer: CHEVROLET Acquisition Date: 1987

6. Original Cost: \$12,500.00 Estimated Current Value: \$200.00

7. Current condition: Is it Working? NO Can it be fixed? NO

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: HAL BUTTERFIELD X 6156

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)

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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) _____

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