

Board of Trustees Agenda Item

Board Meeting Date: January 9, 2012

Title of Item:

DONATION OF FIVE SURPLUS TABLES

Background and Analysis:

The District has five tables that have been replaced with new furniture. The used furniture is unsatisfactory for further use by the District. District Staff estimates the resale value is approximately \$50.00.

The Meals on Wheels Services (MOWS) has evaluated this furniture and found it to be acceptable for use by their organization. MOWS would like to receive the tables as a donation (See attached letter). Therefore, it is recommended that the desks be donated to the Meals on Wheels Services, a tax-exempt public benefit corporation under Section 501(c)(3) of the Internal Revenue Service Code.

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 donated to a charitable organization deemed appropriate by the board.

Note: The additional eleven tables and two cubicle panels on the Surplus Form (SN23500) are scheduled to be reallocated within the District.

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 donate the five tables to the Meals on Wheels Services.

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



Meals on Wheels and Senior Outreach Services

Enhancing the Quality of Life for Older Adults

Programs

Meals on Wheels

C.C. Cafés

Friendly Visitors

*Home Care
Registry*

*Fall Prevention
Program*

*Geriatric Care
Management*

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**We are a
501(c) 3 Nonprofit
IRS # 68-0044205**

December 14, 2011

Eric Olague, Buyer
Purchasing Services
Foothill - De Anza Community College District
12345 El Monte Road
Los Altos Hills, Ca 94022

RE: Surplus Office Tables

Dear Eric,

Meals on Wheels by Senior Outreach Services (MOWSOS) would like to request the donation 5 office tables to be used at our office located in Walnut Creek to help serve the seniors in our community. Our organization's tax identification number is Tax ID # 68-0044205, and our tax exempt code is 501(c)3.

Our agency is a lifeline for 5,000 seniors and their families every year. We make sure that seniors have a nutritious meal, someone to talk to, and the help they need every day, all year. And we couldn't do it without your help.

As you know, the public funding that has played a major role in supporting our services for many years is being slashed. We are so grateful that members of our community – you and other neighbors – have stepped up to help us continue to provide nutritious food, caring companionship, and vital assistance to seniors in need.

In this economy, seniors living on fixed incomes are very vulnerable. On their behalf, I thank you for your support.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ana Cardenas".

Ana Cardenas
Contracts Manager

Serving Contra Costa County since 1968

1300 Civic Drive Walnut Creek, CA 94596 ■ (925) 937-8311 ■ www.mowsos.org

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: (16) GRAY TABLES / (2) CUBIC PANELS

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: Media Center

3. Height: 29 Length: 60 Width: 30 Wt.: Over 50 lbs ☐ x Under 50 lbs ☐

4. Serial No: NA Inventory Tag No: NA Model No: _____

5. Manufacturer: NA Acquisition Date: NA

6. Original Cost: NA Estimated Current Value: \$0

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: [Signature] (signature) Date 11/14/11

Name (print or type) _____

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

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 the signed originals to District Purchasing Services. NOTE: You must use a separate Surplus Disposal Form and the E-Waste (electronic) xls attachment to list electronic

Date: 11/14/11

Current Location: _____ **Campus** _____ **Foothill College**

Name and phone number of contact person of this request: 1 Asha Harris x7144

Authorized by (dept. signature): 

Work Order #: To be completed by Purchasing Services

[illegible]