

## **Board of Trustees Agenda Item**

**Board Meeting Date:** February 6, 2012

**Title of Item:**

RECYCLE AND DISPOSE OF SURPLUS FURNITURE

**Background and Analysis:**

The District owns surplus furniture that has been replaced with new (see attached list). It has been determined that the furniture is in such poor condition that it is unusable. 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 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: List attached

**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: De Anza Building and Room: list attached

3. Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs \_\_\_\_\_

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

5. Manufacturer: Mita DC \_\_\_\_\_ 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 Paula Joseph Ext 8758

10. Requested removal date (if urgent, explain): Week of December 19th, 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 \_\_\_\_\_ (signature) Date \_\_\_\_\_

Name (print or type) Paula Joseph

**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)

**Non-Electronic Xls Attachment to  
Surplus Disposal Form SN23500**

**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 equipment.

Date:      October 10, 2011.

Current Location:	Various - See List	Campus	DAC	Building	Various

Name and phone number of contact person of this request: \_\_\_\_\_ Paula Joseph X 8758

Authorized by (dept. signature): \_\_\_\_\_

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

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HxLxW	WEIGHT > 50 lbs. < 50 lbs.	SERIAL #	INVENTORY TAG NO.	ACQUISITION DATE & ORIGINAL COST	ESTIMATED CURRENT VALUE	IS IT WORKING? YES OR NO	FIXABLE? YES OR NO	LIST INTERESTED DEPTS OR BUYERS, IF ANY
40	Desks	Various	>50	N/A	N/A	Unknown	\$0	No	No	None
36	Chairs	Various	<50	N/A	N/A	Unknown	\$0	No	No	None
16	Bookcases	Various	<50	N/A	N/A	Unknown	0	No	No	None
11	tables	Various	<50	N/A	N/A	Unknown	0	No	No	None
44	File Cabinets	Various	>50	N/A	N/A	Unknown	\$0	No	No	None
1	Credenza	Unknown	<50	N/A	N/A	Unknown	0	No	No	None
1	Computer Stand	Unknown	<50	N/A	N/A	Unknown	0	No	No	None
1	Fan	Unknown	<50	N/A	N/A	Unknown	0	No	No	None
1	Bench	Various	>50	N/A	N/A	Unknown	0	No	No	None
1	Mailbox	Unknown	<50	N/A	N/A	Unknown	0	No	No	None
1	Picture	Unknown	<50	N/A	N/A	Unknown	0	No	No	None
1	Media Cart	Unknown	<50	N/A	N/A	Unknown	0	No	No	None
1	Foot Locker	Unknown	<50	N/A	N/A	Unknown	0	No	No	None
1	Couch	Various	>50	N/A	N/A	Unknown	0	No	No	None