

## **Board of Trustees Agenda Item**

**Board Meeting Date:** March 5, 2012

**Title of Item:**

SALE OF MISCELLANEOUS DISTRICT SURPLUS EQUIPMENT AND FURNITURE

**Background and Analysis:**

The District owns miscellaneous surplus property that has been determined to be of no further use to the District (see attached Surplus Disposal Forms, 7 pages). The estimated aggregate market value of the surplus property is less than \$5,000.00.

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 will call for competitive bids on the Public Surplus website and sell the items to the highest responsive bidders. In accordance with Educational Code 81453, the money received from the sale shall be placed to the credit of the fund from which the original expenditure for the purchase of the property was made.

**Recommendation:** (specify if information only)

Make a finding that the surplus property does not exceed \$5,000.00 in value and authorize the Director of Purchasing Services to sell it 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 - NON C FUNDED)

## FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

**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.

**B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment. (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)**

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?  
check one: Yes ☐ No ☐

1. Quantity & Description: MISCELLANEOUS SURPLUS ITEMS (SEE ATTACHED LIST)

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: FHC Building and Room BARN

3. Height: — Length: — Width: — Wt.: Over 50 lbs ☒ Under 50 lbs ☐

4. Serial No: N/A Inventory Tag No: N/A Model No: N/A

5. Manufacturer: N/A Acquisition Date: unknown

6. Original Cost: unknown Estimated Current Value: unknown

7. Current condition: Is it Working? ☐ Can it be fixed? ☐

8. Provide contact info for interested departments or buyers, if any: Public Surplus

9. Name and phone number of person to contact about this surplus disposal request: Jack Contento 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 02/22/2018

Name (print or type) ESTER LYONS

**C. 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 lo

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. Nov. 21, 2011

# 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

Date: 02-22-12

Current Location: Campus FHC Building BARN Room # —

Name and phone number of contact person of this request: JACK CONTENTO X60156

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

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

[illegible]

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: One Autoclave (#2)  
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: Foothill Building and Room: Bldg 5300, room 5312
3. Height: 17 7/16 Length: 22 3/8 Width: 17 5/8 Wt.: Over 50 lbs \_\_\_\_\_ Under 50 lbs ✓
4. Serial No: \_\_\_\_\_ Inventory Tag No: \_\_\_\_\_ Model No: 3869830
5. Manufacturer: Midmark Acquisition Date: \_\_\_\_\_
6. Original Cost: \$5,664.99 Estimated Current Value: N/A
7. Current condition: Is it Working? Broken Can it be fixed? No
8. Provide contact info for interested departments or buyers, if any: N/A
9. Name and phone number of person to contact about this surplus disposal request: TWC x 7335
10. Requested removal date (if urgent, explain): ASAP: we need space for the new one. Thank you!
- 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 Cara (signature) Date 2/2/2012

Name (print or type) Cara Miyasaka

**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)

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## 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: Abbott IMX autoanalyzer

**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: De Anza Building and Room: S-7 room: S73

3. Height: 16" Length: 24" Width: 27" Wt.: Over 50 lbs X Under 50 lbs \_\_\_\_\_

4. Serial No: 274-8-96 Inventory Tag No: none Model No: N/A

5. Manufacturer: Abbott Lal Acquisition Date: 9/2004

6. Original Cost: donated to MLT Program Estimated Current Value: \$0 - company n

7. Current condition: Is it Working? Can it be fixed? N/A

8. Provide contact info for interested departments or buyers, if any: company no longer manufactures reagents

9. Name and phone number of person to contact about this surplus disposal request: Debbie Wagner x 8790

10. Requested removal date (if urgent, explain): URGENT - we need the space for other instrumentation

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 Anita Muthyala Kandula (signature) Date 1/18/2012

Name (print or type) Anita Muthyala Kandula

**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 - NON C FUNDED)

**FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT**

**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.

**B. All the property listed below and on any attachments must be only items that were not replaced by Measure C funded equipment. This form is ONLY for items replaced by NON-Measure C funded equipment. (For surplus items replaced by Measure C funded equipment, see Form SN23500 - C Funded.)**

**Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?**  
check one: Yes \_\_\_\_\_ No X

1. Quantity & Description: MISCELLANEOUS SURPLUS EQUIPMENT (PLANT SERVICES)

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 X

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

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

4. Serial No: VARIOUS Inventory Tag No: N/A Model No: \_\_\_\_\_

5. Manufacturer: VARIOUS Acquisition Date: UNKNOWN

6. Original Cost: UNKNOWN Estimated Current Value: UNKNOWN

7. Current condition: Is it Working? \_\_\_\_\_ Can it be fixed? \_\_\_\_\_

8. Provide contact info for interested departments or buyers, if any: PUBLIC SURPLUS - DEPOSIT PROCEEDS INTO M&O ACCT.

9. Name and phone number of person to contact about this surplus disposal request: JACK CONTENTO 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 02-27-2012

Name (print or type) LESTER LYONS

**C. 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 lo

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. Nov. 21, 2011

# 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

Date: 02-22-12

Current Location: FHC Campus

Building BARN

Room #

Name and phone number of contact person of this request: Jack Contento

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

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

[illegible]

## 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: Harbil nsc-50 Dispenser (Fluid Management)

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 Building and Room: Paint Room

3. Height: 4ft Length: 2ft Width: 2ft Wt.: Over 50 lbs 60lbs Under 50 lbs \_\_\_\_\_

4. Serial No: 09NSC21207 Inventory Tag No: \_\_\_\_\_ Model No: 12NSC232B2

5. Manufacturer: Fluid Management 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: Public Surplus - INTO m&B Acct.

9. Name and phone number of person to contact about this surplus disposal request: 111 GRACIAN LEEUE x6156

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 12.27.2008

Name (print or type) LESTER 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