

Board of Trustees Agenda Item

Board Meeting Date: March 5, 2012

Title of Item:

RECYCLE AND DISPOSE OF UNUSABLE SURPLUS FURNITURE

Background and Analysis:

The District owns surplus furniture that has been replaced with new (see attached list, 7 pages). 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 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:

Qty. 1 two-drawer file cabinet

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:

SCS 227

3. Height:

Length:

Width:

about 3 feet

Wt.: Over 50 lbs

Under 50 lbs

X

4. Serial No:

unknown

Inventory Tag No:

unknown

Model No:

unknown

5. Manufacturer:

unknown

Acquisition Date:

unknown

6. Original Cost:

unknown

Estimated Current Value:

unknown

7. Current condition: Is it Working?

Can it be fixed?

Probably, but not certain

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

unknown

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

Lisa Mustachia, ext. 8396

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

1/12/12

Name (print or type)

Angela Caballero de Cordova

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

Eric, Please see attached memo. Thank you!
Lisa, ext. 8396

D1202083

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: 4 mobile computer desks

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: De Anza Building and Room:

3. Height: 28 1/2" Length: 19" Width: 26 1/2" Wt.: Over 50 lbs X Under 50 lbs

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

5. Manufacturer: N/A Acquisition Date: 2009

6. Original Cost: 18150 Estimated Current Value: \$100

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

8. Provide contact info for interested departments or buyers, if any: None

9. Name and phone number of person to contact about this surplus disposal request: Andrew Stoddard

10. Requested removal date (if urgent, explain): ASAP desks are outside E-22A and E-21

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: Andrew Stoddard (signature) Date: 1/9/12

Name (print or type): Andrew Stoddard

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)

Date: 1/9/12

Campus De Anza

Building Stoddard

Work Order #: To be completed by Purchasing Services

Work Order #: To be completed by Purchasing Services

Room # outside E-22 and E-21

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

SURPLUS DISPOSAL FORM (SN 23500)

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1. Quantity & Description: 2, Easi 1 Task chairs (computer chairs)
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: De Anza Building and Room: outside E-22A and E21

3. Height: 31" Length: 22" Width: 18" Wt.: Over 50 lbs X Under 50 lbs _____

4. Serial No: 144830002 Inventory Tag No: _____ Model No: 8400

5. Manufacturer: _____ Acquisition Date: _____

6. Original Cost: \$100 per chair Estimated Current Value: \$0

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

8. Provide contact info for interested departments or buyers, if any: None

9. Name and phone number of person to contact about this surplus disposal request: Andrew Stoddard 8697
 10. Requested removal date (if urgent, explain): ASAP Chairs are out side Rooms E-22A and E21

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: Andrew Stoddard (signature) Date: 1/9/12

Name (print or type): Andrew Stoddard

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)

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 (1) large electric projection screen sitting on floor

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 A31

3. Height: 12" Length: 120+" Width: 12" Wt.: Over 50 lbs __YES!!__ Under 50 lbs _____

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

5. Manufacturer: _____ Acquisition Date: _____

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

7. Current condition: Is it Working? No Can it be fixed? __No (too old)_____

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: ____ Bill Matsumoto x6118

10. Requested removal date (if urgent, explain): ____ As soon as possible. (not urgent but it is a large eye s

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 __1-5-2012_____

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

Date: 2/10/2012

Current Location: Campus _____ De Anza _____

Building _ In Cargo Containers Under Athletics Bleachers _

Name and phone number of contact person of this request: Dennis Shannakian 408-864-8757

Authorized by (dept. signature): _____

Work Order #: To be completed by Purchasing Services

[illegible]