

Board of Trustees Agenda Item

Board Meeting Date: April 2, 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, 5 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. Proceeds will be deposited to the District's general fund.

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 X

1. Quantity & Description: MISCELLANEOUS FURNITURE & EQUIPMENT (SEE ATTACHMENTS)

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 _____ Under 50 lbs _____

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

5. Manufacturer: _____ Acquisition Date: _____

6. Original Cost: _____ Estimated Current Value: _____

7. Current condition: Is it Working? _____ 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: JACK CONTENTO X 60156

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 03-21-2012

Name (print or type) ROBERTA 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 XIs 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: 03-21-2012

Current Location: FAC Campus BARN Building N/A Room # N/A

Name and phone number of contact person of this request: JACK CONTENTO X 6156

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
1	COLLINS BODY PIETHY - smograph plus system		750	CAT# 09001		unknown	unknown			
1	COLLINS GS MODULAR SYSTEM		750	3829		unknown	unknown			
1	AIR DRALIC		750			unknown	unknown			
1	RESEC RESPIRATOR TEACHING CONSOLE		750			unknown	unknown			
43	ACCURITE CLOCKS		450			unknown	unknown			
1	HERMLE - LABOR TECHNIK #78564		750			unknown	unknown			
1	JOB0 AUTOLAB ATL 2000 LABOR TECHNIK TYP 4241		750			unknown	unknown			
1	PRECISION WATER BATH SCIENTIFIC GROUP #06551		750			unknown	unknown			
2	ORBITAL SHAKERS CAT # 6140		750			unknown	unknown			
1	NANUPURE BARNSTEAD WATER SYSTEM MOD# 04754		750			unknown	unknown			
2	Acuson #128 computed ULTRASOUND SONOGRAPHY		750	04060 03378		unknown	unknown			
2	Acuson #128XP110 ULTRASOUND SONOGRAPHY		750	10939 12504		unknown	unknown			
1	FIEBOTHUMY CHAIR UMF MODEL#8677		750			unknown	unknown			
2	7' WOOD CONFERENCE TABLES		750			unknown	unknown			

Date: 03-21-2012

Campus	FHC

Name and phone number of contact person of this request: Jack Contento x 6156

Authorized by (dept. signature): _____

Work Order #: To be completed by Purchasing Services

[illegible]

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

RECEIVED

SURPLUS DISPOSAL FORM (SN 23500)

APR 13 2011

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, 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.

INSTR & EDUCATIONAL RESOURCES

1. Quantity & Description: petri dish incubator (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

e-waste (electronic) xls attachment _____

non-electronic xls attachment _____

2. Current Location (be precise): Campus: FHBuilding and Room: 8710A (biology stockroom)3. Height: 3 Length: 4 Width: 2 Wt.: Over 50 lbs ☒ Under 50 lbs _____4. Serial No: 22-A52 Inventory Tag No: 54084 Model No: 6M5. Manufacturer: Precision Mfg. Acquisition Date: unknown6. Original Cost: unknown Estimated Current Value: none/zero7. Current condition: Is it Working? no Can it be fixed? no8. Provide contact info for interested departments or buyers, if any: JOHN ARKINS, x74969. 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 Streanor (signature) Date 4/13/11Name (print or type) Streanor

RECEIVED FHDA
PURCHASING SERVICES
2011 APR 19 AM 7:49

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)

F 1104106

Non-Electronic Xls Attachment to Surplus Disposal Form SN23500

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Date: 4-12-11

Current Location: Campus FH Building 8700 Room # 8710A (biology room)

Name and phone number of contact person of this request: JOHN ATKINS, x7496

Authorized by (dept. signature): _____

Work Order #: To be completed by Purchasing Services F-1104106

[illegible]