

Board of Trustees Agenda Item

Board Meeting Date: May 7, 2012

Title of Item:

SALE OF SURPLUS VEHICLES AND MATERIAL HANDLING EQUIPMENT

Background and Analysis:

The District has two vehicles and one forklift that have been replaced with new (see attached Surplus Forms, 3 pages). The Associate Director of Facilities and Operations has determined that the vehicles and the forklift are of no further use to the District. The estimated aggregate market value of the vehicles and forklift is greater than \$5,000.00.

In accordance with Education Code section 81450, the Board must sell the property to the highest responsible bidder or reject all bids. The code also requires the sale to be advertised at least once a week for two weeks.

Purchasing Services will advertise the sale, call for competitive bids on the Public Surplus website and sell each vehicle and forklift to the highest responsible bidder in accordance with Education Code Section 81450. Proceeds will be deposited to the District General Fund.

Recommendation: (specify if information only)

Authorize Carmen Redmond, Director of Purchasing Services, to sell the vehicles and forklift to the highest responsible bidder in accordance with Education Code Section 81450.

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: 1987 FORD E-350 1 TON PAPER VAN 15' BOX VAN
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

- Vehicle #135
 2. Current Location (be precise): Campus: Foothill Building and Room: STORAGE YARD
 3. Height: Length: Width: Wt.: Over 50 lbs Under 50 lbs
 4. Serial No: 1EDKE37L2HAB75662 VIN # Inventory Tag No: 331459 License Plate 331459 Model No: mileage 55,558
 5. Manufacturer: FORD Acquisition Date:
 6. Original Cost: Estimated Current Value:
 7. Current condition: Is it Working? RUNS/DRIVES 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 04.24.2012
 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

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:

CLARK Forklift (GASOLINE)

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: Storage yard

3. Height:

Length:

Width:

Wt.: Over 50 lbs

Under 50 lbs

4. Serial No:

GP138WC-58-6091F

Inventory Tag No:

6304 hrs

Model No:

GPS30WC (GAS)

5. Manufacturer:

CLARK

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 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

04.24.2012

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