

Board of Trustees Agenda Item

Board Meeting Date: May 7, 2012

Title of Item:

RECYCLE AND DISPOSE OF UNUSABLE SURPLUS EQUIPMENT AND FURNITURE

Background and Analysis:

The District owns surplus equipment and furniture that has been replaced with new (see attached list, 9 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 - NON C FUNDED)

FOR ITEMS REPLACED BY NON-MEASURE C FUNDED NEW EQUIPMENT

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.

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: _____ Partition Panels

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 College Building and Room _____ Green House

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: _____

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 Ash Harris (signature) Date 4/16/12

Name (print or type) Ash Harris

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 loc

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: 4/16/12

Current Location: Campus Foothill College Building 5700 Room # Green House

Name and phone number of contact person of this request: Asha Harris

Authorized by (dept. signature): [Signature] 4/16/12

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
24	Partition Panels	NA	> 50	NA	NA	NA	NA	NO	NO	
3	White Boards	NA	> 50	NA	NA	NA	NA	NO	NO	
7	2-Drawer File Cabinets	NA	> 50	NA	NA	NA	NA	NO	NO	
1	Cork Board	NA	> 50	NA	NA	NA	NA	NO	NO	
3	Overhead Cabinets	NA	> 50	NA	NA	NA	NA	NO	NO	
8	Desk	NA	> 50	NA	NA	NA	NA	NO	NO	
1	4-Drawer File Cabinets	NA	> 50	NA	NA	NA	NA	NO	NO	
1	Partition Counter	NA	> 50	NA	NA	NA	NA	NO	NO	
1	Bookcase	NA	> 50	NA	NA	NA	NA	NO	NO	
8	Wooden Chairs	NA	> 50	NA	NA	NA	NA	NO	NO	
5	Office Chairs	NA	> 50	NA	NA	NA	NA	NO	NO	
1	Round Table 36"	NA	> 50	NA	NA	NA	NA	NO	NO	
1	Locker	NA	> 50	NA	NA	NA	NA	NO	NO	
6	Tables	NA	> 50	NA	NA	NA	NA	NO	NO	

Non-Electronic Xls Attachment to Surplus Disposal Form SN23500

Rev. Oct. 2006

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
4	Metal Chair	NA	>50	NA	NA	NA	NA	NO	NO	

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500 - C FUNDED)
FOR ITEMS REPLACED BY MEASURE C FUNDED NEW EQUIPMENT

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.

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

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

1. Quantity & Description: 1 Desk 1 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 form:

e-waste (electronic) xls attachment _____

non-electronic xls attachment X

2. Current Location (be precise):

Campus: De ANZA

Building and Room: PES outside Corridor

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: Rich Schroeder x 8402

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: 02/29/2012

Name (print or type): Rich Schroeder

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 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. Nov. 21, 2011

D1203173

Date: 2/29/2012

Building Res

Room # Corridor

Name and phone number of contact person of this request: _____

Authorized by (dept. signature): Paul Schwab

Work Order #: To be completed by Purchasing Services

[illegible]

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500 - C FUNDED)
FOR ITEMS REPLACED BY 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 replaced by Measure C funded equipment. This form is ONLY for items replaced by Measure C funded equipment. (For surplus items not replaced by Measure C funded equipment, see Form SN23500 - NON-C Funded.)

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

1. Quantity & Description: 46 Track Hurdles

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: De Anza

Building and Room: Track

3. Height: 30 Length: 28 Width: 41

Wt.: Over 50 lbs _____

Under 50 lbs _____

4. Serial No: None

Inventory Tag No: None

Model No: _____

5. Manufacturer: G.I.I

Acquisition Date: Unknown

6. Original Cost: _____

Estimated Current Value: None

7. Current condition: Is it Working? No

Can it be fixed? No

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

9. Name and phone number of person to contact about this surplus disposal request: Rich Schroeder x8402

10. Requested removal date (if urgent, explain): Urgent by 3/4/2012 - Construction Site

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: Rich Schroeder (signature)

Date: 2/27/2012

Name (print or type) Rich Schroeder

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 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. Nov. 21, 2011

D1203174

Date: 02/27/2012

Building Track

Room # _____

Building 11001
Rich Schroeder X 8452

Authorized by (dept. signature):

Work Order #: To be completed by Purchasing Services

[illegible]

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
SURPLUS DISPOSAL FORM (SN 23500 - C FUNDED)
FOR ITEMS REPLACED BY MEASURE C FUNDED NEW EQUIPMENT

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.

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

Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?

check one: Yes X No AFTER CONSTRUCTION

1. Quantity & Description: 25 SECOND FOOT BALL CLOCK

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: Track under bleachers

3. Height: 4 on pole Length: ~ 3

Width: 4

Wt.: Over 50 lbs X

Under 50 lbs _____

4. Serial No: NONE

Inventory Tag No: NONE

Model No: _____

5. Manufacturer: _____

Acquisition Date: 2003 ?

6. Original Cost: Unknown

Estimated Current Value: NONE

7. Current condition: Is it Working? No

Can it be fixed? No

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

9. Name and phone number of person to contact about this surplus disposal request: Rich Schroeder x8402

10. Requested removal date (if urgent, explain): By 3/4/2012 - Construction Site

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: 2/24/2012

Name (print or type): Rich Schroeder

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 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. Nov. 21, 2011

D/203175

E-Waste XLS Attachment to Surplus Disposal Form SN23500

Complete & attach to Surplus Disposal Form if sending surplus E-Waste. Instructions are below.

Accumulation Start Date:		[Completed by ETS]	
Location:			
Campus: De Anza			
Building: Track/Football			
Room: Under bleachers on top of Storage Container			
Requestor:			
Name: Rich Schroeder			
Phone #: 8422			
Signature: <i>Rich Schroeder</i> Date: 2/27/2012			
Work Order #:			
Pickup Date by Plant Services:		[Completed by Plant Services]	

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
1	NONE	2nd Second Football Clocks, 8 yrs, None	N	NH	N	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above)

(3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form.

(6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

Verified by: _____
Version: Jan. 2010