

Board of Trustees Agenda Item

Board Meeting Date: May 7, 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, 8 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 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: 4 Large shelving

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 4211

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: Mario Ramirez 7108

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 Peter Murray (signature) Date 3/20/12

Name (print or type) Peter Murray

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

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: 1 set high jump pits + standards, 1 set Pole Vault pits + standards
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: Outside PE Fitness Center Back Door

3. Height: 32" Length: 27' Width: 22' Wt.: Over 50 lbs ☒ Under 50 lbs ☐

4. Serial No: 4526 Inventory Tag No: 171 Model No: 10'

5. Manufacturer: Gill Athletics Acquisition Date: ?

6. Original Cost: ? Estimated Current Value: PV = \$300; HJ = \$300

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

8. Provide contact info for interested departments or buyers, if any: There will be people interested Posting on local HS website to local schools.

9. Name and phone number of person to contact about this surplus disposal request: Nick Mattis 5731

10. Requested removal date (if urgent, explain): 3/20/12 - Upside where stored now.

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 Nick Mattis (signature) Date 3-19-12

Name (print or type) Nick Mattis

(309)
255-
9895
cell

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

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: 1 X-Ray Machine. Non-Working for mock-training
The requester must label the equipment as "surplus" and store it in a secure area until it is picked up. (no tubes)
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 YET Tech 8516

3. Height: 8' Length: 5' Width: 4' Wt.: Over 50 lbs ☒ Under 50 lbs ☐

4. Serial No: A036430 Inventory Tag No: 000870 Model No: Emerald 125

5. Manufacturer: Transworld Acquisition Date: _____

6. Original Cost: _____ Estimated Current Value: _____

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

8. Provide contact info for interested departments or buyers, if any: Karl Peter x7203

9. Name and phone number of person to contact about this surplus disposal request: Mike Diefenbach 650-222-6133

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 01/20/2012

Name (print or type) KARL PETER VT Prog. Dir.

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

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 tcchhelp@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: harpsichord

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 ☒ x
non-electronic xls attachment ☐

2. Current Location (be precise): Campus: Foothill Building and Room: 1300/1301
3. Height: 8" Length: 4' Width: 2' Wt.: 0x x Under 50 lbs ☐
4. Serial No: ? Inventory Tag No: ? Model No: ?
5. Manufacturer: Zuckert Acquisition Date: 1976
6. Original Cost: Estimated Current Value:
7. Current condition: Is it Working? yes Can it be fixed? yes

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: Kay Thornton, x7252
10. Requested removal date (if urgent, explain): by July 27; building will be demolished starting
- 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 Kay Thornton Date ###
Name (print or type) Kay Thornton

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)

H-6907102

Complete & attach to Surplus Disposal Form if sending electronic equipment (e-waste) to be surplus.

Regulated Items	Number of Units
CRTs - TVs -Monitors	
LCD Desktop Monitors	
Laptop with LCDs	
LCD TVs	
Plasma TVs	
Screen > 4 inches diag.	
Microwave Ovens	
VCRs & DVDs	
CPUs -computers	
Printers	
Cell Phones	
Telephones	
Radios	

Version – May, 2008

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: Miscellaneous Surplus Furniture | Equipment

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-Surplus

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

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 04.25.12

Name (print or type) LESTER HYDAS

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: 04-24-12

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

Work Order #: To be completed by Purchasing Services

[illegible]

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: _____

Current Location: Campus De Anza

Building S-1

Room # S-12

Name and phone number of contact person of this request: C. Noroña / 408-439-4276

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
16	Resonance tubes, PASCO WA-9612	6" x 42" x 6" (each)	< 50 lbs (each)	None	None	8/2006 \$6064 (\$379, each)	\$6,064	YES	N/A	
2	Analytic balances, Mettler	15-1/2" x 8" x 13"	< 50 lbs	187009, 124902	None	pre-2005, ~\$4000 (~\$		50 YES	YES	
2	Surveying tripod, K&E	39" x 6" x 6"	< 50 lbs.	None	De Anza College	pre-2005 ~\$500 (~\$200		100 YES	N/A	
1	Surveying transit, K&E	20-1/2" x 11-1/2"	< 50 lbs	504049	None	pre-2005, \$2000		200 YES	N/A	
2	Surveying transit, K&E	14-1/4" x 14-1/2"	< 50 lbs	505713, 502699	De Anza College	pre-2005, ~\$4000 (~\$		400 YES	N/A	
1	Surveying rod, K&E	76" x 2" x 3"	< 50 lbs.	None	15019	Pre-2005, ~\$200		20 YES	N/A	
1	Surveying rod, K&E	74" x 2" x 3"	< 50 lbs.	None	15084	Pre-2005, ~\$200		20 YES	N/A	
1	Centrifugal pump and motor,	11-1/2" x 23" x 12"	> 50 lbs.	3110020	None	donation		500 YES	N/A	