

Board of Trustees Agenda Item

Board Meeting Date: June 4, 2012

Title of Item:

CONSTRUCTION CONTRACTOR PURCHASE AND REMOVAL OF SURPLUS EQUIPMENT AND FURNITURE

Background and Analysis:

The District owns surplus equipment and furniture that will be replaced with new (see attached lists, 6 pages) during the District Office Building Renovation Project. It has been determined that the existing furniture is in such poor condition that it is unusable. District staff estimates the resale value of the surplus equipment and furniture to be zero.

California Education Code 81456 provides that the governing board may, when calling for bids and letting contracts for constructing new school buildings, or repairing, altering, adding to, or reconstructing existing school buildings, or demolishing existing school buildings, require each bidder for the performance of the work to agree in his bid to purchase and to remove from the school grounds all old materials required by the specifications to be removed from any existing school building on the same school grounds and not required for school purposes and to state in his bid the amount which he will deduct from the price bid for the work as the purchase price of the old materials. The board shall let the contract to any responsible bidder whose net bid is the lowest, or shall reject all bids.

Recommendation: (specify if information only)

In accordance with Education Code 81456, in the event that the Board awards a contract pursuant to Bid# 1348-420, District Office Building Renovation, authorize Purchasing Services to release the surplus property specified in the attached lists to the awardee.

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 surplusng 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 surplusng 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: _____ Misc. Surplus Furniture (See attached Listing)

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: FHC

Building and Room Various - See attached

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: _____ \$0 _____

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: _____ Todd Wright

10. Requested removal date (if urgent, explain): _____ June' 2012

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 _____

Name (print or type) _____

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) xis attachment to list electronic equipment.

Date: 05/10/2012

Current Location: Campus FHC Building :DOB Swing Space Room # 5921,5922,5981,5982,5933,5934,5992,5991,5931,5971,5972,5950

Name and phone number of contact person of this request: Todd Wright

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
420	Tablet Arm Chairs (5921,5982,5992,5991,5931,5971,5972,5971)	N/A	<50	N/A	N/A	Unknown	\$0			
11	Desk (5921,5982,5933,5992,5991,5931,5971,5972,5950)	N/A	<50	N/A	N/A	Unknown	0			
19	Chairs (5921,5922,5981,5982,5933,5992,5991,5972,5950)	N/A	<50	N/A	N/A	Unknown	0			
26	White / Chalk Boards (5921,5981,5982,5992,5991,5971,5972,5950)	N/A	<50	N/A	N/A	Unknown	0			
5	File Pedestal Drawers (5922,5933)	N/A	<50	N/A	N/A	Unknown	0			
1	Magazine Rack (5922)	N/A	<50	N/A	N/A	Unknown	0			
1	Coffee Pot (5922)	N/A	<50	N/A	N/A	Unknown	0			
1	Binding machine (5922)	N/A	<50	N/A	N/A	Unknown	0			
2	2 Door Storage Cabinet (5922)	36"x42"	<50	N/A	N/A	Unknown	0			
8	Table (5922,5981,5933,5992,5971)	22"x22"	<50	N/A	N/A	Unknown	0			
1	2 Drawer File Cabinet (5922)	N/A	<50	N/A	N/A	Unknown	0			
1	Work surface (5922)	N/A	<50	N/A	N/A	Unknown	0			
2	Bookcase (5981,5933)	N/A	<50	N/A	N/A	Unknown	0			

**Non-Electronic Xls Attachment to
Surplus Disposal Form SN23500**

Rev. Oct. 2006

QTY	DESCRIPTION, MANUFACTURER, & MODEL	DIMENSIONS HdLxW	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
2	Music Stand (5981,5991)	N/A	<50	N/A	N/A	Unknown	0			
4	Wall projection screen (5982,5931,5972,5950)	N/A	<50	N/A	N/A	Unknown	0			
6	Wall shelves (5934)	N/A	<50	N/A	N/A	Unknown	0			
13	Wall shelf mounting strips (5934)	N/A	<50	N/A	N/A	Unknown	0			
35	Wall shelf brackets (5934)	N/A	<50	N/A	N/A	Unknown	0			
2	Maps (5992,5991)	N/A	<50	N/A	N/A	Unknown	0			
1	Stool (5992)	N/A	<50	N/A	N/A	Unknown	0			
2	Clock (5971,5972)	N/A	<50	N/A	N/A	Unknown	0			

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
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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 _____

1. Quantity & Description: _____ Misc. Surplus Partition Furniture

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: _____ District _____ Building and Room District Office

3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs _____ Under 50 lbs _____

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

5. Manufacturer: _____ Acquis _____ 1991

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

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: _____ Todd Wright

10. Requested removal date (if urgent, explain): _____ October' 2012

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 _____

Name (print or type) _____

C. This section is for Material/Purchasing Services only. Copy sent to District Capital Asset Accountant _____

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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 Xls Attachment to Surplus Disposal Form SN23500

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Date: 05/10/2012

Current Location: Campus District Building District Office Room #

Name and phone number of contact person of this request: Todd Wright

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	Partition Panel	12" Wide x 67" Height	<50	N/A	N/A	Unknown	\$0			
25	Partition Panel	24" Wide x 67" Height	<50	N/A	N/A	Unknown	0			
5	Partition Panel	24" Wide x 42" Height	<50	N/A	N/A	Unknown	0			
2	Partition Panel	30" Wide x 42" Height	<50	N/A	N/A	Unknown	0			
74	Partition Panel	36" Wide x 67" Height	<50	N/A	N/A	Unknown	0			
7	Partition Panel	36" Wide x 42" Height	<50	N/A	N/A	Unknown	0			
42	Partition Panel	48" Wide x 67" Height	<50	N/A	N/A	Unknown	0			
1	Partition Panel	48" Wide x 42" Height	<50	N/A	N/A	Unknown	0			
18	Partition Panel	60" Wide x 67" Height	<50	N/A	N/A	Unknown	0			
2	Partition Panel	60" Wide x 42" Height	<50	N/A	N/A	Unknown	0			
2	Partition Overhead	24" Wide	<50	N/A	N/A	Unknown	0			
36	Partition Overhead	36" Wide	<50	N/A	N/A	Unknown	0			
11	Partition Overhead	48" Wide	<50	N/A	N/A	Unknown	0			
11	Partition Overhead	60" Wide	<50	N/A	N/A	Unknown	0			

Non-Electronic Xis Attachment to Surplus Disposal Form SN23500

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
33	Partition Corner Work Surface	44"	<50	N/A	N/A	Unknown	0			
3	Partition Straight Work Surface	24"x 24"	<50	N/A	N/A	Unknown	0			
1	Partition Straight Work Surface	24"x 30"	<50	N/A	N/A	Unknown	0			
26	Partition Straight Work Surface	24"x 36"	<50	N/A	N/A	Unknown	0			
23	Partition Straight Work Surface	24"x 48"	<50	N/A	N/A	Unknown	0			
16	Partition Straight Work Surface	24"x 60"	<50	N/A	N/A	Unknown	0			