

Board of Trustees Agenda Item

Board Meeting Date: August 6, 2012

Title of Item:

SALE OF SURPLUS VEHICLES

Background and Analysis:

The District has three vehicles that have been replaced with new (see attached Surplus Forms, 3 pages). The Associate Director of Facilities and Operations has determined that the vehicles are of no further use to the District. The estimated aggregate market value of the vehicles 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 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 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 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: 1995 Ford Ranger 3/4 Ton Pick up #146
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: Foot Hill Building and Room: Surplus Yard
3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs _____ Under 50 lbs _____
4. Serial No: LFTRC10UIS PB13719 Inventory Tag No: License # E370444 Model No: mileage 110,289
5. Manufacturer: FORD Acquisition Date: _____
6. Original Cost: \$13,586.00 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 7.25.2012
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 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: 1998 MERCURY SABLE 4 DOOR SEDAN #153

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: Surplus Yard

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

4. Serial No: 1MEFM50S5W6629751 Inventory Tag No: LICENSE # 2015046 Model No: MILEAGE 124,496

5. Manufacturer: FORD-LINCOLN MERCURY 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 7.25.2012

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 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: 1990 FORD RANGER 3/4 TON PICK UP #114
 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: Surplus yard
 3. Height: _____ Length: _____ Width: _____ Wt.: Over 50 lbs _____ Under 50 lbs _____
 4. Serial No: 1FTCR10T8L4C21104 Inventory Tag No: E291236 Model No: Milage 79,174
 5. Manufacturer: FORD Acquisition Date: _____
 6. Original Cost: \$ 9,576.00 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 07.25.2002
 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