

Board of Trustees Agenda Item

Board Meeting Date: September 10, 2012

Title of Item:

SALE OF MISCELLANEOUS SURPLUS ELECTRONIC EQUIPMENT

Background and Analysis:

The District has 6 pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 9 pages). The District's Educational Technology Services Department (ETS) staff has determined that the items are obsolete and of no further use to the District. DeAnza College Occupational Training Institute has also found them to be unsuitable for further use. In accordance with the Electronic Waste Recycling Act these items are considered electronic waste. The estimated aggregate market value of this electronic equipment 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 post a notice on Bid Net and call for competitive bids from authorized State of California material handlers, collectors, and recyclers. Proceeds will be deposited to the District's general fund.

Recommendation: (specify if information only)

Make a finding that the property does not exceed \$5,000.00 in value and authorize the Director of Purchasing Services to sell the items 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 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 X _____

1. Quantity & Description: See attached list

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 X _____
non-electronic xls attachment _____

2. Current Location (be precise): Campus: Foothill Building and Room: District Office/Chancellor's Office

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

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

5. Manufacturer: _____ Acquisition Date: ? _____

6. Original Cost: _____ Estimated Current Value: ? _____

7. Current condition: Is it Working? Don't know Can it be fixed? Don't know

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

9. Name and phone number of person to contact about this surplus disposal request: 6106

10. Requested removal date (if urgent, explain): ASAP - cleaning out area and prepping for DO relocation

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 Donna Toyohara (signature) Date 8/17/12

Name (print or type) Donna Toyohara

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

C/208019

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]		Regulated Items	Code	# of Units
Location:		Campus: Foothill		CRTs - TVs - Monitors	A	
		Building: District Office		LCD Desktop Monitors	B	
		Room: Chancellor's Office		Laptop with LCDs	C	
				LCD TVs	D	
				Plasma TVs	E	
				Screen > 4 inches diag.	F	
Requestor:		Name: Donna Toyohara		UWEDs Microwave Ovens	G	
		Phone #: 6106		UWEDs VCRs, DVDs & CD Players	H	
		Signature:		UWEDs CPUs - Computers	I	
		Date:		UWEDs Printers, Scanners & Faxes	J	2
				UWEDs Phones - Cell & Desk	K	
				UWEDs Pagers, PDAs & Radios	L	
				UWEDs Copiers	M	
				Non-reported	N	
Work Order #:		C1208019		Asset Number	(2) Code	Initials
Pickup Date by Plant Services:		[Completed by Plant Services]		Works Y/N		
No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N			
1	LCY1A48100538	Epson Scanner, early 2000	??			
2	CNB9P97742	HP Laserjet P2055dn Printer - \$500	??			
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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: _____
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Accumulation Start Date:

[Completed by ETS]

Location:

Campus: De Anza

Building: Mod Quad

Room: MQ1

Requestor:

Name: James D. Holstein

Phone #: 5827

Signature: James D. Holstein

Work Order #:

D1208095

Pickup Date by Plant Services:

[Completed by Plant Services]

(3) Complete the summary of quantities by code in area in upper right corner of form. (A) Print and sign form. (F) Attach form to circuit electronic equipment with circuit boards. (Z) Indicate the code of each item and size of screen (1-3) based on screen diameter (see 2).

(6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to attach to the completed and signed Surplus Disposal Form.

(b) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

Verified by:

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E-Waste XLS Attachment to Surplus Disposal Form SN23500

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	9028	timer box	N	69442	N	
22	28469	sony camera adaptor	N	66912	N	
23	25040	ati matchmaker	N		N	
24	305672	sony remote control unit	N		N	
25	23101	grassvalley group box	N	70847	N	
26	00 1602	gentner gt300	N	76003	N	
27	2018435	sony trinitron color video monitor	N		A1	
28	2004467	sony trinitron color video monitor	N		A1	
29	2004773	sony trinitron color video monitor	N		A1	
30	00 13169	sony video monitor	N	2699	A1	
31	0 9550963	video cassette recorder	N	78634	N	
32	143521	advantage one microphone mixer biamp	N		N	
33	142215	advantage one microphone mixer biamp	N		N	
34		leitch audio distribution amplifier	N		N	
35	b010374	tektronix spg 600 sync pulse generator	N		N	
36	9918	timer box	N		N	
37	a25737	grassvalley group box	N	75326	N	
38		tektronix waveform monitor	N	67375	A1	
39	66135	sony color video camera	N	00 1563	N	
40	62612	sony color video camera	N	67042	N	
41	66139	sony color video camera	N	00 1562	N	
42	64779	sony color video camera	N	69223	N	
43	mx06204t426050	dell monitor	N	mon2526	B1	
44	2011098	sony trinitron color video monitor	N	mon1526	A1	
45	2011101	sony trinitron color video monitor	N	mon1527	A1	
46	00 289	gentner phone	N		K	
47	307245	camera holder	N	000 571	N	
48	307117	camera holder	N	000 572	N	
49	814476	big silver box	N		N	
50	2272-a	grassvalley group box	N	70896	N	
51	62w19034	panasonic video monitor	N		A1	
52	62w19078	panasonic video monitor	N		A1	
53	3667	tbc-freeze II	N	73902	N	
54		serial video switcher	N		N	
55	b14156	grassvalley group box	N		N	
56	168891	elbow visual presenter 6v-400 at	N	75962	N	
57	110100	sony digital video cassette recorder	N		N	
58	mx048717	video mixer	N		N	
59	cra96101028	scan do ultra	N	75929	N	
60	2011102	sony trinitron color video monitor	N	mon1521	A1	

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
61	ber501513	clearcom ms-200c	N	66751		
62	2515422	sony trinitron color video monitor	N	mon1532	A1	
63	2515432	sony trinitron color video monitor	N	mon1530	A1	
64	610313	Hitachi color camera	N			
65	6093088	Hitachi color camera	N	75997	N	
66	00 2386	gentner phone	N	75999	N	
67	00 2376	gentner phone	N		K	
68	cnrg7373	hp laser jet 2200n	N		K	
69	usdd009984	hp laser jet 2100n	N		J	
70	usqx0199980	hp laser jet 4000n	N		J	
71		xerox phaser 8400 printer	N	77882	J	
72	usbxn01849	hp laser jet 4350n	N		J	
73	usdns06051	hp laser jet 4200	N		J	
74	usjnh17145	hp laser jet 4100n	N		J	
75	usbdb26824	hp laser jet 4100n	N	0 80449	J	
76	usbd311074	hp laser jet 4050n	N	0 80445	J	
77	g87323rqupz	apple computer towers	N	cmp6355	J	
78	g87323qnu pz	apple computer towers	N	cmp6349	I	
79	g87323siupz	apple computer towers	N	cmp6350	I	
80	g87323rhupz	apple computer towers	N	cmp6356	I	
81	g87323sdupz	apple computer towers	N	cmp6353	I	
82	g87323dhupz	apple computer towers	N	cmp6351	I	
83	g87323qjupz	apple computer towers	N	cmp6354	I	
84	g87323qlupz	apple computer towers	N	cmp6352	I	
85	g87323qqupz	apple computer towers	N	cmp6375	I	
86	g87323saupz	apple computer towers	N	cmp6374	I	
87	111553	maccompanion cybex transmitter	N		I	
88		leitch video distribution amplifier	N		N	
89		leitch video distribution amplifier	N		N	
90	hotrb0058	panasonic dvc pro digital video cassette	N		N	
91	11667	sony camera adaptor	N		N	
92		sony fm/am stereo cassette recorder	N		N	
93		ott light	N		N	
94		leitch video distribution amplifier	N		N	
95	b9001317	sabine feedback extermiator	N		N	
96		rane black box	N		N	
97		bb 4-pack battery	N		N	
98	usbb271882	hp laser jet 4L	N		N	
99	rw554600525	spirit big keyboard	N		N	
100	2000251	sony trinitron color video monitor	N	73365	A	

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
101	2011099	sony trinitron color video monitor	N	mon1525	A1	
102	2081087	bell and howell cam recorder	N		N	
103	5020447	sony trinitron color video monitor	N		A1	
104	a506z1z30946	apc metal box	N		N	
105	as0838122029	apc metal box	N		N	
106		apc metal box	N		N	
107	880903	gaines audio sine wave oscillator	N		N	
108	280099881	tascam multi headphones operator	N	70077	N	
109	5601281	pico macom ib channel combiner	N		N	
110	47301	fast charger	N		N	
111	2515421	sony trinitron color video monitor	N		A1	
112	1088	1099tw amplifier	N		N	
113		sony trinitron color video monitor	N		A1	
114	2312	hp 1040 fax	N		J	
115	xb220010MIX	power mac g4 computer	N		N	
116	471080	fujinon cps power supply	N		N	
117		leitch audio distribution amplifier	N		N	
118	111550	macCompanion cybex transmitter	N		N	
119		apc 4-pack battery	N		N	
120	AB0326123497	apc 4-pack battery plus	N		N	
121	10880740	videotek V/S-1201	N	0 6747	N	
122		apc 4-pack battery	N		N	
123	10632	crown d-75a	N		N	
124	ka9250116	panasonic color video monitor	N		A1	
125	12195	eiki audio cassette player	N		N	
126	t5400783	samsung digital presenter	N		N	
127	t4200592	samsung digital presenter	N		N	
128	t4400595	samsung digital presenter	N		N	
129	881213478	sharp cassette recorder	N	67725	N	
130	00 20114984	atnt telephone	N		K	
131	sL0360082	panasonic lcd projector	N		N	
132	308312414	sharp lcd projector	N	prj28	N	
133	112314117	sharp lcd projector	N	prj7	N	
134	201314918	sharp lcd projector	N	ca1303	N	
135	3dw91700112	infocus projector	N	ca929	N	
136		panasonic projector	N	ca4153	N	
137	303316385	notevision sharp lcd projector	N		N	
138	306317044	notevision sharp lcd projector	N		N	
139	6ray629100h	samsung dvd vhs dual deck	N		H	
140	6rbx611434d	samsung dvd vhs dual deck	N		H	

Verified by:

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
141	5h330050	panasonic dop projector	N		N	
142	jpbgc18233	hp laserjet 2200dtn	N	0 80345	J	
143	sn9e220007	dps-220 tbc/frame synchronizer	N		N	
144		symmetrix adapted hybrid	N		N	
145		symmetrix adapted hybrid	N	71060	N	
146		leitch distribution amplifier	N	70933	N	
147	46409	kodak card user 760h auto-focus	N		N	
148	12196	cassette player	N		N	
149	12197	cassette player	N		N	
150		sony trinitron color video monitor	N		N	
151	4011218	eiki overhead projector	N		A1	
152		3m overhead projector	N	0 hp205	N	
153	14wh601	dell optiplex gx280	N	cmp4660	I	
154	j670200447	viewsonic pt770 monitor	N		B1	
155	20k002005767	viewsonic ef70 monitor	N	mon2444	B1	
156	mx0451247801	dell monitor	N	mon2437	B1	
157	172050 40001	micron electronics cpu	N	cmp77909	I	
158	cn0fs035641804	dell monitor	N	mon3622	B1	
159	cy2060wbjpc	apple monitor	N	mon3138	B1	
160	cn0fs035641804	dell monitor	N	mon3629	B1	
161	cn03k648466326	dell monitor	N	mon3269	B1	
162	cn03k648466332	dell monitor	N	mon3052	B1	
163	cn06r644478042	dell monitor	N	mon3427	B1	
164	cn03k648466332	dell monitor	N	mon3409	B1	
165	508584	mitsubishi tv	N			
166	508564	mitsubishi tv	N	76019 E	E	
167	515641	mitsubishi tv	N	76016 E	E	
168	5kw11000127	infocus projector	N		E	
169	0Au00097	sharp computer projection panel	N	ca1147	N	
170	skw1100098	infocus projector	N	ca422	N	
171	swk11000111	infocus projector	N	ca1150	N	
172	skw11000100	infocus projector	N	ca1148	N	
173	2000176	sony trinitron color video monitor	N	ca1146	N	
174	2011097	sony trinitron color video monitor	N			
175	6005401	sony trinitron color video monitor	N	73367	A1	
176	201100	sony trinitron color video monitor	N	mon1520	A1	
177	2010498	sony trinitron color video monitor	N			
178	607063	pl-pro rm-440 box	N	mon1522	A1	
179	606223	pl-pro rm-440 box	N	mon1524	A1	
180	36476	sony camera adaptor	N		N	
			N	70245	N	

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
181	30374	sony camera adaptor	N	66911	N	
182	b02900445	videotech tvn-620	N		N	
183		sony camera control unit	N		N	
184	71540	sharp qc monitor	N		N	
185	00 15167	sony electronic viewfinder	N		N	
186	2004793	sony trinitron color video monitor	N		N	
187	b141214	grass valley box	N		A1	
188	2001612	sony trinitron color video monitor	N		N	
189	u56348e8110395	brother intellifax 770	N		A1	
190	u60298c6j44852	brother facsimile transceiver	N		J	
191	bxbqmg1	dell optiplex 755	N	cmp7025	J	
192	htnqng1	dell optiplex 755	N	cmp6919	I	
193	3jkqmg1	dell optiplex 755	N	cmp7007	I	
194	jvnqmg1	dell optiplex 755	N	cmp6981	I	
195	4jfdwg1	dell optiplex 755	N	cmp7195	I	
196	bjfdwg1	dell optiplex 755	N	cmp7190	I	
197	2jkqmg1	dell optiplex 755	N	cmp7019	I	
198	bkkqmg1	dell optiplex 755	N	cmp6900	I	
199	8hkqmg1	dell optiplex 755	N	cmp6985	I	
200	4xbqmg1	dell optiplex 755	N	cmp7047	I	
201	2hkqmg1	dell optiplex 755	N	cmp7004	I	
202	52ppmg1	dell optiplex 755	N	cmp6965	I	
203	3glxxg1	dell optiplex 755	N	cmp7082	I	
204	3wnqng1	dell optiplex 755	N	cmp6973	I	
205	lkkqmg1	dell optiplex 755	N	cmp7011	I	
206	9xbqmg1	dell optiplex 755	N	cmp7021	I	
207	bjkqmg1	dell optiplex 755	N	cmp6903	I	
208	gysxxg1	dell optiplex 755	N	cmp7088	I	
209	86lunil	dell optiplex gx240	N		I	
210	ckkqmg1	dell optiplex 755	N	cmp6996	I	
211		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N			
212		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	
213		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	
214		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	
215		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	
216		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	
217		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	
218		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	
219		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	
220		1 box e-waste (keyboard, mice, electronics, loose cords, etc)	N		N	

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No. Serial No.

Product Name, Approx. Age, Est. Market Value

Works Y/N Asset Number

(2) Code Initials

1 box e-waste (keyboard, mice, electronics, loose cords, etc)
 1 box e-waste (keyboard, mice, electronics, loose cords, etc)
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