

## **Board of Trustees Agenda Item**

**Board Meeting Date:** November 5, 2012

**Title of Item:**

DONATION OF SURPLUS FURNITURE

**Background and Analysis:**

The District has surplus furniture that has been replaced with new. The used furniture is unsatisfactory for further use by the District. District Staff estimates the resale value to be zero.

The Continuing Development Incorporated (CDI) has evaluated the furniture and found it to be acceptable for use by their organization. CDI would like to receive the furniture as a donation (See attached letter). Therefore, it is recommended that the furniture be donated to the Continuing Development Incorporated, a tax-exempt public benefit corporation under Section 501(c)(3) of the Internal Revenue Service Code.

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 donated to a charitable organization deemed appropriate by the board.

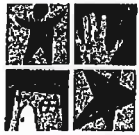
**Recommendation:** (specify if information only)

Make a finding that the items are of insufficient value to defray the costs of arranging a sale and authorize the Interim Director of Purchasing Services to donate the furniture to the Continuing Development Incorporated.

Submitted by:	Gina Bailey
Additional contact	Eric Olague
Is backup provided?	Yes

**ATTACHMENT A**  
**Request for Donation List - Child Development Centers/Continuing Development Incorporated**  
**Homework / Computer Enrichment Program**

Room	Item	Description	Quantity	Comments
Various- 205-302-310c-312	Tables	Computer Tables	50	
Various- 205-310c-312-308-309	Chairs		100	
Various - 203	File Cabinets	Lateral, Drawer	3	Small footprint, 24 inches wide
308-309	Projector Screen		2	2 per table
102	Electronic White Board		1	
311	Bucker Table	For Children projects	11	
308-309	Sofa	For Children projects	1	
				Would like more if available
A-81	Oak Table	For Training Conference Room	8	
				5 X 8 footprint



**Child  
Development  
Centers**

Continuing Development Inc.

4340 Stevens Creek Blvd., Suite 260  
San Jose, CA 95129-1102  
Ph: 408.556.7300  
Fx: 408.556.7301

[www.cdcdc.org](http://www.cdcdc.org)

October 12, 2012

Mr. Eric Olague, Buyer  
Purchasing  
Foothill-De Anza Community College District  
12345 El Monte Road  
Las Altos Hills, CA 94022

Donation Request of Furniture and Accessories to Child Development Centers/Continuing Development Incorporated

Dear Mr. Olague,

Child Development Centers (CDC) and Continuing Development Incorporated (CDI) are non profit 501(c)(3) companies which provide child care services, including pre-school, kindergarten and school age care throughout the state of California. We have been in operation for over 40 years with funding from the California Department of Education, First 5, various other agencies and private pay tuition in order to carry out our mission. Our mission is to enrich children's lives through quality, accredited child development programs and a commitment to developmentally appropriate practice.

In our effort to continually improve our service to the families we serve, we have a need to build and invest in the technology equipment and tools that will allow children to learn and develop these vital skills. A dedicated space for homework and computer enrichment skills is one of the objectives for our programs that we believe will greatly impact and benefit the lives of the children we serve.



**Child  
Development  
Centers**

Continuing Development Inc.

4340 Stevens Creek Blvd., Suite 260  
San Jose, CA 95129-1102  
Ph: 408.556.7300  
Fx: 408.556.7301  
[www.cdiedc.org](http://www.cdiedc.org)

Based upon De-Anza's generous offer and a recent tour of the items available for donation, we would like to request your consideration of a donation that would allow the set up and improvement of our homework and computer enrichment program at approximately 50 of our centers. The request would include the furniture to support this project. An estimated list of our request is attached.

As I understand that this is a large request, we would be available to meet to discuss our programs and the services we provide, and to discuss our needs.

Sincerely,

Wendi Mahaney  
Vice President Operations-North Region

Cc: Jacde Jones  
Terry Merriet  
Attachment: CDC, CDI 501(c)(3), Request List



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248567577  
Aug. 17, 2010 LTR 4168C EO  
94-2376637 000000 00

00016744

BODC: TE

CONTINUING DEVELOPMENT INCORPORATED  
4340 STEVENS CREEK BLVD STE 260  
SAN JOSE CA 95129-1148



024800

Employer Identification Number: 94-2376637  
Person to Contact: ALBERT ZERHUSEN  
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Aug. 06, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in JUNE 1977.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/efo](http://www.irs.gov/efo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248567577  
Aug. 17, 2010 LTR 4168C EO  
77-0008333 000000 00

00016742  
BODC: TE

CHILD DEVELOPMENT CENTERS  
4340 STEVENS CREEK BLVD STE 260  
SAN JOSE CA 95129-1148

024801

Employer Identification Number: 77-0008333  
Person to Contact: ALBERT ZERHUSEN  
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Aug. 06, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in MAY 1984.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/efo](http://www.irs.gov/efo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I