

## **Board of Trustees Agenda Item**

**Board Meeting Date:** December 10, 2012

**Title of Item:**

Recycle and Dispose of Unusable Surplus Furniture

**Background and Analysis:**

The District owns surplus furniture that has been replaced with new (see attached lists, 2 pages). The Foothill College, FF&E Coordinator has determined that the furniture is in such poor condition that it is unusable and has estimated that it has no resale value in its current condition.

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 disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

District Staff will dismantle the items and recycle or dispose of the components appropriately.

**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 recycle the items or dispose of them in the local public dump.

Submitted by:	Gina Bailey, Interim Director, Purchasing Services
Additional contact	Eric Olague, Buyer, Purchasing Services
Is backup provided?	Yes

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
SURPLUS DISPOSAL FORM (SN 23500 - C FUNDED)**

**FOR ITEMS REPLACED BY 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 replaced by Measure C funded equipment. This form is ONLY for items replaced by Measure C funded equipment. (For surplus items not replaced by Measure C funded equipment, see Form SN23500 - NON-C Funded.)**

**Was all the property listed below and on any attachments replaced with equipment that was funded by Measure C?**  
check one: Yes   X   No       

1. Quantity & Description:        Office furniture - 6 Offices

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 College Building and Room 5600/5400 offices

3. Height:        32 Length:        60 Width:        36 Wt.: Over 50 lbs   X   Under 50 lbs       

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

5. Manufacturer:        NA        Acquisition Date:        NA

6. Original Cost:        NA        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:       

10. Requested removal date (if urgent, explain):        Week of 12/17/12

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 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

## Rev. Oct. 2006

**Date:** 11/13/12

Room # \_\_\_\_\_ Offices

Authorized by (dept. signature): John K. [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
10	Wooden Desk	29x60x36	>50	NA	NA	NA	\$0	Yes	NA	NA
11	Verticle 4 drawer metal brown file cabinet	48x18x12	>50	NA	NA	NA	\$0	Yes	NA	NA
6	Blue Chair on casters	18x18x18	<50	NA	NA	NA	\$0	Yes	NA	NA
4	Verticle 2 drawer metal brown file cabinet	18x18x18	>50	NA	NA	NA	\$0	Yes	NA	NA
4	Wooden Chair	18x18x18	<50	NA	NA	NA	\$0	Yes	NA	NA
4	Wooden Bookcase 5 Shelves	77x36x12	>50	NA	NA	NA	\$0	Yes	NA	NA
1	Wooden Bookcase 3 Shelves	36x36x12	>50	NA	NA	NA	\$0	Yes	NA	NA
1	Purple Chair on casters	18x18x18	<50	NA	NA	NA	\$0	Yes	NA	NA
3	Wooden Table with Metal legs	29x36x24	>50	NA	NA	NA	\$0	Yes	NA	NA
2	black Chair on casters	18x18x18	<50	NA	NA	NA	\$0	Yes	NA	NA
1	Wooden mail sorta	18x24x18	>50	NA	NA	NA	\$0	Yes	NA	NA
1	Orange Chair on casters	18x18x18	<50	NA	NA	NA	\$0	Yes	NA	NA
1	light blue Chair on casters	18x18x18	<50	NA	NA	NA	\$0	Yes	NA	NA
3	Wooden Stool	12x12x12x	<50	NA	NA	NA	\$0	Yes	NA	NA