

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 27, 2011

ITEM# 27

ITEM TITLE: Surplus Equipment Disposal

SPECIFIC BOARD ACTION REQUESTED: Approval to designate old computers, printers, and some miscellaneous equipment as surplus and to dispose of them.

ITEM SUMMARY: The District currently has an assortment of old surplus computers, printers, and some miscellaneous equipment, which it would like to designate as surplus. An itemized list of equipment, asset tag numbers, and which college it came from is attached to this Board memo. The District would like to sell any salvageable equipment in an online auction and donate any remaining un-saleable computer equipment to a local nonprofit that will fix them up and donate them to families who cannot afford to buy a computer. Any remaining equipment that does not sell or is not donate-able will be recycled for scrap value.

BACKGROUND/ANALYSIS:

For the past six months, the District has been accumulating old broken surplus equipment from the colleges and now has sufficient equipment to either bundle and sell as surplus, or in the case of old computers, printers, and some miscellaneous equipment will donate them to a local non-profit who will refurbish the old computer equipment and donate them to local Oakland families who can not afford a computer.

A complete list of surplus equipment is attached to this document. By designating this equipment as surplus, the District will be able to dispose the equipment as follows:

- Old Computer Equipment and Printers: This equipment has no real value other than the monitor recycling refund. Instead of turning over the monitors to the State for the recycled value, the District typically donates all its computer equipment to the Oakland Technology Exchange West (OTXWest), a local non-profit who will refurbish the old computer equipment and donate them to local Oakland families who cannot afford a computer. Any computer equipment that cannot be refurbished will be recycled properly by OTXWest, so as not to end up in a land fill. This solution is better for the environment and for our students as OTXWest has given free computers (and TVs) and one year's worth of computer technical training and assistance to students who request a computer.
- Miscellaneous Equipment: The District has contracted with Interschola, a firm specializing in selling old surplus school equipment, to market and sell this equipment on Ebay. Interschola has already viewed this equipment and thinks it would sell. The Weight equipment is operational but there typically is not a very big market for this equipment. The cyclone fencing is in usable condition and typically will sell at auction. By marketing this equipment on Ebay, the District should receive the most possible money (if any) for this equipment; however, because this equipment is old, the District may only receive bids for the salvage/recycle value of this equipment. There are only a couple of items included in the Board approval and this furniture has no value. Any metal parts will be recycled in the District scrap metal container, any particle-wood portion will be disposed of, and any real-wood portion can be recycled in the District's yard waste recycling

ALTERNATIVES/OPTIONS:

None.

EVALUATION AND RECOMMENDED ACTION:

By designating this equipment as surplus, the District will try to sell the equipment, and donate any un-saleable equipment to provide an environmentally sustainable re-use of the equipment. Recommend designating this equipment as surplus and allowing the District to dispose of them.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

None, the District may receive some minimal funds from the sale of the equipment.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS: When our students need a computer, OTXWest has been giving them computers and providing them with free computer training and support.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? VICE CHANCELLOR GERHARD

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.
PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: [Signature] Date: 9/16/11
Ronald Gerhard, Vice Chancellor for Finance and Administration

DOCUMENT PRESENTED BY:

Prepared by: [Signature] Date: 9/16/11
Ronald Gerhard, Vice Chancellor for Finance and Administration

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: ___ Approved ___ Not Approved

If not approved, please give reason: _____

Signature: [Signature] Date: 9/16/11
Ronald Gerhard, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

___ Legal review required Legal review *not* required

If Legal review is required, determination is: ___ Approved ___ Not Approved

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda ___ Not Approved, but Place on Agenda

Signature: [Signature] Date: 9/21/11
Wise Allen, Chancellor



Peralta Community College District

SURPLUS EQUIPMENT LIST

COLLEGE: Merritt



DISTRICT

2013

Department, Bldg. or Room No.

8/25/2013

(Please Print Clearly)

Qty.	Item	Serial Number	PCCD Number	Dollar Value
1	Compaq Monitor S710	052CG43HJ517	18429	\$0.00
1	Compaq Monitor S710	052CG43HJ477	18418	\$0.00
1	Viewsonic Monitor G70m	607003400030	32916	\$0.00
1	Compaq Monitor S710	108CG43HC213	18496	\$0.00
1	Compaq Monitor S710	052CG43HI827	18483	\$0.00
1	HP Monitor M70	SM84702569	None	\$0.00
1	Viewsonic Monitor E771	DH83903003	19255	\$0.00
1	Viewsonic Monitor E771	ay01306909	24537	\$0.00
1	Compaq Monitor PE1123	109cg43hc547	24103	\$0.00
1	Compaq Monitor PE1123	109cg43hc545	24106	\$0.00
1	Compaq Monitor PE1123	052cg43hj396	18244	\$0.00
1	Compaq Monitor PE1123	109cg43hc550	18754	\$0.00
1	Viewsonic Monitor GS773	20e001906657	24943	\$0.00
1	Compaq Monitor S910	106gd43ac718	24154	\$0.00
1	Viewsonic Monitor GS773	20e001906359	24790	\$0.00
1	HP Monitor HP71	MY94710683	24807	\$0.00
1	DigiView Monitor HR1510	3da47bb1303660	14707	\$0.00
1	Voxon Monitor M0-D1528	EAAC000809	15285	\$0.00
1	Apple Monitor Multifscan 14	PM60452A66S4	10494	\$0.00
1	Apple Monitor Multifscan 14	PM6050KZ6S4	10497	\$0.00
1	Voxon Monitor M0-D1528	EAAC000801	15283	\$0.00
1	Standard Technologies Monitor AB0-400-MVGA	92T06529	None	\$0.00
1	Samsung Monitor MA2565	V10602326	None	\$0.00
1	Standard Technologies Monitor AB0-400-MVGA	92T06524	None	\$0.00
1	Compaq Monitor 7550	221CR28HA181	4558	\$0.00
1	Compaq Monitor 7540	CNN5161QWJ	7521	\$0.00
1	Compaq Monitor 7550	219CR28HB860	4187	\$0.00
1	Compaq Monitor 7550	220CR28HB898	4658	\$0.00
1	Compaq Monitor 7550	220CR28HB225	4620	\$0.00
1	Compaq Monitor 7540	CNN5161QW2	7523	\$0.00
1	Compaq Monitor V720	209CL26EB370	2724	\$0.00
1	Compaq Monitor 7550	220CR28HB909	4652	\$0.00
1	Compaq Monitor 7550	220CR28HB873	4653	\$0.00
1	Compaq Monitor 7550	221CR28HA227	4645	\$0.00
1	Compaq Monitor 7550	221CR28HA011	4680	\$0.00
1	Compaq Monitor 7550	216CR28HA103	3548	\$0.00

1	Compaq Monitor 7550	220CR28HB221	4612	\$0.00
1	Compaq Monitor 7550	219CR28HC054	4298	\$0.00
1	Compaq Monitor 7550	219CR28HB838	4190	\$0.00
1	Compaq Monitor 7550	220CR28HB215	4614	\$0.00
1	Compaq Monitor V720	207CL26EJ253	1890	\$0.00
1	Compaq Monitor 7550	221CR28HA012	4280	\$0.00
1	Compaq Monitor 7550	221CR28HA183	4560	\$0.00
1	Compaq Monitor PE1123	112CG43HD780	466	\$0.00
1	Princeton Monitor Ultra 72	LCAX0300163	15991	\$0.00
1	Viewsonic Monitor E771	DH85104297	None	\$0.00
1	DigiView Monitor HR-1707	4DB67B81400430	None	\$0.00
1	Viewsonic Monitor E771	DH83903124	19233	\$0.00
1	Viewsonic Monitor E771	DH90909749	19630	\$0.00
1	Princeton Monitor Ultra 72	LCAX0700782	15988	\$0.00
1	Princeton Monitor Ultra 72	LCAX0700798	15913	\$0.00
1	Compaq Monitor S710	105CG43HF738	13229	\$0.00
1	Compaq Monitor V710	119CG28SF850	2137	\$0.00
1	Viewsonic Monitor GS773	20E001906678	24798	\$0.00
1	Princeton Monitor Ultra 72	LCAX0700777	15981	\$0.00
1	Princeton Monitor Ultra 72	LCAX0300166	15909	\$0.00
1	Azure Monitor T17A+	T197032247	20756	\$0.00
1	Compaq Monitor 7550	219cr28hb864	4197	\$0.00
1	Compaq Monitor 7550	220cr28hb918	4080	\$0.00
1	HP Monitor 7540	cnn5161qwg	7540	\$0.00
1	Compaq Monitor 7550	220cr28hb930	4637	\$0.00
1	APC USP WS0322150101	SU5000RMT5U	5257	\$0.00
1	Newbridge Switch 3600	489210117	31740	\$0.00
1	GrossComm Switch ILAN	93060409825	14402	\$0.00
1	Dell Computer Demensions 8200	45162688023	3355	\$0.00
1	MutiTech Modem 224E	AU792U-69454-ME-E	23897/23868	\$0.00
1	ADC Kentrox DSU Satalite 651 DSU	211635295	None	\$0.00
1	Apple Computer Power Mac 7200	FC6048XT55F	10126/507046	\$0.00
1	Compaq Computer 203599-005	W112DYSZB537	18641	\$0.00
1	HiTech USA Computer None	None	15256/507018	\$0.00
1	HiTech USA Computer None	None	15291/507014	\$0.00
1	HP Printer LJ iIP	3049J00G0M	23710/23710	\$0.00
1	eMachine Computer T1801	QCG17E0011176	None	\$0.00
1	Dell Computer Demensions 4300	BRB2X01	None	\$0.00
1	HiTech USA Computer None	20829150	None	\$0.00
1	Compaq Computer None	011729/06	19499	\$0.00
1	Packard Bell Computer A940-twr	380014658	None	\$0.00
1	Unknown Computer	None	None	\$0.00
1	Unknown Computer	None	None	\$0.00
1	Unknown Computer	None	None	\$0.00
1	HP Computer	None	None	\$0.00
1	Compaq Computer DeskPro	W112DYSZB530	18698	\$0.00
1	Compaq Computer DeskPro	W112DYSZB532	18655/507048	\$0.00
1	MicroQuest Computer MTPEn2/350AC	99042332	19458/507020	\$0.00
1	HP Computer Brio	US02016024	24784;501006	\$0.00
1	Lattisnet Switch 1010Concentrator	None	16238	\$0.00
1	Unknown Computer	None	None	\$0.00
1	Excel Computer	None	None	\$0.00
1	Unknown Computer	None	None	\$0.00
1	Unknown Computer	None	22430;22434	\$0.00
1	Unknown Computer	None	22429;22429	\$0.00
1	Mercury Computer	9201348	None	\$0.00
1	MicroQuest Computer MT6PCIPEn2/233	98051336	None	\$0.00
1	Touch Computer P75	APR963271S	35716	\$0.00

C. Supius Equipment List

Updated 9/1/02

1	HP Computer Pavillion 7850	MX12393436	None	\$0.00
1	Compaq faceplate	None	502899	\$0.00
1	Atlantic Computers Computer ACP-MT3	26687	24470;507381	\$0.00
1	Unknown Case cover	16448;001166		\$0.00
1	Unknown Case cover	None	None	\$0.00
1	Unknown Case cover	None	24815	\$0.00
1	Eltron Card Printer P310	E245912	507380	\$0.00
1	HP Printer LJ 6P	USCH105975	15178	\$0.00
1	HP Printer psc 1350	MY478D822W9F	None	\$0.00
1	HP Printer LJ 5L	USCB710271	11087	\$0.00
1	HP Printer OJ v40xi	MY222D4172WN	1819	\$0.00
1	HP Printer DJ 890c	SG81J1G0W0DV	15184	\$0.00
1	HP Printer DJ 6122	MY29N2B16N50	None	\$0.00
1	HP Printer DJ 890c	SG81J1G0VMDV	15185	\$0.00
1	HP Printer DJ 890c	SG81G1G094DV	15940	\$0.00
1	HP Printer DJ 672c	SG77P1Q2RGDP	11963	\$0.00
1	HP Printer DJ 693c	CN6951R26ZAM	11016	\$0.00
1	HP Scanner SJ 6100C	SG786140YXMM	15253	\$0.00
1	HiTech USA Computer	None	15288	\$0.00
1	HP Printer OJ 7130	MY42DF10ST6H	7688	\$0.00
1	HP Printer DJ 890c	SG7C51G168DV	None	\$0.00
1	APC UPS Pro 420	QB0240340239	None	\$0.00
1	HP Printer DJ 932C	CN0B91Q1WNJL	None	\$0.00
1	Apple Computer Power PC	XB6420F28FD	10493	\$0.00
1	HP Printer DJ 840C	CN04A1M11QKV	24725	\$0.00
1	HP Printer LJ 6P	USBB171484	11329	\$0.00
1	HP Scanner SJ ADF	SG97617152HL	22956	\$0.00
1	HP Printer OJ 3200	USDH075196	319	\$0.00
1	HP Printer LJ 6L	JPHL044032	11796	\$0.00
1	IBM Typewriter	None	30253	\$0.00
1	HP Printer DJ 6P	USCD174397	15939	\$0.00
1	HP Printer DJ 680C	SG63O1N273QM	None	\$0.00
1	APC UPS CS 500	BB0237004019R	None	\$0.00
1	APC UPS CS 500	AB0214322791R	None	\$0.00
1	APC UPS 420	NS9948340675	13253	\$0.00
1	PC TEN Computer	None	13054	\$0.00
1	Touch Computer P75	APR963246S	35706	\$0.00
1	Unknown Display arm	None	18057	\$0.00
1	Xerox Printer PE1201	VKC516850	None	\$0.00
1	Lexmark Printer SC1275	None	23253;502666	\$0.00
1	Compaq Monitor 7550	219CR28HB858	4299	\$0.00
1	Compaq Monitor V720	208CL26ED683	2887	\$0.00
1	HP Monitor 7540	CNN45107VR	7843	\$0.00
1	Compaq Monitor 7550	208CN43CG235	None	\$0.00
1	Compaq Monitor 7550	220CR28HB876	4682	\$0.00
1	Compaq Monitor 7550	221CR28HA324	4617	\$0.00
1	Compaq Monitor 7550	220CR28HB897	4687	\$0.00
1	Azure Monitor te772b	I297330165	15422	\$0.00
1	Viewsonic Monitor E771	AY01306913	24539	\$0.00
1	Compaq Monitor S710	111CG43HP463	347	\$0.00
1	Viewsonic Monitor Ultra 72	LCAX0300161	15992	\$0.00
1	Viewsonic Monitor Ultra 72	LCAX0300170	15912	\$0.00
1	IBM Terminal 350X-QM74A	3178B7623	None	\$0.00
1	MicroQuest Drive Server EN2-3386	99051191	20268	\$0.00
1	Kawa Monitor Picture	210212	None	\$0.00
1	HP Monitor L1906	CNN7010Y3H	10013	\$0.00
1	Unknown Drive Server	None	21682	\$0.00
1	Epson Scanner 1650	DR7X015783	None	\$0.00

1	IBM Unknown	2816B MM	None	\$0.00
1	IBM Unknown	PER4E MN	30188	\$0.00
1	IBM Unknown	BT204 BM	30672	\$0.00
1	IBM Terminal 5640980	3178b7623	None	\$0.00
COLLEGES				
COLLEGES require the following signatures:				
<i>[Signature]</i>		8/31/11	DISTRICT	
Department Head		Date	DISTRICT require the following signature:	
X			X	
Campus Business Officer		Date	Department Head	
X	<i>[Signature]</i>	8/31/11		Date
President (or Designee)		Date		

[Signature] 8/31/11



PERALTA COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES FOR
DISPOSAL OF SURPLUS AND OBSOLETE
EQUIPMENT

9/1/02



Peralta Community College District

EQUIPMENT ACTION REQUEST FORM

Return this form to Campus Business Office

CC: To Purchasing Department

FROM:

Robert Smith
Requested By

8/16/11
Date

SUBJECT: REQUEST FOR EQUIPMENT INVENTORY AND DISPOSITION ACTION
(Please attach Excess Disposition or Surplus Equipment List)

LOCATION:

Campus

Marriott

Bldg.

Childcare Center

Room

ACTION REQUESTED:

- Please remove equipment to District Warehouse.
- Please omit from inventory.
- Property has been moved to new location. Please change inventory

INFORMATION:

- Property has been stolen. A police report as been filed.
- Equipment requires repair.
- Equipment is too expensive to repair. (Dispose)
- Equipment is obsolete. (Dispose)
- Equipment to be used for parts.
- Equipment is available for reassignment.

Business Services Manager

Date

1. **Complete the Equipment Action Request form along with the Excess Equipment and/or the Surplus Equipment Forms.**

a)

The College user department shall notify the Business Office of any equipment that is no longer needed.

The District Office department head shall notify the Purchasing Department of any equipment that is no longer needed.

b)

The college user departments shall complete the PCCD Equipment Action Request Form along with the Excess and Surplus equipment disposition forms and send to the College Business Office for distribution or disposal.

District Office user departments shall complete the PCCD Equipment Action Request Form along with the Excess and Surplus equipment disposition forms and send to the Purchasing department for distribution or disposal.

c)

Department/Division/Office may request Purchasing Department Warehouse Staff to store the equipment in the District Warehouse.

2. **Property declared surplus may be disposed of by the Purchasing Department by using one of the following methods:**

a) Prior to disposal, the Board of Trustees must approve equipment declared as surplus.

b) Advertise for sale (E.C. 81450)

c) Sell without advertising if value is less than \$2,500.00 (~~E.C. 81450~~)

d) Sell to other public agencies

e) Donate to public agency or non-profit organization

f)

Discard in the most economic way

3. **Sell of property under E.C. 81450 (a):**

N/A

a) Obtain board approval for the sale of surplus and/or obsolete equipment that are no longer required for school purposes or should be disposed of for the purposes of replacement or if it is unsatisfactory or not suitable for school use.

b) Post notice of sale in at least three public places in the District for not less than two weeks or by publication for a least once a week for a period of not less than two weeks in a newspaper having general circulation in the District.

- c) The board shall award the sell to the highest responsible bidder.

n/a **Sale of property under E.C. 81450 (b)**

- a) The Director Purchasing shall obtain approval from the Board of Trustees to sell District property by means of a public auction to be conducted by employees of the District or other public agencies or by contract with a private auction firm.
- b) Notice of public auction sale shall be posted in accordance with E.C. 81450 (a)
- c) The Director for purchasing shall transfer the property to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

n/a **Private sale of property under E.C. 81452**

A private sale without advertising shall be authorized by the Board of Trustees under the following conditions.

- a) The property, whether one or more items, does not exceed in value the sum of \$2,500.00.
- b) Any item or items of property having previously been offered for sale pursuant to E.C. 81450, but for which no qualified bid was received.
- c) If the property is of insufficient value to defray the cost of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board or ~~the property may be disposed of in the local pe~~.

6. Deposit of money (E.C. 81453)

The money received from the sale shall be credited to the fund from which the original expenditure was made.

7. Attachments:

- A. Equipment Action Request Form
- C.** Excess Equipment List
- D. Surplus Equipment List
- E. Education Codes – Sections 81450-81453
- F. Material Maintenance Information