

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: December 8, 2004
SUBJECT: Authorization for the Surplus of Personal Property

Per Resolution No. 1/97-98 the District's Director of Purchasing/Contract Administration is designated the person responsible for identifying District property as surplus personal property and is responsible for disposing of such property as prescribed under Education Code 81450/81452.

Per Education Code No. 81452, the governing board, by unanimous vote of those members present, may authorize the private sale of surplus Personal Property that does not exceed, in value, the sum of \$5000.00.

- 1) The Buildings and Grounds Department has identified obsolete/damaged computer equipment at the existing Newark Ohlone Center. Attached are the inventory sheets identifying these items. Staff has been approached by a party that may be interested in purchasing obsolete computer monitors and intends to investigate this possibility. The value of this equipment will not exceed the \$5000 limit as stated in the Education Code. Staff request that this equipment be sold if possible or it will be disposed of.
- 2) The Buildings and Grounds Department has identified obsolete/damaged furniture and equipment at the existing Newark Ohlone Center. Attached are the inventory sheets identifying these items. Staff request that this furniture and equipment be disposed of.
- 3) The Photography Department has identified computer equipment that is obsolete. Staff request that this equipment be disposed of.
- 4) The Theatre and Dance Department has identified several drafting tables that are no longer required. Staff will attempt to locate another public entity or non-profit organization that may be interested in a donation of these tables. In the event an interested recipient is not found, the tables will be disposed of.
- 5) The Bookstore has identified a Printer that is obsolete and no longer used. Attached is the inventory sheet identifying this item. Staff request that this printer be disposed of.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the surplus as requested.

Attachments:

Newark Ohlone Center Computer Surplus List 3 *pages*
Newark Ohlone Center Furniture and Equipment Surplus List 1 *page*
Photography Department Surplus List 2 *pages*
Theatre and Dance Department Surplus List 1 *page*
Bookstore Surplus List 1 *page*

Ohlone Community College
Request to Surplus District Owned Equipment

From:
 Dept: Buildings & Grounds
 Contact Person: Paula Bray
 Extension:
 Date of Request: 11/22/2004

Send Request To:
 Original to: Marian Castaneda
 Purchasing Office
 Copy to: Zane Gray, Warehouse
Location of equipment:
 Newark Ohlone Center

Please add the following Items to surplus inventory:

OCCD Asset Number	2nd OCCD Asset Number	Qty	Item Description	Manufacturer	Model number	Serial Number	Surplus Code*
4320		1	computer	Matrix			2
4322		1	computer	Matrix			2
4321		1	computer	Matrix			2
4315		1	computer	Matrix			2
4316		1	computer	Matrix			2
4318		1	computer	Matrix			2
4319		1	computer	Matrix			2
20998		1	Monitor	HP		kr53189740	2
20507	13043	1	Monitor	Optquest	2000DC	5042001316	2
10709		1	Monitor	HP		9031J61443	2
12046		1	Computer Projection Panel	Sharp	QA1100	4AC006129	2
11453		1	Monitor	HP	D1197A	KR30131302	2
20976		1	Monitor	HP			2
none		1	Computer	Compaq Deskpro		6725BBC2PB81	2
none		1	Server Rack Gray				2
none		1	Server Rack Black			7nn5801	2
20370		1	Monitor	Impressions			2
13035		1	Monitor				2
11698		1	Monitor				2
none		1	Computer	Vectra m2 450		3432a07849	2
none		1	Computer	Vectra m2 450		3431a08182	2
none		1	Computer	Vectra m2 450		3430a02993	2
none		1	Computer	Vectra m2 450		3430a03486	2
none		1	Computer	Vectra m2 450		3432a07858	2
none		1	Computer	Vectra m2 450		3432a07705	2
none		1	Computer	Vectra m2 450		3430a02995	2
none		1	Computer	Vectra xm2 466		us53451427	2
none		1	Computer	Vectra xm2 466		3515v50431	2
none		1	Computer	Vectra xm2 466		us53150760	2
11697		1	Monitor	ABC			2
4313		1	Computer	Matrix			2
4314		1	Computer	Matrix			2
13030		1	Monitor	Impressions			2

12808	20797	1	Computer				2
4317		1	Computer				2
21269		1	Monitor	Impressions	7vx		2
21073		1	Monitor				2
10917		1	Monitor				2
13016	20463	1	Monitor	Impressions			2
none		1	Monitor	Proview	PV5640	fppl7966670u	2
none		1	Monitor	Impressions	3428ng	9252636	2
12925	20471	1	Monitor	Impressions			2
none		1	Monitor	Compaq Deskpro	460-P	4234530d416	2
12518		1	Monitor	HP			2
11806		1	Monitor	HP			2
none		1	Black Server Rack			7nn5801	2
none		1	Monitor				2
13042	20505	1	Monitor				2
none		1	Monitor				2
none		1	Monitor				2
none		1	Monitor				2
none		1	CPU	Sun	544	512f0306	2
none		1	CPU	Sun	147	112f2248	2
none		1	CPU	Sun	147	115f1035	2
none		1	CPU	Sun	147	105f3157	2
none		1	CPU	Sun	147	112f1535	2
none		1	CPU	Sun	147	108f3407	2
none		1	CPU	Sun	147B	229f0144	2
none		1	CPU	Sun	147B	23bf041b	2
none		1	CPU	Sun	147B	227f0283	2
22356		1	Monitor	Apple			2
20567		1	Monitor	Impressions			2
22364		1	Monitor	Apple			2
20960		1	Monitor	HP			2
11692		1	Monitor	ADC			2
none		1	Computer	Compaq Deskpro	247546-002	805bb0b6je60jt	2
none		1	Monitor	Samtron	sc-441v		2
11694		1	Monitor	ADC			2
none		1	Monitor	Intra		t-91201641	2
4299	20708	1	Computer	Acma			2
4307	20371	1	Computer	Acma			2
13014	20469	1	Computer	Impressions			2
none		1	Monitor	Mag	dx17f	mh1934350530	2
12672	20372	1	Monitor	Impressions			2
12513	20994	1	Monitor	HP			2
none		1	Monitor	Compaq	460-p	40442601y156	2
none		1	Monitor	Axion	CL-1566	cb281a503974	2
10802		1	Monitor	Qume	qm835	ma6102925	2
none		1	Monitor	NCR	271		2

