

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees  
FROM: Gari Browning  
DATE: October 8, 2008  
SUBJECT: Authorization for the Disposal of Surplus Personal Property

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Consent Agenda item

The District's Director of Purchasing, Contracts, and Auxiliary Services is designated as the person responsible for identifying District personal property as surplus and is responsible for the sale, donation or disposal of such property as prescribed in Education Code 81450/81452. The following Department(s) identified personal property that is not required for school purposes, is unsatisfactory, is not suitable for school use, or should be disposed of for the purpose of replacement, per the attached inventory sheet(s):

The Science Department  
The District Warehouse

The value of this property is insufficient to defray the cost of conducting a formal public bid. By law, a finding to this effect by a unanimous vote of the members present is required to prevent this obsolete surplus equipment from accumulating in the district warehouse.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees authorize the designee to surplus property as specified above and find the value of the item(s) listed to be less than \$5000 and of insufficient value to defray the cost of arranging a public bid.

Attachments:  
Request to Surplus District Owned Equipment

**Ohlone Community College  
Request to Surplus District Owned Equipment**

From: \_\_\_\_\_  
 Department: WAREHOUSE  
 Contact Person: ALEX PINARCIK  
 Extension: 6014  
 Date of Request: 9/24/08

Send Request To:  
 Original to: Mark Robbins  
 Purchasing Office  
 Copy to: Warehouse  
 Location of equipment: \_\_\_\_\_  
W#5E

Please add the following items to surplus inventory:

| Asset Number | Qty | Item Description         | Manufacturer | Model Number | Serial Number | Surplus Code* |
|--------------|-----|--------------------------|--------------|--------------|---------------|---------------|
| 6789         | 10  | 4 Drawer File Cabinets   |              |              |               | 4             |
| 10639        |     | "                        |              |              |               | 4             |
| 7922         |     | "                        |              |              |               | 4             |
| 7253         | 1   | 3 Drawer File Cabinet    |              |              |               | 4             |
|              | 2   | 2 Drawer File Cabinet    |              |              |               | 4             |
| 8335         | 4   | 5 Drawer File Cabinet    |              |              |               | 4             |
| 8333         |     | "                        |              |              |               | 4             |
| 8328         |     | "                        |              |              |               | 4             |
| 8334         |     | "                        |              |              |               | 4             |
|              | 35  | Classroom Armchair Desks |              |              |               | 1             |
|              | 3   | Conference Tables        |              |              |               | 7             |
|              | 1   | Konica 1312 Copier       |              |              |               | 4             |
| 1988         | 1   | Toshiba 3550 Copier      |              |              |               | 4             |
|              | 10  | Slatwall Pieces          |              |              |               | 2             |
| 24652        | 2   | Epson Stylus Color 3000  |              |              |               | 2             |
| 23751        |     | PRINTER                  |              |              |               | 2             |
|              | 25  | Maple Storage Shelving   |              |              |               | 2             |
|              | 2   | Large Combination Safe   |              |              |               | 7             |

- \*Surplus Codes:
- |                                      |                     |                        |
|--------------------------------------|---------------------|------------------------|
| 1 Damaged                            | 2 Obsolete          | 3 Manufacture Warranty |
| 4 Equipment Replaced                 | 5 Equipment Donated | 6 Equipment Stolen     |
| 7 No longer needed-working condition |                     |                        |
| 8 Other: Please specify              |                     |                        |

Comments: \_\_\_\_\_

**Instructions:** Itemize each item to be surplus. Please provide as much information as possible. Use the Surplus Codes provided to describe the reason the item is being removed from the District Property listing. Approval of the budget manager is required. Submit the original form to Mark Robbins, Purchasing/Contracts office and a photocopy to the Warehouse. Warehouse will arrange pickup of the equipment. Any questions about the surplus of equipment should be directed to Mark Robbins at extension 6263 or email mrobbins@ohlone.edu. Any questions about the pickup and storage should be directed to Warehouse at extension 6014 or email warehouse@ohlone.edu

*This form is available as an Excel Spreadsheet. Email mrobbins@ohlone.edu to request a copy to be emailed.*

  
 \_\_\_\_\_  
 Signature of Budget manager

**Ohlone Community College  
Request to Surplus District Owned Equipment**

**From:**  
 Department: WAREHOUSE  
 Contact Person: ALEX PIMARCIC  
 Extension: 6614  
 Date of Request: 9/24/08

**Send Request To:**  
 Original to: Mark Robbins  
 Purchasing Office  
 Copy to: Warehouse  
 Location of equipment: WHSE

Please add the following items to surplus inventory:

| Asset Number | Qty | Item Description  | Manufacturer | Model Number | Serial Number | Surplus Code* |
|--------------|-----|---|--------------|--------------|---------------|---------------|
|              | 1   | Maple Playground Room,<br>Multiple pieces 8x8<br>6 Feet high with stairs. |              |              |               | 2             |
|              | 1   | Kids Playground Ball Retriever  |              |              |               | 2             |
| 4101         | 1   | HP Designjet 450C   |              |              |               | 4             |
| 2639         | 1   | Xerox 416 Copier  |              |              |               | 4             |
| 22921        | 2   | Konica 7075 Copiers   |              |              |               | 4             |
| 22922        |     | <u>COPIER</u>   |              |              |               | 4             |
| 22899        | 2   | Konica 7022 Copiers   |              |              |               | 4             |
| 23713        | 1   | HP 8100 Printer   |              |              |               | 4             |
| 26691        | 1   | Konica 7235 Copier  |              |              |               | 4             |
| 20618        | 1   | HP C3590A Printer   |              |              |               | 4             |
|              |     |   |              |              |               |               |
|              |     |   |              |              |               |               |
|              |     |   |              |              |               |               |
|              |     |   |              |              |               |               |
|              |     |   |              |              |               |               |

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 Signature of Budget manager

**Ohlone Community College  
Request to Surplus District Owned Equipment**

**From:**  
 Department: PURCHASING  
 Contact Person: ALEX PINARCIC  
 Extension: 6014  
 Date of Request: 9/25/08

**Send Request To:**  
 Original to: Mark Robbins  
 Purchasing Office  
 Copy to: Warehouse  
 Location of equipment: BLD. 10  
WAREHOUSE

Please add the following items to surplus inventory:

| Asset Number | Qty | Item Description | Manufacturer | Model Number | Serial Number | Surplus Code* |
|--------------|-----|------------------|--------------|--------------|---------------|---------------|
| 22752        | 1   | COPIER           | KONICA       | 7030         |               | 4             |
| 22921        | 2   | COPIER           | KONICA       | 7075         |               | 4             |
| 22922        |     | "                | "            | "            |               | 4             |
| 22896        | 1   | COPIER           | KONICA       | 7118         |               | 4             |
| 002639       | 1   | COPIER           | XEROX        | WC416        |               | 4             |
| 23713        | 1   | COPIER           | HP           | LJ8100DN     |               | 4             |
|              | 1   | COPIER           | KONICA       | 7022         |               | 4             |
| 20618        | 1   | COPIER           | HP           | LJ 551NX     |               | 2             |
|              | 1   | COPIER           | HP           | DIGITAL COPY |               | 2             |
| 26702        | 1   | PRINTER          | HP           | 2550N        |               | 7             |
|              |     |                  |              |              |               |               |
|              |     |                  |              |              |               |               |
|              |     |                  |              |              |               |               |
|              |     |                  |              |              |               |               |
|              |     |                  |              |              |               |               |
|              |     |                  |              |              |               |               |
|              |     |                  |              |              |               |               |
|              |     |                  |              |              |               |               |
|              |     |                  |              |              |               |               |

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- |                                      |                     |                        |
|--------------------------------------|---------------------|------------------------|
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 Signature of Budget manager

