**Board Memo**

**DATE:** 3/8/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Facility Management

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Declaration as Surplus

**Date/Term (Beginning and End Dates/Year)**

N/A

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Jon Mason, Warehouse Supervisor requests that the items below be declared as surplus. The items are at their end of their useful life, or broken and beyond repair. All technology items will be recycled per the District policy and proceeds from disposal will be directed to the Finance Department. All other items will be sold for scrap, disposed of, or donated according to District protocol.

|  |  |
| --- | --- |
| **School/ Department** | **Items** |
| Burlington ES | Dell desktops, Dell monitors, Dell laptops with charging cart, |
| Gray MS | Lenovo Chromebooks, Dell OptiPlex 7020’s keyboards, monitors, mice, various cords, iPad mini’s, iPads, Microsoft Surface Tablets |
| Food Service | Hobart Floor mixers, Verimixer, rolling bowl stands, Hobart table mixers, Hobart verimixers, tabletop mixer tables, flour/baking bins, tray rack with springs, Crescor Warmer, Crescor Proofer, Dean Fryer |
| Ryle HS | Dell monitors, keyboards, Dell OptiPlex 3020, Epson projectors, Dell OptiPlex 5050, cart tray, Lenovo Chromebooks, Jeopardy kits, magic touch screens, Chromebooks, Kodak carousel projectors Epson document cameras, Dell laptops and docks, Dell projectors |
| RISE | Sanyo projectors, phones, HP laser jet printer, Dell monitors, Nook, Epson doc camera, keyboard, headphones, CD players |
| Stephens ES | Lenovo Chromebooks |
| BC Vocational School | Dell Latitude laptops |
| Longbranch ES | Dell laptops, document cameras, Chromebooks, Hitachi projectors, iPads, monitors, keyboards, document cameras |
| Conner HS | Dell Latitude 3350’s, chromebooks, chromebook parts, keyboards, printers |
| Ryle HS | monitors, iPads, Dell Latitude laptops, chromebooks, Dell 3350’s, Sanyo projectors, charging carts, tripod, monitors, phone, Cybex treadmill |
| Florence ES | Peavey PA system |
| Yealey ES | discarded library books |
| LSS | iPad mini, forte, neo, alphasmart childrens devices, techtalk device |
| LSS-technology | document camera, OptiPlex 7020s, 5040s,3010s, box of old hard drives, laptop batteries, |
| North Pointe ES | iPad mini’s, box of assorted cables, Qomo document cameras, Polyvision projectors HP printers, Dell monitors, docking stations |
| Florence ES | iPads, iPad chargers, Dell OptiPlex 7020 |
| BallyShannon MS | N21 chromebooks, dead laptop battery |
| Burlington ES | Dell laptops, iPads, iPad cases, 44 chromebooks, Lexmark printer, Dell printer, Polyvision whiteboard with projector, Dell 3010s, Sanyo projectors, monitors, keyboards, Computer stand |
| Facility maintenance | HP M452 LaserJet printer |
| North Pointe ES | Dell OptiPlex 390, keyboards, various parts, monitors, cables, printers, projectors, phones, cables, laptop bags, document camera, printers, cables, all end of life |
| Ryle HS | Dell OptiPlex 790’s, OptiPlex 3050’s, OptiPlex 3020’s, Dell laptops, projectors, HP LaserJet printer |
| Conner MS | Sanyo projectors, Epson projectors, Epson projectors, Acer chromebooks, Lenovo chromebooks, Dell chromebooks, HP chromebooks, iPad, Dell OptiPlex 390’s, Dell monitors |
| Collins ES | chromebooks, document cameras, monitor, keyboards |

All items being disposed of are documented and kept on file in the Finance Office for review**.**

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

N/A

**Funding Source**

N/A

**\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I request the Board to declare the items shown as surplus, and approve the disposal in accordance with Board Policies, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator