

## **Board Agenda Item**

October 22, 2019

### ***SUBJECT:***

Items to be declared Surplus and method of disposal.

### ***BACKGROUND INFORMATION:***

Electronic equipment (E-waste) has been determined obsolete and is no longer of use to the District. Board approval is necessary prior to disposal of the any surplus and/or obsolete items (Procurement Regulations: Surplus Management XXVII, C,1).

### ***ADMINISTRATIVE CONSIDERATION:***

The Procurement Code mandates that the Board must approve the disposal of surplus and obsolete items. All proceeds received from the sale of E-waste shall be deposited into the District's general fund.

### ***RECOMMENDATION:***

Authorize the Administration to dispose of items listed as electronic waste, and to approve the procurement of a qualified E-waste vendor utilizing the Request for Quote (RFQ) sourcing method.

### ***ATTACHMENT:***

List of items to be declared E-Waste.

### ***PREPARED BY:***

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## Surplus Electronic Waste

Description	Quantity
Laptop Netbook MacBook Surface Pro Dell Tablet	75  61
CPU	540
Monitors Flat (LCD)	580
I – Pads	1
Projectors	70
TV's	50
Printers	200
DVD – VCR Players	50
Charging Carts	3
Keyboards & Mice	4 Gaylord boxes (pallets)
Misc Items (USB, splitters, boards, switch, RAM, adapters, Cables, CPU parts, etc.)	6 Gaylord boxes (pallets)
Hard Drives	200

\*Estimated quantities. E-waste quantities increase daily.