

## **BOARD AGENDA ITEM**

September 27, 2016

### ***SUBJECT:***

Items to be declared Surplus and method of disposal.

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

Electronic equipment has been determined to be obsolete and is no longer of use to the District. Board approval is necessary to dispose of these items (Procurement Regulations: Surplus Management XXVII, C,1)

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

The Procurement Code requires Board approval to declare items as surplus and to authorize the disposal of these items. All proceeds received from the sale of the items shall be deposited into the general fund of the District.

### ***RECOMMENDATION:***

Authorize the Administration to dispose of items in the attachment by Electronic Recycling, and to procure vendor for recycling electronic equipment.

### ***ATTACHMENT:***

List of items to be declared surplus.

### **PREPARED BY:**

M. O. Traxler III  
H. Douglas Atkins

## List of Surplus Electronic Equipment

Description	Quantity
Netbook	210
CPU	647
Laptop	783
Monitors Flat	278
Monitors – CRT	26
I-Pads	60
Projectors	26
Printers	71
Misc. CPU parts	27 boxes
Hard Drives	20 boxes
Key boards	8 boxes
Cables	5 boxes
DVD Drives	80
Other Misc. Electronic items (USB, splitters, boards, switch, RAM, adapters, etc)	
TV's	17
DVD/VCR Players	7



**AIKEN COUNTY**  
PUBLIC SCHOOLS

**PURCHASING & WAREHOUSE**

**61 Given St.  
Aiken, S.C. 29805**

Date: September 12, 2016

To: Doug Atkins  
Supervisor of Purchasing and Warehousing

From: Linda Cook  
Purchasing Supervisor

Subject: Electronic Surplus

The attached list of Electronic items has been screened by Educational Technology to be obsolete and is no longer of use to the District. At this time we need to dispose of these items. The value of our electronic equipment can vary depending on the quantity of Television and CRT Monitors that we have to pay to have disposed. We will need to take this to the board for approval.

State Contract now has a vendor set up for Recycling Electronics. I would like to put out a quote to qualified vendors including the one that has the State Contract to make sure that we get the best price of disposing our electronic equipment. Let me know if you need any other information.