Kent ISD
We Lead Learning

September 11, 2015

TO: Ron Caniff, Superintendent

FROM: Mike Hagerty

RE: Disposition of Surplus Equipment

Various departments throughout Kent ISD have gone through the process of determining what furniture and equipment is considered surplus.

The items on the attached list are what remain as surplus to Kent ISD. Often when one department or building no longer has use for equipment or furniture we do find another department that can benefit from its use. Eventually, however, the "trickle down" no longer works and it is time to dispose of the equipment.

We would propose that our twenty (20) constituent districts be offered most of the equipment on a "first come first serve basis" at no charge. The condition would be that they utilize it for at least 12 months for the benefit of their students and instructional programs. Any equipment remaining would be sold in bulk to a vendor, or disposed of in an appropriate manner if it has no value.

RECOMMENDATION: At the Board meeting to be held on Monday, September 21, 2015, request that the Kent ISD Board declare the attached list of equipment as surplus and that they authorize the administration to dispose of this equipment according to the Board policy and this memorandum.

MH/kd

Attachment

TO: Mike Hagerty

FROM: Tim Peraino

DATE: September 9, 2015

RE: Surplus Equipment

Attached please find a listing of various equipment items from the Kent ISD properties which are no longer being used. These items have been removed from their respective locations, as requested by the department supervisors, in accordance with the Kent Intermediate School District procedure for disposal of surplus property.

This request seeks approval to declare these items surplus, remove them from inventory, and dispose of them as determined by the administration.

TP/cm

Attachments

Qty	Item Description	Barcode	Bldg	Location	Approx Age	CV
2	Tables	NA	ESC	Garage	7+ years	$ 10.00
1	Laptop	IT-0004944	KTC	Main Office	7 years	$ -
1	Miter Saw	EQ-0000901	KTC	A100A	12+ years	$ 50.00
6	Laptops/Netbooks	IT-0004665, 4936, 4949, 4950, 4965, 4966	KTC	B128	6-7+ years	$ -
2	Netbooks	IT-0005832 & 5878	KTC	B128	6-7+ years	$ -
4	Keyboards		KTC	B128	6-7+ years	$ -
2	Mice		KTC	B128	6-7+ years	$ -
1	Mower	104338	FAC	Bus Garage	20+ years	$ 100.00
14	Purple chairs		KCTC	D452 Hallway	12 years	$ 140.00
1	Carpet Sweeper	1796	KCTC	D425	20 Years	$ 50.00
1	TV/VCR combo	IT-0003513	KTC	C137	14 years	$ 5.00
4	Rubbermaid Custodian Carts	NA	KTC	A100A	10+ years	$ -
9	Floor Buffing Machines	NA	KTC	A100A	20 years	$ -
2	White Boards	NA	ESC	Bus Garage	25+ years	$ -
9	Set of 8 Lockers (maroon)		KCTC	Bus Garage	10+ years	$ -
7	Shop stools		KCTC	Bus Garage	12 years	$ -
7	Set of 8 Lockers (green)		KTC	Bus Garage	10+ years	$ -
9	30" X 60" Rect Tables		Various	Bus Garage	8+ years	$ -
1	18" X 60" Rect Table			Bus Garage	8+ years	$ -
1	Tripplite Smartrack Server enclosure		KCTC	Info Tech	New -damaged in transit; vendor replaced	$ -
1	Whisper Wind Turbine Pkg	NA	KCTC	Green Energy	Donated to ISD - 4 yrs ago	$ -
1	Flower Cooler	EQ-0000134	KTC	Agriscience	20 yrs	$ -
7	Mixers		KTC	Culinary		$ -
1	Plotter	IT-0003949	KCTC	CAD	9 years	$ -
1	Pallet of Mixed Ceramic Tile		KTC	FAC	10+ years	$ -
1	Books: "Theater, Film, & Television" 16 vols		ESC	Business Ofc	6+ years	$ -
2	Laminating Machines	IT-0000318, none	KTC / ESC		16 years	$ -
1	Coffee Maker	none	KCTC	Culinary	8 years	$ -
1	Electric Spot Scrubber	EQ-0002140	KCTC	Custodial	10+ years	$ -
1	Tire Balancer	EQ-0001578	KTC	Transportation	20 years	$ -
7	Under-Counter Wooden Storage Cabinets	None	KCTC	Old Cos Lab	15+ years	$ -
36	Various Stackable Chairs		All	All	6-12 years	$ -
1	Round table - 56"		ESC		12 years	$ -

Qty	Item Description	Barcode	Bldg	Location	Approx Age	CV
1	Trash Container w/ Lid		KCTC	Old Cos Lab	10+ years	$ -
13	High Capactiy Circuit Breakers		KCTC	Boiler room	40 years	$ -
1	Electrical Switch - 2500 amp		KCTC	Boiler room	40 years	$ -
3	Pipe Threading Kits		KTC	Facilities Maint.	12+ years	$ -
1	4 Drawer Lateral File	EQ-000092	KCTC	Bus Garage	15+ years	$ -
1	4 Drawer Filing Cabinet	NA	KCTC	Pupil Acct	25+ years	$ -
1	Microscope	IT-0004034	DTM	HSECA	20+ years	$ -
2	Laptops	IT-0002707	KCTC	IT	12 years	$ -
23	Monitors	IT-0004564, 4728, 4829, 4807, 4813, 4845, 4815, 4823, 4824, 4558, 4834, 4825, 4835, 4826, 4827, 4543, 4830, 4502, 4842, 4498, 4785, 4482, 4822	KCTC	IT	8 years	$ -
1	TV	IT-0001998	KCTC	D445	15 yrs	$ -