



PROPOSED AGENDA ITEM

MEETING DATE: January 27, 2011

SUBJECT: Policy Revision- 706.1-Disposition of Surplus Equipment and Supplies

SUBMITTED BY: Paul Fritz, Business Manager

DESCRIPTION:

Policy revised for simplification and reflection of actual practice.

- Remove exclusive requirements of sealed bidding with the participating school districts.
- Surplus property has been offered for sale to the public at on-site public auctions for many years.
- Simplify process to permit Director to choose the best and most efficient method to dispose of surplus property including online auctions, such as E-bay.

RECOMMENDATION:

First reading of Policy Revision- 706.1-Disposition of Surplus Equipment and Supplies

SECTION: PROPERTY

TITLE: DISPOSITION OF
SURPLUS EQUIPMENT AND
SUPPLIES

ADOPTED: December 19, 1996

REVISED: 2011



706.1. DISPOSITION OF SURPLUS EQUIPMENT AND SUPPLIES

1. Purpose

It is recognized that equipment and supplies may accumulate in excess or otherwise lose their value or utility. It shall be the policy of the Erie County Technical School to dispose of such surplus equipment and supplies in accordance with the following guidelines.

Surplus items may include:

- a. Property no longer required for its originally intended purpose.
- b. Property considered out-of-date, obsolete, or in unusable condition.

2. Guidelines

1. A detailed list of items of equipment and supplies to be declared as surplus shall be presented by the Director or his/her designee to the Joint Operating Committee for consideration to approve as surplus and available for disposition.
2. Disposal Methods

Items approved as surplus and available for disposition may be disposed of in the following methods, as determined by the Director:

 - a) Public auction
 - b) Online web based electronic auction
 - c) Sealed bids
 - d) Pre-priced sale
 - e) Salvage or scrap
 - f) Donation to not-for-profit charitable organizations
 - g) Discard

3. Real Estate-land and buildings

The disposal of real estate is not covered by this policy but shall require approval of the Joint Operating Committee and participating school districts and is regulated by PA School Code 707,708, and 709 as well as other laws and regulations governing the sale of land or buildings

Revised draft

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TITLE: DISPOSITION OF
SURPLUS ~~PROPERTY~~
EQUIPMENT AND SUPPLIES

ADOPTED: December 19, 1996

REVISED: **2011**

	706.1. DISPOSITION OF SURPLUS PROPERTY EQUIPMENT AND SUPPLIES
1. Purpose	1. It is recognized that personal property equipment and supplies may accumulate in excess or otherwise lose their value or utility. It shall be the policy of the Erie County Technical School to dispose of such surplus property equipment and supplies in accordance with the following guidelines. <u>Surplus items may include:</u>
2. Guidelines	a. <u>Property no longer required for its originally intended purpose.</u> b. <u>Property considered out-of-date, obsolete, or in unusable condition.</u> The Director or his/her designee shall draft a declaration identifying specific items of personal property and supplies as surplus and available for disposition. 2. The Director or his/her designee shall prepare a detailed descriptive list of the specific items of personal property and supplies to be declared as surplus. 3. A detailed descriptive list of items of personal property equipment and supplies to be declared as surplus shall be presented by the Director or his/her designee to the <u>Joint</u> Operating Committee for their consideration <u>to approve as surplus and available for disposition.</u> 4. By formal resolution, the Operating Committee shall adopt the declaration of the Director or his/her designee declaring specific items of personal property and supplies identified in the detailed descriptive list as surplus and available for disposition

	5. If the Operating Committee declares specific items of personal property and supplies to be surplus, the Operating Committee shall then prepare bid guidelines for the sale of the surplus items of personal property and supplies.
	Surplus items of personal property and supplies shall be sold by the Erie County Technical School according to the following order of priority: 1. Surplus items of personal property and supplies shall first be offered for sale to participating school districts as follows: a. Bid guidelines prepared by the Operating Committee and a detailed descriptive list of specific items of personal property and supplies declared to be surplus and available for disposition shall be supplied to the Chief School Administrator of each of the participating school districts. b. Sealed bids shall be received by the Operating Committee and publicly opened and tabulated for the deliberation of the Operating Committee. c. The Operating Committee reserves the right to accept or reject any and all bids and to waive defects in the form of any and all bids. d. The Operating Committee reserves the right to accept or reject in whole or in part in disposing of the specific items of personal property and supplies declared to be surplus. 2. If the Operating Committee rejects all bids submitted by participating school districts, or if all items of surplus personal property and supplies are not sold to participating school districts, the availability of the remaining items of surplus personal property and supplies shall be advertised to the public with an invitation to bid in accordance with the following procedure: a. An invitation to bid shall be advertised in one (1) newspaper of general circulation in Erie County once a week for two (2) consecutive weeks, the second advertisement of which shall not be less than one (1) week prior to the deadline set for the submission of bids.
	b. Bid guidelines prepared by the Operating Committee and the

	detailed descriptive list of items of personal property and supplies declared to be surplus shall be sent to vendors and other agencies identified as prospective bidders with an invitation to bid on the specific items of surplus personal property and supplies, all of which shall be sent to prospective bidders at least one (1) week prior to the deadline set for the submission of bids. c. Sealed bids received by the Operating Committee shall be publicly opened and tabulated for deliberation by the Operating Committee. d. The Operating Committee reserves the right to accept or reject any and all bids. e. The Operating Committee reserves the right to accept or reject bids in whole or in part in disposing of the specific items of personal property and supplies declared to be surplus. 3. If the items of personal property and supplies identified as surplus are not sold as a result of the procedures outline above, the Operating Committee shall authorize the Director, or his/her designee, to dispose of the remaining items of surplus personal property and supplies in any or all of the following manners: a) Give items of surplus personal property and supplies to participating school districts with a selection of the recipient school district to be made by lottery from among those school districts indicating an interest. b) Give items of surplus personal property and supplies to an area vocational technical school satellite with selection of recipient to be made by lottery from among those area vocational technical school satellites indicating an interest. c) Negotiate for the sale of items of surplus personal property and supplies to vendors, agencies, or other individuals at an agreed price. d) Sell the items of surplus personal property and supplies for parts or scrap. 4. <u>Disposal Methods</u> <u>Items approved as surplus and available for disposition may be disposed of in the following methods, as determined by the Director:</u>
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	a) <u>Public auction</u> b) <u>Online web based electronic auction</u> c) <u>Sealed bids</u> d) <u>Prepriced sale</u> e) <u>Salvage or scrap</u> f) <u>Donation to not-for-profit charitable organizations</u> g) <u>Discard</u> <u>Real Estate-land and buildings</u> <u>The disposal of real estate is not covered by this policy but shall require approval of the Joint Operating Committee and participating school districts and is regulated by PA School Code 707,708, and 709 as well as other laws and regulations governing the sale of land or buildings</u>
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