

DATE:

09/22/2023

AGENDA ITEM (ACTION ITEM):

Consider/Approve the disposition of district equipment as surplus in accordance with the attached spreadsheets; offer the items for sale to the public using a sealed bid process and/or the Public Surplus Auction Website, award items to the highest/best bidder(s), complete the sale and properly dispose of any items not sold through this process.

APPLICABLE BOARD POLICY:

Fiscal Management – Disposal of School Property 04.8

HISTORY/BACKGROUND:

The district requests that previously purchased equipment and furniture, that are no longer needed, be dispositioned as surplus and sold to the public through a sealed bid process and/or the Public Surplus Auction Website.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Approval to dispose of district equipment as surplus in accordance with the attached spreadsheets; offer the items for sale to the public using a sealed bid process and/or the Public Surplus Auction Website, award items to the highest/best bidder(s), complete the sale and properly dispose of any items not sold through this process

CONTACT PERSON:

Jennifer Weis-Smith


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.



SURPLUS REQUEST FORM

Quantity	Category	Asset Tag No.	Item Description	Make/Model No.	Serial No.	Condition	School/Building	Location of Item
1	Food Service Equipment	15354	Floor Mixer	Hobart	Not able to read	Damaged	Patton	Kitchen
4	Technology		Assistive Technology that does not work any more			Damaged	Central Office - North	Academic Consultant Area
1	Technology		Assistive Technology that does not work any more			Damaged	Central Office - North	Academic Consultant Area
1	Books		Assistive Technology that does not work any more			Damaged	Central Office - North	Academic Consultant Area
1	Books		Out of date reading instructional materials			Fair	Central Office - North	Academic Consultant Area
1	Books		Out of date reading instructional materials			Fair	Central Office - North	Academic Consultant Area
1	Books		Out of date reading instructional materials			Fair	Central Office - North	Academic Consultant Area
1	Books		Out of date reading instructional materials			Fair	Central Office - North	Academic Consultant Area
1	Books		Out of date reading instructional materials			Fair	Central Office - North	Academic Consultant Area
1	Books		Out of date reading instructional materials			Fair	Central Office - North	Academic Consultant Area
1	Books		Out of date math instructional materials			Fair	Central Office - North	Academic Consultant Area
1	Technology		Phonax Roger Neckloop	Roger Neckloop	2046NYALO (02)	Damaged	Central Office - North	Academic Consultant Area
6	Furniture		4-drawer vertical file cabinet			Fair	Taylor Mill Elementary	Maintenance Hallway
1	furniture		5-drawer vertical file cabinet			Fair	Taylor Mill Elementary	Maintenance Hallway
23	furniture		17" Plastic Seat Chairs, Varying Colors			Good	Taylor Mill Elementary	Maintenance Hallway
1	Furniture		Scrap Metal			Poor	Taylor Mill Elementary	Maintenance Hallway
2	Furniture		Piano			Fair	Taylor Mill Elementary	Maintenance Hallway
1	furniture		2-tier computer table			Fair	Taylor Mill Elementary	Maintenance Hallway
25	Furniture		Wooden library chairs			Good	Taylor Mill Elementary	Maintenance Hallway
2	Furniture		Painted Maple Top Wooden Table, 7' x 4'			Fair	Woodland Middle School	
80	Furniture		Wooden Library Chairs w/ Blue Vinyl Padding			Fair	Piner Elementary	
8	Furniture		Filing Cabinets			Fair	Whites Tower	Mobile
6	Furniture		Folding Café Style Tables, Rectangle			Fair	Whites Tower	Mobile
2	Furniture		Kidney Tables			Fair	Whites Tower	Mobile
2	Furniture		Small table, rectangle			Fair	Whites Tower	Mobile
1	Furniture		Short Filing Cabinet			Fair	Whites Tower	Mobile
3	Furniture		Non-Rolling Chair (guest chair), Blue			Fair	Whites Tower	Mobile

Quantity	Category	Asset Tag No.	Item Description	Make/Model No.	Serial No.	Condition	School/Building	Location of Item
40	Furniture		Student Desks			Fair	Whites Tower	Mobile
44	Furniture		Chairs			Fair	Whites Tower	Mobile
1	Maintenance Equipment		Snow Plow for Gator	John Deere		Poor	Scott High School	Outside
2	Furniture		Teacher Desks			Fair	Woodland	Locker rooms
2	Furniture		4' x 7' Wooden Tables			Fair	Woodland	Locker rooms
3	Furniture		36 x 60 tables			Fair	Woodland	Locker rooms
22	furniture		30 x 60 tables			Fair	Woodland	Locker rooms
3	furniture		4-Drawer File Cabinet			Poor	Woodland	Locker rooms
2	furniture		2-Drawer File Cabinet			Poor	Woodland	Locker rooms
1	Furniture		Nurse's Station Bed			Fair	Woodland	Locker rooms
3	Furniture		30 x 72 Tables			Fair	Woodland	Locker rooms
2	furniture		24 x 48 Tables			Fair	Woodland	Locker rooms
1	furniture		Metal High Top Chair			Poor	Woodland	Locker rooms