

DATE:

03/26/2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve the disposition of district equipment as surplus in accordance with the attached spreadsheet; offer the items for sale to the public using a sealed bid process, award items to the highest/best bidder(s), complete the sale and properly dispose of any items not sold through this process. Items marked as damaged or broken will be properly discarded in a safe and effective manner.

APPLICABLE BOARD POLICY:

Fiscal Management – Disposal of School Property 04.8

HISTORY/BACKGROUND:

The District requests that previously purchased equipment, that has been deemed as either at the end of its useful life, broken, obsolete, or no longer serving a practical purpose for the District, be dispositioned as surplus.

FISCAL/BUDGETARY IMPACT:


None

RECOMMENDATION:

Approval to dispose of district equipment as surplus in accordance with the attached spreadsheet; offer the items for sale to the public using a sealed bid process, award items to the highest/best bidder(s), complete the sale and properly dispose of any items not sold through this process. Items marked as damaged or broken will be properly discarded in a safe and effective manner.

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

To be used in the event that District property has become obsolete or no longer usable

Quantity	Category	Asset Tag No.	Item Description	Make/Model No.	Serial No.	Condition	School/Building
4	Furniture		12' Rectangular Cafeteria Table			Damaged/Broken	Turkey Foot
4	Furniture		72 X 29.5 Library Table, Wood			Fair	Turkey Foot
6	Furniture		60 x 29.5 Library Table, Wood			Fair	Turkey Foot
1	Maintenance Equipment	17198	Heavy Duty Radial Arm Saw	Delta 33-893	88C155841	Poor	Turkey Foot
1	Food Service Equipment	27116	Booster Heater	Hatco S36	9375811143	Damaged/Broken	Woodland
1	Food Service Equipment	17560	Commercial Food Processor (switch broken)	Robot Coupe R4X	R4X013156	Damaged/Broken	White's Tower
1	Food Service Equipment	24752	Warmer	Delfield/SSH1-SH-210	1002152000509	Damaged/Broken	Patton
1	Food Service Equipment	12579	Warmer	Metro/C175-HM2000		Damaged/Broken	Patton
10	Furniture		Cafeteria tables, 12' Rectangular with Stools			Damaged/Broken	Ryland Heights
1	Food Service Equipment	24751	Stand Alone Freezer	Delfield SSFI-SH	1002152000888	Damaged/Broken	Patton
1	Maintenance Equipment	13756/23124	Floor Scrubber	Minuteman MC20024	TMC200240902	Fair	Bus Garage - SK
2	Furniture		Safety Storage Cabinet, 40 Gal, 43"W x 18"D x 44"H	Eagle YPI-32		Poor	Bus Garage - SK
1	Furniture		Double Pedestal Metal Desk, Cream			Poor	Bus Garage - SK
8	Furniture		4-Drawer Vertical File Cabinet, Misc. Colors			Poor	Bus Garage - SK
2	Furniture		2-Drawer Lateral File Cabinet, Cream			Poor	Bus Garage - SK
1	Furniture		5ft 4-Leg Table, Wood Grain Top			Poor	Bus Garage - SK
1	Furniture		3ft 4-Leg Table, Wood Grain Top			Poor	Bus Garage - SK
1	Furniture		5-Shelf Bookcase, Dark Gray			Fair	Bus Garage - SK
1	Furniture		3-Drawer Lateral File Cabinet, Putty			Fair	Bus Garage - SK
1	Furniture		2-Seat Sofa with Metal Frame, Black Fabric			Poor	Bus Garage - SK
1	Furniture		Rectangular Table with Folding Legs, Cream			Poor	Bus Garage - SK
1	Furniture		Round Table with Round Pedestal			Fair	Bus Garage - SK
1	Furniture		3-Shelf Mobile Rack			Poor	Bus Garage - SK
1	Furniture		7-Shelf Metal Rack with Wood Backing			Poor	Bus Garage - SK
1	Furniture		4-Shelf Metal Shelving Unit			Poor	Bus Garage - SK
1	Furniture		Single Metal Locker			Poor	Bus Garage - SK
6	Furniture		6-Shelf Metal Shelving with Back			Poor	Bus Garage - SK
1	Furniture		Small Single Pedestal Metal Desk with Center Drawer			Poor	Bus Garage - SK
3	Furniture		Misc. Sized Metal Bin Shelving			Poor	Bus Garage - SK
1	Furniture		Small Wood Table			Poor	Bus Garage - SK
1	Maintenance Equipment		Whirlpool Top load Washing Machine	Whirlpool		Poor	CO South
1	Appliances		Top Freezer Refrigerator, White			Fair	CO South
1	Appliances		Deep Freezer (approximately 36" Wide), White			Fair	CO South
6	Furniture		Round Mobile Cafeteria Table, 60", Red Top (Table Only)			Poor	CO South
4	Furniture		Training Table, 36"W, Black			Fair	CO South
2	Furniture		Training Table, 36"W, White			Fair	CO South

Quantity	Category	Asset Tag No.	Item Description	Make/Model No.	Serial No.	Condition	School/Building
11	Furniture		Armless Training Chairs w/ Casters, Black (Rips in Fabric)			Poor	CO South
8	Furniture		Misc. 2-Drawer Lateral and Vertical file cabinets (Misc. Colors)			Poor	CO South
4	Furniture		30 x 60 Rectangular Table with Folding Cantilever	Vela		Poor	CO South
1	SPED Equipment		Lot of Misc. Equipment for PT/OT Use			Damaged/Broken	CO South
7	Furniture		Misc. Office Chairs (Desk and Guest)			Damaged/Broken	CO South
1	Appliances		Dishwasher, Stainless Steel	Hobart		Poor	CO South
3	Furniture		5-Drawer Flat File Cabinet for Blueprints, 42", Black			Damaged/Broken	Lyndale
1	Furniture		5-Drawer Flat File Cabinet for Blue Prints, 36", Putty			Damaged/Broken	Lyndale
1	Furniture		5-Drawer Flat File Cabinet for Blueprints, 36", Brown			Damaged/Broken	Lyndale
3	Furniture	26838	5-Drawer Flat File Cabinet for Blueprints, 42", Gray			Damaged/Broken	Lyndale
1	Furniture		Metal Desk with Hutch and 2-Drawer Pedestal, Gray			Poor	Lyndale
1	Furniture		U-Shape Workstation with Metal Hutch (Missing Components)			Damaged/Broken	Lyndale
2	Furniture		3-Shelf Metal Bookcase, Putty			Poor	Lyndale
10	Furniture		Misc. Desk Chairs and Guest Chairs (Stains on Fabric)			Damaged/Broken	Lyndale
8	Furniture		4-Drawer Vertical File Cabinet, Misc. Colors			Poor	Lyndale
3	Furniture		Combo Lateral File Cabinets with Flipper Doors, Metal, Black			Poor	Lyndale
4	Furniture		4-Shelf Metal Bookcase, Gray			Poor	Lyndale
3	Furniture		5-Drawer Lateral File Cabinet W/ 2 Flip-Up Doors			Poor	Lyndale
4	Furniture		5-Shelf Metal Bookcase, Gray			Poor	Lyndale
1	Furniture		L-Shape Workstation with Wall Mounted Hutch, Cherry (Damaged)			Damaged/Broken	Lyndale
3	Furniture		Hon 4-Drawer Vertical File Cabinet, Gray, Legal Size			Fair	Lyndale
1	Furniture		L-Shape Workstation with 2-Drawer Pedestal, Cherry (Missing Components)			Damaged/Broken	Lyndale
1	Appliances		Small Chest Freezer, White (Does Not Work)			Damaged/Broken	Lyndale
2	Furniture		2-Door Metal Cabinet (approx. 42" high), Gray			Poor	Lyndale
1	Furniture		Wire Shelving Unit (Broken), Approx 5'			Damaged/Broken	Lyndale
1	Building	9803190020	Modular Building			Poor	Summit View Academy
1	Building	9802070036	Modular Building, 28 x 60 (Water Damage)			Damaged/Broken	Twenhofel
5	Food Service Equipment		Folding 12 Person Cafeteria Table. 12 ft. L x 29.5 in. W			Damaged/Broken	Twenhofel
1	Furniture		Adjustable Computer Desk/Stand			Fair	Twenhofel
3	Furniture		Metal Paper Rack on Wheels - 44 in. H x 20 in. square			Poor	Twenhofel
4	Furniture		4-Drawer Vertical File Cabinets			Poor	Twenhofel
1	Furniture		2-Door Metal Cabinet - Rusted, Dents, Not Safe - 63 in. H x 36 in. W x 19 in. D			Damaged/Broken	Twenhofel
2	Furniture		4-Leg Wood Table, Rectangular			Poor	White's Tower
5	Furniture		4-Leg Round Wood Table			Poor	White's Tower
28	Furniture		Wood Chair with Fabric Padding, Sled Based			Poor	White's Tower
2	Furniture		4-Section 2-Shelf Wood Bookcase			Poor	White's Tower