

DISPOSAL OF SURPLUS PROPERTY

The Sutton Public Schools retains the option of disposing of surplus property in accordance with applicable Federal, State and Local laws. Such property shall be disposed of in the following manner:

1. The Department or primary user of said property shall assess, through a reasonable manner, the approximate value of the property and shall complete the applicable Sutton Public Schools Property Disposal Form, and submit the form to the Superintendent for review.
2. The Superintendent and the Business Office shall review the submitted form. Once reviewed, the Superintendent will certify that the items are not needed by the school department. The list shall be presented to the School Committee with the Superintendent's recommendation, based on the value of the property. A copy of the list and the School Committee's vote will then be forwarded to the Town Administrator and the Board of Selectmen.
3. Property determined to have no value, or that is damaged beyond reasonable repair, shall be presented to the School Committee for approval by an affirmative vote by two-thirds of the members, to dispose of immediately via donation or garbage/recycling.
4. Property that is no longer useful to the School Department but that retains some value, will be disposed of in the order listed below:
 - (a) The property will be offered to all Departments within the Town.
 - (b) The property will then be offered for sale via a method authorized by applicable Federal, State and Local laws.

Disposal of Property with a Value Less Than \$2500:

The item(s) will be advertised on the School Department's web page for a period not less than fifteen (15) days. At that time, the item may be awarded to the highest responsible bidder.

Disposal of Property with a Value Equal to or Greater Than \$2500:

The item(s) shall be sold by posting notice of the sale in one (1) or more newspapers of general circulation in the Town, once a week for at least three (3) weeks, the final publication to be at least ten (10) days before the time advertised for said sale.

If surplus property to be sold has an estimated value of \$100,000 or more, notice must also be posted in the *Goods and Services Bulletin* published by the Secretary of the Commonwealth.

If a general sale does not result in the sale of the items, the item(s) may otherwise be disposed of via one of the following methods: Yard sales, silent auctions, online auctions, live auctions, donation to a charitable organization or through waste removal if all other possible alternatives fail.

Notice of all sales, silent auctions, online auctions, or live auctions must include the following information:

- A complete description of the surplus property offered;
- When, where, and how the surplus property may be inspected by the public prior to the sale;
- All terms and conditions of the sale, such as any deposit required to participate, minimum bid amounts, form of payment required, rules governing sale, and time by which the property must be claimed after purchase;
- Place and deadline for submitting bids;
- Place, date, and time for bid opening or auction;
- Statement retaining the right to reject any and all bids;
- Notice that all bids must be accompanied by a signed non-collusion form.

Note: If the auction services require payment of a fee, these services must be procured in accordance with 30B requirements. If the fee will be more than \$5,000 and less than \$25,000, three quotes must be solicited orally or in writing. If the auction fee is more than \$25,000, an invitation for bids or request for proposals must be issued.

Disposal of Books shall be conducted utilizing one of the following methods:

1. By sale to a used book company.
2. By public book sale to students, parents and taxpayers in the community.
3. By donation to non-profit private schools within the community, following approval of two-thirds of the School Committee.
4. By donation to other schools or charitable organizations, following approval of two-thirds of the School Committee.
5. By disposal through waste removal/recycling if all other possible alternatives fail.

All surplus property shall be removed from the inventory.

All money received for the sale of said property by the Sutton Public Schools shall be deposited into the Town General Fund.

LEGAL REF.: M.G.L. c.30B (Uniform Procurement Act)