

WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent

Date: 8/1/12

Request for Placement on Board Agenda:

AGENDA TOPIC: Declaration of Surplus Equipment – Less than \$2,500 in value

PRESENTER: Debby Beymer, Director of Business Services

Background Information:

Willows Unified School District (WUSD) has been successful in their grant application for funding to purchase a new school bus. An integral section of the application process was the identification and planned disposal of an existing school bus that is older than the bus to be purchased.

The Grant Award is \$124,000.00, the district has received 25% or \$31,000.00. A condition of receiving the remaining 75% of grant proceeds is to provide certification that an existing bus has been removed from our fleet and properly disposed of.

The administration would like to dispose of the existing bus through a public auction in accordance with Administrative Regulation 3270 Sections 2 and 3.a and Education Code 17546.

Equipment to be disposed of:

- School Bus #79 1977 Crown VIN# 38169

Recommendations:

The administration recommends the Board *unanimously* agree that the value of Bus #79 is less than \$2,500.00 and approve sale thereof through public auction.

Sale And Disposal Of Books, Equipment And Supplies

Personal Property

The district may sell surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, publishing within the district. The district shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 - Bids)

2. The property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #1 above. (Education Code 17545)

3. The district may sell the property without advertising for bids under any of the following conditions:

a. The Board of Education members attending a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

b. The district sells the property to agencies of federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 USC 484 renumbered 40 USC 549) and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540)

c. The district sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

If the Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Sale of Personal Property

(a) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of two thousand five hundred dollars (\$2,500), it may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

(b) Any item or items of property having previously been offered for sale pursuant to Section 17545, but for which no qualified bid was received, may be sold at private sale without advertising by any employee of the district empowered for that purpose by the board.

(c) If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

(Added by Stats. 1996, Ch. 277, Sec. 3. Operative January 1, 1998.)

Reference:

Education Code 17545