

SALE OR DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS PROCEDURES

The following procedures are in effect for the sale or disposal of obsolete and/or surplus equipment, supplies, furniture and other NWESD 189 property are as follows:

- A. The department or program supervisor will supply a written rationale which supports the obsolescence of the item;
- B. If the item is in working condition, but deemed to have little value, it will be assigned a surplus tag and a minimum fair value as applicable.
- C. Surplus list will be compiled and posted to the NWESD 189 website twice a year. It will be emailed to any public school district and private school in Washington state requesting such notice and to any federal, state, or local government entity that has requested to be on the email alert list. The list will be available for one week at which time requests will be received and fulfilled on a first-come, first-served basis.

Any item with a fair market value will be offered for sale through a bid process.

- A. A legal notice will be placed in the local newspaper at least 30 days before the bid deadline date.
- B. A description of the item for bid with photos (if available) will be posted on the NWESD website or auction website.
- C. An email notification of the available surplus items will be sent to all who have requested email alerts.
- D. The property is offered for sale to the highest bidder "AS IS, WHERE IS."
- E. Surplus award letters will be sent to the highest bidder along with invoice for payment.
- F. Payment must be received before surplus item is removed.
- G. Successful bidder will be responsible for all pick-up arrangements and costs at a time mutually agreed upon prior to acceptance of bid.

Once the surplus process is completed as outlined above, a report will be provided to the NWESD Board of Directors summarizing the disposal of all surplus items.

Presented to Board: 02/23/22