

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Surplus Property Sale Procedure

Periodically, equipment purchased by the El Dorado County Office of Education is deemed to be no longer needed by the office/program which originally purchased it. In such cases, the equipment is declared as surplus per Superintendent's Policy 3270.

Items declared surplus having a value of less than \$2,500 will be posted at the front desk of the County Office of Education as well as the staff bulletin board in the lunch room. Copies of this list will also be sent to the various departments for posting as appropriate. The listing will include a minimum bid amount as well as a closing date for acceptance of bids. During, the bidding period, an EDCOE program may secure an item for its purposes.

All persons interested in purchasing items that are listed as surplus must submit a written bid to the Director of Internal Business or designee on or before the noted closing date.

The Director of Internal Business or designee will review all bids and notify all persons who submitted a bid of the decision to award the equipment to the highest bidder or EDCOE program..

All sales of items declared surplus are considered to be final.

Following this open participation process, remaining items will be offered to El Dorado County School Districts for their use.

Items not claimed or purchased will be disposed of through EDCOE's established procedure.

Charitable donations are not included as surplus property and can be disposed of as deemed appropriate to public school programs or community based organizations.

Items having a value of more than \$2,500 will be surplus in accordance with Superintendent's Policy 3270.