

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT



WAREHOUSE/TEXTBOOKS/FIXED ASSETS AUCTION PROCEDURES

MANUAL



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Department of Warehouse/Textbooks/Fixed Assets

Fixed Assets Disposal

Whenever an item is deemed to be obsolete or unfit for use, such equipment may be disposed of in accordance with [Board Policy CI \(Local\)](#) - School Properties Disposal.

On-Line Auction Procedures

If it is determined that the On-line Auction process will be utilized by the district to dispose of obsolete items, the following procedures will be adhered.

Pre-Auction:

1. A list and photos, in their current state, of all obsolete items will be compiled by the submitting departments. It is the submitting department's responsibility to take the list of the obsolete items to the Board for approval of surplus materials.
2. Warehouse/Textbooks/Fixed Assets Department will verify listing and Board Approval and compile the information.
3. The departments submitting auction items are responsible for submitting starting prices, suggested reserve prices, and detailed description/condition of auction items. The Warehouse Department will have the final decision regarding the above mentioned information.
4. All items are auctioned "as is," however, we will make every attempt to provide clear descriptions including model and serial numbers, if possible.
5. Campuses should communicate with their clusters to determine if any items are reusable prior to requesting an item be deemed obsolete or surplus. The Warehouse Department will notify district campuses of the opportunity to transfer items that can be utilized by their campuses through the Reallocation Procedures attached. The first campus to submit their interest online will be awarded the item. The campus must complete a transfer form for the item(s) before they can be taken from the campus.
6. Items with a value of \$5,000 and above will be separated from bulk obsolete items received, to be auctioned off independently. Prior to auction the Warehouse Department will obtain the fixed asset tag information.
7. The Internal Audit Department will be contacted to review the proposed items for auction. Items are then released for sale.
8. Warehouse Department will contact the BISD Public Information Office, for assistance with announcements and advertising of auctions. The department will ensure the auction has been adequately publicized, to maximize potential revenues from the auction.
9. Once the items are posted on the auction website, Warehouse will contact the submitting departments to verify the information on the listing. If accurate, Warehouse will obtain written confirmation from the department that the information is accurate.

During Online Auction:

1. Auction items will be posted for a one (1) week time period. Auctions will end at 8:00 P.M. to ensure maximum participation and revenues from auction bidders.
2. Any questions or clarifications regarding auction items will be answered by the Warehouse Department.
3. Bidder viewing of auction items will be scheduled and conducted by the Warehouse Department. Every effort will be made by the department to schedule or coordinate viewings on a single day, to minimize the disruption of the department's day-to-day operations.
4. Bidders interested in viewing auction items must be accompanied by District Designee. Respective departments involved in the auction may be present when items are being viewed by potential bidders. However, a Warehouse representative should always be present, to ensure auction lots are not altered, changed, or moved.

Post-Auction:

1. Warehouse Department will ensure that payment from the on-line auction company is received, for all items that have been purchased and paid for by bidders.
2. All items will be sold "as is". No refunds or substitutions will be allowed to take place.
3. Auction items which did not receive a minimum bid or meet their reserve price will be reposted for one (1) additional week without a reserve price. Administration will make the determination on whether to continue posting or dispose of items not bid upon. Administration will follow the disposal procedures in *CI* (Local) if said items are not sold in the Online Auction.
4. Buyers must submit payment within five (5) business days from the Notice of Award thru the online payment process.
5. Buyers must remove items that have been purchased and paid from BISD property within five (5) business days from payment date, unless previous arrangements have been made. **Portables** – Buyer must remove Portables from the Brownsville Independent School District within twenty (20) business days of the time and date of issuance of the Notice of Award. Warehouse Department will ensure all buyers are aware of this procedure.
6. The Warehouse Department will be responsible for reconciling payments to BISD, by ensuring that payments have been received from the online auction company in a timely manner, and deposited into the respective BISD account. The Warehouse should attempt to correct any discrepancies by contacting the online auction company.
7. The Warehouse Department will verify that the awarded items are actually what are picked up by the bidder.

8. When vehicles are approved as surplus by the District School Board, all keys and other documents will be delivered to the warehouse. The Warehouse Department will release the vehicle upon verification to the awarded bidder.

Surplus Auction Procedures

How do to create an Individual Auction?

1. **Click the "Auctions" tab and then the "Sell" section at the top right of the screen.**
2. **On the sell page are sections that will help you define how you want your auctions listed.**

a. Created as Held. To help you prepare and revise your auctions, when you create your auction, it is placed in the Held section. You can release your held auctions by going to the "Auctions" tab and the "Held" section. Select the auctions you want to release, and click the "Release Checked Auctions" button at the bottom of the screen.

b. Internal Reallocation. Internal Reallocation is a venue for members of your organization to exchange surplus items. If you decide to list your auction as an "Internal Reallocation" first, you will need to select its "time frame" and "internal price". The time frame lists how many days you want the item listed before it automatically becomes an auction. If the item is sold before the time frame ends, then it will not be listed as an auction. The "internal price" can be whatever amount the seller wants - even \$0.00, but you do need to specify an amount.

If an item has not sold before the end date it will automatically be made available to the public.

c. Public Auction Duration. This is where you decide how long you would like your auction listed for public bidding. You can specify from 4 to 42 days. You can also select the hour of the day you would like your auction to end by selecting a time from the drop-down menu. Your auction will begin from the moment the auction is released as a public listing.

d. Category. Select the category you would like your item listed under. Selecting a single and meaningful category is valuable for all buyers. You must select one category for your surplus item. To select the most appropriate category for an auction, click on the arrow box next to "select category" and scroll down to find the category that best matches the auction item. The selected category should still be visible when the scroll down menu is closed.

e. Title and Description.

Title- Type in what you would like your item known by. Usually this is a short descriptive title that gives the buyer an idea of what you are selling, without having to open your auction page.

Description - This section can be as long or as short as you would like. Type in all the information you would like to provide to the buyer about your auction.

Picture URL - if you would like a picture associated with your auction, please upload the picture using the "Browse" and "Upload Picture" buttons. You can upload as many pictures as you want. You can also upload PDF documents if you desire.

f. Payment Method. Select which payment method you want the bidders to use. You can select as many payment methods to use as you would like.

g. Quantity. The default for this section is "1". If you have more than one of your items to sell, enter the quantity. If your quantity is more than one, your auction will automatically become a "dutch auction". All items must be identical to be listed as a "dutch auction".

h. Minimum bid amount. It is required to enter a minimum asking price for your auction. That price can be whatever you would like.

i. Reserve Price. This is an optional section. You only need to fill out this section if you want your auction to go to a predetermined price before ending. If your auction does not meet the reserved price, before ending, then it will close without a winner.

3. **When you are finished filling out the form, click "Save"**. If you are changing a live auction, you will be asked to review your changes and enter your password as confirmation of the changes.

How do to create Multiple Auctions?

Excel Auction Upload

Public Surplus supports the mass creation of auctions using an excel file with a pre-defined format. The excel file is created from one of four templates available from Public Surplus: Normal, Heavy Equipment, Vehicles, and Buses. Normal is a catch-all template for all auction types. The other three templates are for more specialized items. The excel file allows you to create all your auctions in a single spreadsheet for faster upload.

Using Auction Upload

You can open the Upload feature by logging in to your account and clicking **Auctions > Upload**. On the left side, you see four options:

- **Upload** -- Allows you to browse for and upload a file (zip or excel).
- **Preferences** -- Allows you to set basic settings that will be applied to each excel file. These settings are only applied if they are not determined by the file itself.
- **History** -- Allows you to view past Upload activity.

- **Help** -- Allows you to download the excel templates and view your existing pick up location ids.

Filling Out the Spreadsheet

Each template includes two sheets: a main sheet and a categories sheet. The categories sheet includes a sample of an auction listing and a list of all the categories available on Public Surplus. The main sheet is titled the same as the template. This is where you will input your auctions. You can switch between the two sheets using the page tabs at the bottom left of your Excel screen.

Once you download the templates from the Help section, you can create auctions by filling out the templates and uploading them to the site. Required information is listed in bold, but you should fill out as much information as possible. Certain information, such as Category ID and Pick Up Location, if left blank, are populated according to your selections in the Preferences option.

Besides making sure the required fields are provided, the only other requirements is that you do not change anything in the first three rows of the first sheet. Also, only the first sheet will be imported. After you've filled out the spreadsheet, you need to save it. You can name the sheet anything you like.

Uploading the File to the Site

After you fill out the template, you can upload the file to the site by clicking the Upload option, browsing for your file, and clicking Upload Listing File. Depending on your file size, the upload may take a few minutes.

Uploading Images

You can upload images using a zip file.

1. Create a Zip file by right-clicking on your desktop and selecting New > Compressed (zipped) Folder. Give the folder a name.
2. Save each of your images in the following format: (Inventory Number)_(Image Number).(Image Format). For example, if your item's Inventory Number is 123 and your image is the third image and saved as a .jpg, your file name would be: 123_03.jpg. Public Surplus accepts .gif, .jpg, and .jpeg files.
3. Click and drag the spreadsheet and the images into the Zip file.
4. Upload the Zip file to the site.

NOTE: You need to make the excel file and all the pictures are together in the same zip file. At this time, you cannot upload pictures for auctions that already exist.

How do I change the information on my auction?

You can revise the information on your auction at any time. To revise an auction, please click on the "Revise" link located in the lists under the "Held" or "Current" sections. You can also revise while you are viewing your auction, by clicking on the "Revise" link located on the right hand section of the page.

Once bidding has begun on your auction, all changes you make are considered addendums. Addendums are listed at the bottom of the auction page, and show all changes made to the auction.

How do I stop an auction?

You can stop or cancel an auction by clicking on the stop sign in the "Current" auctions list. You will be asked to provide a reason for stopping the auction. The reason is stored in the system and communicated to the high bidder of the auction.

After an auction is stopped, it will be listed in the "Closed" auctions section.

Item has been sold, now what do I do?

Shortly after the auction ends, you will receive an email message from Public Surplus informing you of the winners and how to contact them. The winners should contact you to arrange an exchange a few days after the auction ends.

Auction Payment and Pick-Up Procedure

The Brownsville Independent School District appreciates your participation in our auction. Listed below are the instructions for payment and pick-up of items.

Payment

Public Processing, LLC, a third-party payment processing company, receives and processes ALL payments for the Brownsville Independent School District.

Payment may only be made online by credit card or by wire transfer. *NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED.*

If you choose to pay with a credit card, please follow the instructions below. The credit card limit per transaction is \$4,000.00. For payments larger than \$4,000.00, a wire transfer will be required.

Sales Tax

Applicable sales tax will be added to the amount due unless the buyer has provided a valid tax-exempt certificate to the Brownsville Independent School District prior to payment. Sales tax of 8.25% will be added.

Partial Payments

Partial payments are not allowed for an auction. All auctions must be paid in full by the specified payment process.

Credit Cards

To initiate payment, login to the Public Surplus site at publicsurplus.com. Click on "**My Stuff**" and then click on "**Past Bids**". Click on the description of the auction and then click on "**Pay Online**" link located on the right hand side of the screen. Follow the steps to complete the transaction. A receipt will be emailed to you once the payment has cleared.

Wire Transfers

For payments over \$4,000.00, a wire transfer is required. If you need to do a wire transfer please email buyer support at buyersupport@publicsurplus.com asking for wire instructions or request the instructions via live chat. Please note that wire transfer can take up to 2 business days to be received and posted. Please do not attempt to pick-up your item(s) until you have received notification that the wire transfer has been received.

Pick-Up Procedures

1. Upon receipt of payment, you will be notified. You may then contact the responsible party listed for the auction item and arrange for a mutually convenient pick-up time. Be sure to bring with you to the pick-up location: the Notice of Award, the Paid Receipt and personal identification (such as a Driver's License). **You must present all three identification items at the scheduled pick-up, or the auction item(s) will not be released.**
2. If you are picking up an item for someone else, you will need all of the items listed above (photo copies are acceptable), plus a note from the designated winning bidder specifically naming you as authorized representative, along with your own identification. In addition, you must arrange for the winning bidder to send an e-mail confirmation from the winning bidder's e-mail address used for the auction stating that you are authorized.

Removal

9. Buyer must remove auction item(s) from the Brownsville Independent School District's premises ***within ten (10) business days*** of the time and date of issuance of the Notice of Award.

Portables – Buyer must remove Portables within twenty (20) business days of the time and date of issuance of the Notice of Award. Buyer must call in at least 24 hours in advance

to set up a pickup time. Warehouse Department will ensure all buyers are aware of this procedure.

If the Buyer fails to remove the item within the specified time, the Brownsville Independent School District reserves the right to retain all payments, re-assign the item for auction to dispose in accordance with District approved disposal policies, *CI (Local)*, unless previous arrangements have been done. Successful bidders are responsible for packing, loading, removing and transporting all property awarded to them. Under no circumstances will the Brownsville Independent School District assume responsibility for packing, loading or transporting.

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

ONLINE SALES TERMS AND CONDITIONS

Contract. An award of sale is a contract between the winning bidder and *Brownsville Independent School District* upon the terms and conditions set forth herein. *Brownsville Independent School District* may pursue all legal remedies allowed by law against any bidder who fails to make payment for a winning bid.

Guarantee Waiver. All property is offered for sale as-is, where-is. Brownsville Independent School District makes no warranty, guaranty or representation of any kind, expressed or implied, as to the condition, usability, value, merchantability, authenticity, or fitness for any purpose of the property offered for sale. Some or all items may have been declared unsafe in their present condition by a federal or state safety standard. Buyers should inspect and, if necessary, repair/test all items prior to any use. Buyer is not entitled to any payment for loss of profit or any other money damages, including but not limited to special, direct, indirect, or consequential damages.

No Description Warranty. *Brownsville Independent School District* is not responsible for any omissions or errors in description of items being offered for sale. It shall be the bidder's responsibility to inspect and satisfy him or herself as to the details and conditions of the item offered before entering a bid. The Brownsville Independent School District does not attest to the authenticity of any item. Please note that upon removal of the property, all sales are final.

Inspection. Most items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the item description or contact the person listed to schedule an inspection.

Indemnification. Bidder agrees for and on behalf of bidder, bidder's heirs, successors and assigns that bidder shall indemnify and hold Brownsville Independent School District harmless from and against any claim, demand or cause of action arising or alleged to have arisen out of the sale or failure to sell any item of surplus property including claims for personal or bodily injury, death or contract damages.

Consideration of Bid. Brownsville Independent School District reserves the right to reject any and all bids and to withdraw from sale any of the items listed before a notice of award is delivered.

Reserve Requirement. If there is a reserve requirement and the reserve price is not met by the close of bidding, Brownsville Independent School District reserves the right to sell the auction item to the next highest bidder, relist the item for auction, or otherwise dispose of the item in accordance with approved District disposal policies.

Notice of Award. Successful bidders will receive a Notice of Award by email from PublicSurplus.com

Payment. Public Processing, LLC, a third-party payment processing company, receives all payments for Brownsville Independent School District. Payment for an awarded item must be received **within five (5) business days** after the date of the Notice of Award of the successful bid.

Payment may only be made online by credit card or by wire transfer. **NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED.** If you choose to pay with a credit card, please follow the instructions below. The credit card limit per transaction is \$4,000.00. For payments larger than this amount, follow the instructions listed under Wire Transfers.

Payment by Credit Card

Login to the Public Surplus site, click on the “My Stuff” link and then click on the “Past Bids” link, click on the description of the auction and then click on the “Pay Online” link located on the right hand side of the screen. Follow the steps to complete the transaction. A receipt will be emailed to you once the payment has cleared. All credit card payments must be made using a single credit card.

Partial Payment

There will be **NO** partial payments allowed for this auction. All auctions must be paid in full according to the specified payment process.

Wire Transfers

For payments over \$4,000.00, a Wire Transfer is required. If you need to do a wire transfer, please email support at buyersupport@publicsurplus.com and ask for wire instructions or request the instructions via live chat. These instructions will be emailed to you. Please follow them exactly to ensure prompt payment.

Pick-Up and Third Party Pick-Up Procedures

1. Upon receipt of payment, you will be notified by email sent to the address you provided at registration with Publicsurplus.com. You may then contact Brownsville Independent School District Department of Warehouse, Textbooks and Fixed Assets @ 956-548-8375 or click the link at the BISD website (bisd.us) and arrange for a mutually convenient pick-up time. For release of items, you must provide: **(1) the Notice of Award, (2) the Paid Receipt and (3) personal picture identification (such as a Driver License).** **All three identification items are required at the scheduled pick-up, or the auction item(s) will not be released.**
2. If you are picking up an item for someone else, you will need to bring the following: Notice of Award and Paid Receipt. Additionally, an email from the awarded vendor to the BISD contact, stating that they are authorized to pick up the items.

Shipping. The Brownsville Independent School District will not ship any item(s).

Bid Deposits. The Brownsville Independent School District reserves the right to require bid deposits. The deposit may be retained if the winning bidder defaults.

Buyer Premium. A Buyer Premium of **10%** will be added to the final sale price with a \$1 minimum charge per

auction to collect payment. The premium will be visible during the bidding process and will be included in the final payment total required.

State, Local Sales and/or Use Tax. The Brownsville Independent School District may collect sales tax, unless the Buyer has provided a valid tax-exempt certificate to The Brownsville Independent School District prior to payment. If applicable, the sales tax will be visible during the bidding process and will be included in the final payment total required.

Removal. Buyer must remove auction item(s) from the Brownsville Independent School District premises **within ten (10) business days** after the time and date of issuance of the Notice of Award. **Portables** – Buyer must remove Portables within twenty (20) business days of the time and date of issuance of the Notice of Award. Buyer must call in at least 24 hours in advance to set up a pickup time. Warehouse Department will ensure all buyers are aware of this procedure.

If the Buyer, after making payment for an item, fails to remove the item within the specified time, the Brownsville Independent School District reserves the right (1) to retain all payments; and (2) to dispose of the item through another auction or in accordance with District disposal policies *CI* (Local), unless previous arrangements have been done. Successful bidders are responsible for packing, loading, removing and transporting all property awarded from the location where the property is assigned as indicated on the website and in the Notice of Award. The Buyer must make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will the Brownsville Independent School District assume responsibility for packing, loading or transporting auction item(s). Buyer shall be liable to and reimburse the Brownsville Independent School District should any damage occur to District's property caused by Buyer's or Buyer Agent's during removal of auction item(s) from the premises. No maintenance may be performed on the Brownsville Independent School District property.

Risk of Loss. In the event an auction item is lost or destroyed after a Notice of Award has been received by the winning bidder, but prior to removal, and to the extent such loss or destruction is not caused by the buyer, or buyer's agent or employee, the Brownsville Independent School District will refund any money paid. The liability of the Brownsville Independent School District shall not exceed the buyers actual purchase price of the property.

Vehicle Titles. The Brownsville Independent School District will issue title or certificate at the time of pick up. Open titles cannot be issued. The Brownsville Independent School District will not issue replacement titles.

Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all items within the specified time. Default may result in termination of the bid contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, the Brownsville Independent School District may retain Buyer's bid deposit and exercise such rights and pursue such remedies as are provided by law.

Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees that the bidder has read, fully understood, and accepted these Terms and Conditions of Online Sales, and agrees to pay for and remove the property, if the bid is accepted, by the dates and times specified.

THESE TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE

Disclaimer

READ TERMS AND CONDITIONS. Inspection of auction items will be by appointment or on Mondays from 1:00 to 4:00 pm. **BISD reserves the right to require a bid deposit.**

Public Processing, LLC is responsible to handle all payments for **BISD**. Acceptable forms of payment are: Wire Transfer or Credit Card. **NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED.** Payment for an awarded item must be received within five (5) business days after notice of award or the item will be reset for auction. All sales are final. Public Processing, LLC will notify buyer of receipt of payment via email

BISD will charge a sales tax of 8.25%. The tax will be calculated at the time of bidding. When sales tax is included, the buyer shall add and include the sales tax amount when making payment.

A Buyers Premium of 10% will be added to the final sale price with a \$1 minimum charge per auction for payment collections. This premium if applicable and will be visible during the bidding process and added to the total bid.

The successful bidder will be responsible for pick-up, packing, and/or loading of item(s) from BISD premises. Pick-up must occur within ten (10) business days after notification of award. Should the item(s) not be picked up, then buyer forfeits funds and the item(s) will be resubmitted for auction. The notice of award, payment receipt, and personal identification must be presented at the time of pick-up, or the item will not be released. Pick-up hours are by appointment only.

(Spanish)

El distrito escolar independiente de Brownsville el agradece su participación en la subasta. A continuación están las instrucciones de pago y entrega de artículos.

Como Pagar

Public Processing, LLC, es una compañía de procesamiento de pagos de terceros que recibe y procesa todos los pagos para el distrito escolar independiente de Brownsville. Los pagos sólo pueden hacerse en línea con tarjeta de crédito o por transferencia bancaria. **NO SE ACEPTARÁN NINGÚN DINERO EN EFECTIVO, CHEQUES O GIROS POSTALES.** Si usted elige pagar con tarjeta de crédito, por favor siga las siguientes instrucciones. El límite de la tarjeta de crédito por transacción es de \$4.000,00. Para pagos superiores a \$4.000,00, se requerirá una transferencia bancaria.

Impuestos

Los impuesto sobre las ventas aplicable se agregará a la cantidad al menos que el comprador ha proporcionado un certificado válido de exención de impuestos al distrito escolar independiente de Brownsville antes del pago. El 8.25% de impuesto se le agregará a la venta total.

Pagos Parciales

Pagos parciales no están permitidos para una subasta. Todas las subastas deberán pagarse pleno por el proceso de pago especificado.

Tarjeta de Crédito

Para iniciar el pago, introduzca su nombre de usuario en la página de publicsurplus.com. Haga clic en "**Mis Cosas**" y luego haga clic en "**Ofertas Pasadas**". Haga clic en la descripción de la subasta y luego haga clic en el enlace "Pagar en Línea" ubicado en el lado derecho de la pantalla. Siga los pasos para completar la transacción. Su recibo se le será enviado a su correo electrónico después de que el pago sea autorizado.

Transferencia Bancaria

Para los pagos que excedan los \$4.000,00, se requiere una transferencia bancaria. Si necesita hacer una transferencia bancaria, favor de enviar un correo electrónico a la ayuda al comprador a buyersupport@publicsurplus.com pidiéndoles instrucciones o solicitar las instrucciones vía chat. Por favor tenga en cuenta que una transferencia bancaria puede tomar hasta 2 días hábiles para ser recibida y publicada. Por favor no intente recoger sus artículos hasta que haya recibido notificación de que ha recibido la transferencia bancaria.

Procedimientos para recoger los Artículos

1. Al recibir el pago, se le notificará. A continuación, puede ponerse en contacto con la parte responsable de la subasta y hacer los arreglos mutuamente necesarios para la fecha y horario. Asegúrese de traer con usted al lugar de entrega: la Notificación de Combara Venta, el recibo de pago y su identificación personal (por ejemplo, licencia de conducir). Usted debe presentar los tres elementos de identificación indicada previamente en la fecha programada, o los artículo(s) de la subasta no se le darán.
2. Si usted va a recoger en representación de la persona ganadora, tendrá que traer todos los documentos mencionados anteriormente (fotocopias son aceptables), además una carta de la persona ganadora indicando que usted es la persona como representante autorizado, junto con su propia identificación. Además, usted necesita asegurarse que la persona que ganó envíe un correo electrónico confirmado que usted es la persona autorizado para recoger.

Retirar

El comprador debe retirar artículo (s) subastado de las instalaciones del Distrito Escolar Independiente de Brownsville plazo de diez (10) días hábiles de la hora y la fecha indicada en la carta de Notificación. Si el comprador no retira el artículo (s) dentro del tiempo especificado, el Distrito Escolar Independiente de Brownsville se reserva el derecho a retener todos los pagos, re-assignar el elemento de subasta para enajenar de conformidad con el Distrito aprobado políticas de eliminación.