

DN SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Superintendent or designee acting in the capacity as the Chief Procurement Officer will carry out the necessary duties for the District relevant to the disposition of all school property, other than real property. The Superintendent or Chief Procurement Officer will be guided by the provisions of Chapter 30B of the Massachusetts General Laws, the specific directions of the District School Committee, and all other applicable state laws and regulations pertinent to executing his/her duties.

The power to enter into leases, purchase and sales agreements, and other agreements as to the disposition of interests in real property is vested in the District School Committee rather than the Chief Procurement Officer or Superintendent. The District School Committee may make formal delegations of this power from time to time, to the extent permitted by law.

Disposal of Surplus Equipment

For disposal of equipment, the School Committee, by a majority vote, shall determine whether said equipment is surplus. The procedure for disposal is listed below.

Procedure

At a minimum, the District will publish in a newspaper with general circulation within the District a notice of public auction or online auction of surplus equipment. The notification will be published no less than two weeks prior to the auction and provide a website to access details that shall indicate the surplus equipment offered for sale, designate the location and method or website for inspection of such equipment, state the terms and conditions of sale, including the place, date, and time for the bid opening or auction, and state that the governmental body retains the right to reject any and all bids.

The Superintendent or designee acting in the capacity of the Chief Procurement Officer will award the bid to the highest responsive and responsible bidder. The Superintendent or Chief Procurement Officer shall report each transaction to the School Committee, when it occurs. The Superintendent or Chief Procurement Officer may also choose to offer surplus property to other member district towns and school districts. The ability to offer surplus property to other governmental units is not subject to the surplus supply disposal procedures of Ch. 30B.

ORIGINAL ADOPTION: 9/22/09

REVISION: 12/15/15; 7/11/17; 9/13/22

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MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Real Property

The School District's power to dispose of real property is governed by M.G.L Ch. 30B Sec.16 and M.G.L Ch. 71 Sec. 16 (q) and (r), and the District shall comply with the procedures described in M.G.L Ch. 30 B, Sec. 16. The power to enter into leases, purchase and sales agreements, and other agreements as to the disposition of interests in real property is vested in the District School Committee rather than the Chief Procurement Officer or Superintendent. The District School Committee may make formal delegations of that power from time to time, to the extent permitted by law.

Disposal of Surplus Equipment under a Federal Award

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Business Office will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions. The Business Office will report any disposal of surplus equipment under a federal award over \$5,000 to the School Committee.

LEGAL REFS: M.G.L. Ch. 30B Sec.16
 M.G.L. Ch. 71 Sec. 16 (q) and (r)

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