



Online Auction Procedures



Contact:

Director of Procurement

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Online Auction Procedures

If it is determined that 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 Department (s).
2. The Department (s) submitting auction items are responsible for submitting starting prices, suggested reserve prices, and detailed description/condition of auction items.
3. All items are auctioned “as is,” however, we will make every attempt to provide clear descriptions including model, color, and serial numbers, if possible.
4. The Procurement Department will ensure that the auction has been adequately publicized, to maximize potential revenues from the auction.
5. Once the items are posted on the website, the Procurement Department will contact the submitting Department (s) to verify the information on the listing. If accurate, the Procurement Department will obtain written confirmation from the Department (s) that the information is accurate.

During Online Auction

1. Auction items will be posted for a one (1) week time period. Auctions will be end at 5:00 pm to ensure maximum participation and revenues from auction bidders.
2. Any questions or clarifications regarding auction items will be answered by the Procurement Department. A timeline of events to include the process will be included on the bidding solicitation. Bidders are to submit their offerors to

victoria.cantu@southsanisd.net by the respective due date. Offerors are to submit proposals by utilizing the “Auction Item Form.”

3. Bidder viewing of auction items will be scheduled and conducted by the Procurement Department. Every effort will be made by the Department (s)’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 Procurement Department representative should always be present, to ensure auction items are not altered, changed, or moved.

Post Auction

1. All items will be sold “as is.” No refunds or substitutions will be allowed to take place.
2. Auction items when did not receive a minimum bid or meet their reserve price will be reposted for one (1) additional week without reserve price. Administration will make the determination on whether to continue posting or dispose of items not bid upon.
3. Winning Buyer will be notified though a Notice of Award Memo(NOAA) with further instructions on the next steps.
4. Buyers must remove items that have been purchased and paid from SSAISD property within five (5) business days from payment date, unless previous arrangement have been made.
5. The Procurement Department will be responsible for reconciling payments to SSAISD by ensuring that payments have been received from the online auction company in a timely manner, and deposited into the respective SSAISD account.
6. The Procurement Department will ensure that the awarded items were actually picked up by the bidder.