

DISPOSITION OF DISTRICT SURPLUS REAL PROPERTY

The procedures for disposing of the District's surplus real property are as follows:

Before awarding contracts for a property, the Superintendent's designee shall have the property appraised by an appraiser who holds a current, valid certificate as a certified appraiser, issued pursuant to the Oklahoma Certified Real Estate Appraisers' Act. The appraisal shall be confidential until after the property is sold. When the property is sold, the appraisal shall be made available for public inspection.

Staff will prepare a notice to bidders advising that sealed bids for the disposition of a property will be received by the District at a time and place designated in the bid notice. The bid notice shall require each bidder to state, in the bid, the intended use of the property.

The bid notice shall be published at least 20 days before the bid opening in at least one issue of a general circulation newspaper in Tulsa. The bid notice may be published in additional newspapers at the discretion of the staff. Copies of the notice shall be mailed to anyone who has filed a written indication of interest in the property with the Facilities Utilization Office.

Bids shall be opened at the time and place specified in the bid notice. The bids will be referred to staff for review and they will make a recommendation to the Board. The Board reserves the right to reject any and all bids and to accept any bid deemed to be in the best interest of the District.

Surplus real estate shall not be conveyed by private sale unless the real estate has been first offered for sale by public sale or public bid.

Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, shall contain a reversionary clause. This will return the real estate to the District upon cessation of the use without profit or for public purposes by the purchaser or the assignee of the purchaser.

In the event of a school closure and/or consolidation, before selection of a bid, the Board of Education shall ensure that community-desired property use is identified using community input. The Board of Education shall consider each bid's demonstration of meeting community value regarding property use in their decisions to award any contracts.

The Board of Education shall ensure the public has up-to-date information regarding the status and process for disposition of property.

Issued: July 2003

Revised: October 2026

Legal Reference: Title 70 O.S. 5-117-11; Title 59 O.S. 858-700