



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Approval of Sale of Salvage Furniture & Equipment

**SUBMITTED BY:** Hector G. Cavazos **OF:** Fixed Assets

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** February 20, 2019

**RECOMMENDATION:**

It is the recommendation that the Board of Trustees approve the resolution to authorize Administration to sell surplus items by sealed bids, direct sale, or to dispose of any property not sold.

**RATIONALE:**

Attached you will find a listing of items which are being requested for sale or other disposition.

**BUDGETARY INFORMATION:**

The current budget will not be impacted.

**BOARD POLICY REFERENCE AND COMPLIANCE:**

- CI (Legal) – School Properties Disposal
- CI (Local) – School Properties Disposal
- CDB (Legal) – Other Revenues –Sale, Lease, or Exchange of School-Owned Property



# UNITED INDEPENDENT SCHOOL DISTRICT

Roberto J. Santos  
Superintendent

## MEMORANDUM

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets Director

THRU: Mike Garza, Assistant Superintendent for Administration/Support Services

DATE: February 20, 2019

RE: Disposal of Salvage Furniture & Equipment

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Attached is a list of salvage furniture and equipment that is no longer serviceable by United Independent School District. The listed items were removed from campuses and departments District-wide, and were declared damaged and/or unusable. The Fixed Assets Department will conduct an auction through a licensed auctioneering firm or solicit sealed bids in order to dispose of the items. Any items not sold will be discarded. Please feel free to contact my office if you have any questions.

## RESOLUTION

**WHEREAS**, the United Independent School District Board of Trustees declares that the property described on the attached list of personal property be declared surplus and not usable to the District,

**WHEREAS**, The Texas Education Code 11.151 (c) states, “The trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the school district”,

**WHEREAS**, United ISD Policy CI (Local) and administrative procedures prescribe the manner of the sale and disposition of surplus property,

**WHEREAS**, be it further resolved that the Superintendent is directed to dispose of the said property, using one of the following methods:

1. To the Highest bidder, after advertisement in a newspaper of general circulation at least one week before the closing of sealed bids;
2. By public auction;
3. The Superintendent or designee may reject all bids;
4. Should any of the disposal methods described above fail to result in the disposal of the property, the property may then be disposed of in the following manner:

(a) In a District-run informal auction, to the highest bidder, without the necessity of a newspaper advertisement, after posting written notice of the date, hour and place of the auction, and the giving of a general description of the property, in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the auction;

(b) If the property is not disposed of after the informal auction, the Superintendent or designee is hereby authorized to either (i) keep the property and dispose of it at a later time; or (ii) sell the property that has value, on a first-come-first-serve basis, after notice to the public as aforesaid, and (iii) give away aforesaid, or (iv) scrap the property that has no value to the District in an authorized dumpsite;

(c) Except, however, property described in (a) and (b) above, that has been determined by the Superintendent or designee to have intrinsic value to the District that exceeds the cost to the District of retaining it in storage or elsewhere may not be given away or scrapped. Property that has less value than the cost of retaining it shall be considered for purposes of subsection (b) above as having “no value”.

**BE IT RESOLVED** by a majority vote of the United Independent School District Board of Trustees at a lawfully called meeting of the Board on **February 20, 2019**.

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Aliza Flores-Oliveros  
President, Board of Trustees

ATTEST:

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Juan Roberto Ramirez  
Secretary, Board of Trustees

<b>Warehouse Surplus Totals</b>	
<b>Item Descriptions</b>	<b>Total Items</b>
Adapter	15
ADDING MACHINE	1
AED Storage Box	26
Alarm Navigator	1
Alphasmart	37
Amplifier	3
Auger (Electric)	1
Auger (Gas)	1
Bags	72
Bedding	5
Benches	81
Bicycles	6
Binders	20
BINDING MACHINE	2
Book Case	17
Books	24
Box Televisions	456
Buckets	50
BUFFER-CUSTODIAL	42
Bulletin Boards	9
C.P.R. Packages	1
Cabinets	150
Calculators	9
Cameras-Digital	47
Carrying Cases	1
Carts	89
Cassette Player	120
CD Player	1
Chair	1650
Changing Table	1
Christmas Trees	4
Cisco-Switch	11
Clickers-Presentation	126
Coffee Pots	3
Coin Counter	1
Combos-Desks	71
Computer	1
Cots/Beds/Mattresses	4
CPU	1175
Desks-Office	18
Desks-Student	682
divider	4
Document Camera	210
DOORS	7

Drill	8
DRYER	1
DVD/Bluray Player	132
Easel	7
Electric Stapler	1
fans	3
Fax Machine	2
First Aid Kit	55
Flags	2
Folding Table	3
Gas Heater	4
Gasoline Bottles	2
Globes	14
GLUCOMETERS	12
Hammer	1
Headphones	65
Headphones-Boxes	9
Ice Maker	1
Instrument Cases	2
Instruments-Bartione	2
Instruments-Bass Clarinet	13
Instruments-Bass Drum	5
Instruments-Bassoons	2
Instruments-Bells	1
Instruments-Cello	11
Instruments-Chimes	1
Instruments-Clarinets	52
Instruments-Contra-Bass Clarinet	1
Instruments-Cornet	34
Instruments-Drums	43
Instruments-Euphonium	7
Instruments-Flutes	12
Instruments-French Horn	12
Instruments-Oboes	7
instruments-piano	1
Instruments-Saxophone Alto	15
Instruments-Saxophone Baritone	7
Instruments-Saxophone Tenor	5
Instruments-Sousaphone	6
Instruments-String Bass	5
Instruments-Timpani	3
Instruments-Trombones	39
Instruments-Trombones Tenor	2
Instruments-Trumpet	6
Instruments-Tubas	4
Instruments-Viola	1
Instruments-Violins	17

Instruments-Xylophone	1
Keyboards	53
Keyboards (Boxes)	1
Kinder Furniture	128
Ladders	28
Laminator	3
Lamps	19
Laptops	228
Leak Detector	2
Letter Machine	1
Manikins	11
Maps	166
Mass Weights-Science	3
Mats-P.E.	6
Metal Detector	7
Microphones	34
Microwaves	2
Mimio Wireless	40
Mirrors	7
Misc. Classroom Items	7
Misc. Janitorial Items	28
Misc. Maintenance	3
Misc. Office Supplies/Items	14
Misc. Sports Equipment	4
Misc. Technology	66
Misc. Toys	14
Monitor-Computer	864
MOP BUCKETS	4
Mouse	20
Otosopes/Stethoscope	9
Paint Pallet	8
PAPER CUTTER	1
Phone-Cisco	2
Podiums	4
popcorn machine	1
Posters	14
PRESSURE WASHER	1
Printers	356
Projectors	204
Quick Pads	119
Racks-Steel	47
Radios-2 Way	66
Radius Audio Learning System	4
Recovery Machine	2
Refrigerator	9
Rugs	65
Safe	3

Saw	3
SCALE	2
Scanner	18
Screens-Classroom	202
Scrubber-Custodial	13
Servers	15
Shelves	65
Shredder	5
Sink	2
Smart Boards	81
SOFA	5
Sp. Ed Feeder Seat	2
Speakers	12
Stands	38
Stereo Equipment	12
STOOLS	56
Storage Closet	1
Stove	6
Swing Chairs-Sp. Ed	1
Switch	2
Tables	339
Toner	16
Tool Boxes	5
Toys	18
TRASH CANS	18
Trays	7
TV Mounts	109
Typewriter	7
Vacuum Motor	1
Vacuums	24
VCRs	13
Vehicle - Bus	16
Vehicle-Car	3
Vehicle-Suburban	2
Vehicle-Truck	13
Vehicle-Van	25
VHS Tapes	58
Victor/Wave Reader	13
Video Cassettes	5
Volleyball Poles	4
WASHER	2
Water Dispenser	1
Weight Lifting Station	13
Welding Hose	1
wheelchair	3
White Board	59
<b>Grand Total</b>	<b>9888</b>

## Food Service Surplus Totals

Item Descriptions	Total Items
Benders-Food Services	3
Bulletin Boards-Food Services	3
Cafeteria Table-Food Services	10
Chairs-Food Servies	5
Convection Ovens-Food Services	10
Conveyer Belt-Food Services	1
Heating Cabinet-Food Services	3
Heating Element-Food Services	4
Ice Chest Inserts-Food Services	12
Ice Chests-Food Services	464
Ice Maker-Food Services	1
Ice/Beverage Dispenser-Food Services	2
Ladders-Food Services	2
Microwaves-Food Services	2
Mop Buckets-Food Services	5
Printers-Food Services	2
Refrigerator-Food Services	6
Scales-Food Services	3
Thermal Foil Bags-Food Services	269
Vehicle-Truck (Food Services)	1
Water Heaters-Food Services	2
<b>Grand Total</b>	<b>810</b>