



# UNITED INDEPENDENT SCHOOL DISTRICT

## AGENDA ACTION ITEM

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

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

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

**DATE ASSIGNED FOR BOARD CONSIDERATION:** October 20, 2020

### RECOMMENDATION:

It is the recommendation that the Board of Trustees approve the resolution to authorize Administration to sell surplus items by sealed or open bids, direct or third party 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

DATE: October 20, 2020

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 oversee the disposition of the listed items through an approved method as listed in the Board Resolution. 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 or designee 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 (live or virtual);
3. By direct or third party sale to the public;
4. The Superintendent or designee may reject all bids;
5. 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, at the discretion of the Superintendent or designee:

(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 October 20, 2020.

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Ramiro Veliz, III  
President, Board of Trustees

ATTEST:

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Ricardo “Rick” Rodriguez  
Secretary, Board of Trustees

Disposal of Salvage Furniture & Equipment  
October 2020

Discription	Totals
A/C Window Unit	1
Access Point	19
Adapter	5
AED Storage Box	2
Air Pump	1
amplifier	1
Audio/Visual- Misc. Equipment	3
Audiometer-Sp. Ed	2
AverKey iMicro	1
Bags	27
Basketball Rack	2
Battery-Tech	14
Benches	3
BINDERS	3
Binding Machine	1
Blocks	1
blower	2
BOARDS	42
Book Case	72
Booklet Maker	1
Boombboxes	4
Box Televisions	1
Brackets-Mounting	68
BUCKETS	42
Bulletin Boards	9
C.O.W. Cart	6
Cabinets	282
Cables	13
CALCULATORS	29
Califone	16
Camera-LIGHTS	1
Cameras-Digital	19
Camera-Video	5
CARDMASTER	28
Carpets	11
Carrying Cases	39
Cart-custodial	1
CARTS	67
Cash Registers	2
Cassette Player	38
Cassettes-VCR	18
CD PLAYER	16
Chair	978
Chalk Board	6
Channel One Receiver	3

Disposal of Salvage Furniture & Equipment  
October 2020

Discription	Totals
Charging Carts	1
Charging Station-A/V	1
Christmas Trees	6
Cisco-AP	10
Cisco-Switch	209
Clickers-Presentation	149
Clocks	1
Coffee Pots	1
COMPUTER	69
Cordless phone	1
CPU	5,012
Curtains-Stage	1
Cutter/Dicer-Food Services	1
Desks-Office	233
Desks-Student	844
Display	1
Ditch Witch	1
Divider	3
Document Camera	134
DOLLY	1
DRILL	7
dryer	3
DVD/Bluray Player	20
DVD/Blu-ray Player	6
DVDs	2
DVRs	16
Easel	1
EPI PEN	15
Fax Machine	1
FLAGS	4
Flashlights	3
Freezers	1
Globes	8
Glucometers	6
HARD DRIVES	61
Headphones	141
Hole Puncher-Electric	3
HUTCH	3
Instrument Cases	2
Instruments-Euphonium	5
Instruments-Trombones	2
Instruments-Tubas	1
Ironing Boards	2
Karaoke Machine	7
Keyboards	42
Keyboards (Boxes)	1
Kinder Furniture	9
Ladders	8

Disposal of Salvage Furniture & Equipment  
October 2020

Discription	Totals
LAMINATOR	5
Language Master	2
LAPTOPS	614
lawn mower	5
LETTER MACHINE	1
Light Bulbs	2
Mannequins	12
MAPS	44
Mats-P.E.	4
Medical Manuals	1
METAL DETECTOR	2
Microphones	1
Microscopes	6
Microwaves	8
Mimio Wireless	37
MIRRORS	2
Misc. Nursing Items	9
Misc. Office Supplies/Items	4
Misc. supplies in a box	396
Monitor-Audio/Visual	7
Monitor-Computer	3,721
Mouse	25
Panel pen	23
PAPER CUTTER	1
Paper Holder (Dispensers)	1
PC Card	15
Piano	1
Podiums	2
Popcorn Machine	2
Port Replicator	17
Power Adapters	4
Power Source-Computer	1
Pressure Washer	2
Printers	361
Projectors	121
Racks-Wooden	2
Radio Transmitter	17
Radios-2 Way	18
Radius Audio Learning System	1
READER	3
Receivers	2
Record Player	7
Recorder-Audio	20

Disposal of Salvage Furniture & Equipment  
October 2020

Discription	Totals
REFRIGERATOR	19
Remote	4
ROUTER	6
RUGS	1
SAFE	3
SAW	3
SCALE	4
SCANNER	50
Scraps-Metals	57
Screens-Classroom	32
Servers	14
SHELVES	62
SHREDDER	5
SINK	5
Smart Boards	39
SOFA	7
Sound Mixer	2
Speakers	26
STANDS	13
Steamtables	6
Steel Pipes	5
Stereo Equipment	3
STOOLS	46
STOVE	10
Switch	4
Table Tops-Cafeteria-Food Services	1
TABLES	335
Tables-Computer	3
Tablet-HP	58
TELEPHONE	3
Telescope	1
Telesensory Unit	49
Television/VCR Combo	6
Televisions/DVD Combos	7
Televisions/Mounts	44
Televisions/Racks	6
Thermostat-Analog	4
Toner	12
Toy Boxes-Wooden	2
Toys	3
TRACTOR	5
Transcribing Machine	1
Trash Cans	1
TRIPOD	4
Tripp Lite	8
Typewriter	7
Vacuums	5
V-Brick System	1

Disposal of Salvage Furniture & Equipment  
October 2020

Discription	Totals
VCR/DVD Combo	35
VCRs	1
Vehicle - Bus	18
Vehicle-Car	1
Vehicle-Suburban	2
Vehicle-Truck	4
VHS Tapes	1
Vision Tester	1
WASHER	1
Waxer	1
weed eater	1
Wheelchair	12
White Board	23
window blind	2
Wireless Keyboards	3
Zip Drives	3
<b>Grand Total</b>	<b>15,594</b>