

ZUMBROTA-MAZEPPA SCHOOLS

DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

Effective use of school building space, consideration for safety of personnel, and lack of use of certain items will at times require disposal of obsolete equipment and material as approved by the Zumbrota-Mazeppa School Board.

The ZM Schools will dispose of obsolete equipment and materials by selling items at a fair price consistent with the procedures outlined below. The superintendent is authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

Bidding Process

1. Available items will be posted in the Zumbrota News-Record and on the ZM Schools website, www.zmschools.us under the "District Info" and "Surplus Property" tabs.
2. The sale shall be awarded to the highest responsible bidder within two weeks of items being posted or the earliest dated bids thereafter.
3. Bids are to be submitted in written form (e-mails are acceptable) to Brenda Windhorst, brendaw@zmsch.k12.mn.us and/or Michael Harvey, mikeh@zmsch.k12.mn.us at the ZM Schools, 343 Third Avenue NE, Mazeppa, MN 55956.
4. A record will be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid.
5. In the case of identical high bids from two or more bidders, the school board may, at its discretion, determine a fair manner in which to distribute equipment and materials.
6. All bids obtained will be kept on file for a period of at least one year after their receipt.
7. ZM school district staff must follow the same bidding procedures as members of the public.