



Weston Public Schools
Disposal of Surplus Property (M.G.L. Chapter 30B)

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Chapter 30B Surplus Property	Revised Date:	September, 2012
Policy: M.G.L. Chapter 30B and the Town of Weston policy shall govern the disposal of all supplies no longer useful to the Weston Public Schools.			
The purpose of the Disposal of Surplus Property Guidelines form is to provide information on the M.G.L. 30B and Weston Policies on the Disposal of Surplus Property.			
Completed By:	Teacher/Staff Member	Reviewed By:	Department Head/Principal
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	N/A
Form Title:	Disposal of Surplus Property Form	Estimated Time Frame:	N/A

Process for Completion:

M.G.L. Chapter 30B (Uniform Procurement Act) governs how school districts dispose of surplus supplies. The rules apply to all tangible surplus supplies with a resale or salvage value including motor vehicles, machinery, computer equipment, furniture, and other materials and supplies. Disposal of real property is governed separately.

This law is enforced by the Inspector General's Office and the Weston Public School Business Office.

All purchases made through the general operating budget, WEEFC, grants and revolving funds must abide by the disposal of surplus property rules.

In summary, Chapter 30B requires:

- Local Written Procedures (Weston Policies) \$0 - \$4,999
- Sale by bid or auction (M.G.L. Chapter 30B) > \$5,000

Disposal of items valued under \$5,000:

- Document what is no longer of use (make, model, year of purchase, condition, etc.) on the attached form;
 - Take a picture of the item(s); and
 - Submit to the Assistant Superintendent for Finance and Operations.
- Do not send the items to the Case House. Store the items at the school in a secure location.*

The Assistant Superintendent for Finance and Operations will review and offer the items to other Town Departments. If there are no takers, the offer will go out to other school district and non-profit organizations. If no interest in shown, the item can be disposed of properly or available to an interested staff member. The Facilities Department will assist in the disposal process.

The Disposal of Surplus Property (Less than \$5K) is attached for reference.

M.G.L. Chapter 30B: Disposal of items valued greater than \$5,000:

- Prepare a notice of sale:
 - Description of surplus supplies offered;
 - When, where and how the surplus supplies can be inspected by the public prior to bid opening;
 - Terms and conditions of sale (deposit, minimum bid, form of payment, removal time, signed non-collusion form, etc.); and
 - Place and deadline for submitting bids and time of the bid opening.
- Non-collusion forms must accompany every bid.

Establish a rule for award:

The surplus supplies will be awarded to the responsive bidder offering the highest price for the vehicle

described in the invitation for bids. The awarding authority reserves the right to reject any and all bids and to dispose of the vehicle through a negotiated sale, provided that the negotiated sale price is higher than the highest bid received from a responsive bidder.

Advertise the sale:

Public in the local paper at least two weeks prior to sale; and

If valued greater than \$100K, must advertise in the Goods and Services Bulletin.

Open the bids or hold the public auction:

Bid opening must be held publically;

Auction must be open to the public; and

Online auctions are permissible provided they are open to the public and advertised properly.

Record the sale or execute a sales agreement:

Must sell to the highest responsive bidder in conformity of the stated terms and conditions; and

Bids may be negotiated as long as they are negotiated higher than the highest bid.

Under no circumstance may an employee take an item or offer an item outside of this written procedure. Failure to follow this procedure may result in disciplinary action. The removal of surplus materials, from Weston Public Schools, outside of this procedure is considered theft and will be referred to the Principal and Weston Police.

For additional information, please contact:

Name:	Cynthia D. Mahr	Email:	mahrc@weston.org
Phone:	781-786-5230	Fax:	781-786-5279
External URL:	www.westonschools.org		
Weston School Committee Policy:	School Personal Properties Disposal Procedure, DN; Town of Weston Bylaw, Section 8A		

Disposal of Surplus Materials: Estimated Value Under \$5,000

Name of Individual Completing the Form:	
Name of Department Head / Principal:	
Description of Item:	
Make:	
Model:	
Approximate Year of Purchase:	
Quantity:	
Condition:	
Estimated Value:	
Current Location of Item:	
Contact Information for Interested Individual/Non-Profit/Company (if known):	
Digital Picture E-mailed:	

Please complete one form for each item/book title. If an employee is interested in the surplus item(s), please put enter their contact information above.

In addition to completing the form, please send a digital photograph of the item to the Assistant Superintendent of Finance and Operations.