

Strategic Plan

3.0 Equitable & Efficient Use of Resources

- **3.1.1.4 – Share Disposal process with the public**
- The disposal of obsolete and surplus process will be done on a monthly basis.
- Monthly timelines have been created to coincide with monthly Board of Education meetings.

Disposal Process for Non-IT Equipment

Process:

- Identify items for disposal
- Solicit approval from the Board for disposal items
- Place legal ad in local newspaper
- Email potential customers with listing of available items for bid
- Conduct pre-bid onsite viewing
- Open bids based on the established timeline
- Award bid to highest bidder, names drawn from a hat for ties
- Provide receipt for all items purchased

Comments:

- Items must be removed from D300 property within two days
- Items are sold as is, cash sales only

Disposal Process for Scrap Metal Materials

Process:

- Identify items for disposal
- Solicit approval from the Board for disposal items
- Contact multiple local recyclers to obtain preliminary commodity pricing
- Award disposal to highest bidder
- Provide receipt for all items purchased

Comments:

- D300 items with scrap metal materials are disposed of based on the market price and amount of scrap
- Accept payment via check made out to D300

Disposal Process for IT Equipment

Process:

- Issue an RFP for IT equipment disposal based upon Department of Defense standards
- Award proposal to highest bidder
- Identify equipment for disposal
- Solicit approval from the Board for equipment
- Provide equipment list to vendor
- Develop a timeline for pickup at one or multiple locations.
- Obtain certifications for the recycled computer equipment based on the standards in the RFP specifications

Obsolete Equipment Auction

Online auction sites such as, www.publicsurplus.com, allow D300 to facilitate the sale of large quantities of equipment, such as the current replacement projector project, and will allow us to reach a larger audience and potentially generate more revenue for these disposal items.

www.publicsurplus.com

- Browse auctions within area
- Select Region – Illinois
- Select Agency – Community Unit School District 300
- View all auctions



Categories

- Airport
- Animals and Livestock
- Aviation
- Building
- Clothing
- Collectibles



Register to become part of Public Surplus

Click the button below to become a buyer, or **Contact Us** for more information.

[Register](#)

Looking for a specific item?

Let us help you find what you are looking for.

[Search](#)

Browse auctions within area

Illinois ▾
Community Unit School District 300 ▾

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Receive An Emailed Auction Notification

- Send an email to: d300.purchasing@d300.org
- Download the D300 app and watch for future auction notifications.
- Be sure to check your Spam Folder for your notification too.

