



BEDFORD PUBLIC SCHOOLS

Business Office
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TO: Phil Conrad, Superintendent

FROM: Julie Kirrane

DATE: May 9, 2023

SUBJECT: Surplus of Tangible Supplies

Massachusetts Chapter 30B public procurement law governs the disposition of tangible supplies by public entities. When the supplies have been determined to be no longer useful and have an estimated net value of less than \$10,000, "the procurement officer shall dispose of such supply using procedures approved by the governmental body." The established procedures of Bedford Public Schools when handling surplus is to offer the supplies to: 1) other Bedford schools, 2) other town departments, 3) other Massachusetts school districts, and 4) other towns or non-profit organizations. When items are surplus disposals, recycling is used whenever possible. A vote of approval is requested.

The tangible supplies that are no longer needed by the district are:

- Math Curriculum books and materials (Lane School)
- Early Childhood Table and Chair sets / Dramatic Play items (4 sets in poor condition)
- Library books (out of date / no longer used)
- Science Tables (6 poor condition 8-student tables; 12 poor condition 2 person tables)
- Classroom rugs (12 poor condition)

Motion: A vote of approval is requested to for the disposition of surplus tangible supplies using established procedures.

I am happy to answer any questions on this matter.