

SIERRA GRANDE SCHOOL DISTRICT R-30
SILENT AUCTION INFORMATION POLICIES AND PROCEDURES

Background: In preparation for the move to the New School Facility, the school district must disperse numerous pieces of equipment and offers these items for sale to the public. These furniture and equipment items are not listed for recycle and must be removed from the school facility before abatement and demolition can occur. The following document notes general information concerning the 2nd Silent Auction as well as policies and procedures for those attending.

Silent Auction Date and Time

Friday, December 10th 3:00 p.m. - 9:00 p.m.

Saturday, December 11th 9:00 a.m. - 1:00 p.m.

Silent Auction Address

Sierra Grande School District is located at 17523 E. Hwy 160,
Blanca, CO 81123

All items selected for dispersal are in the main school facility
(preschool facility attached)

Silent Auction Parking

Parking for the Silent Auction will be at the East side of the school or
in front of the current school next to the courtyard (PLEASE FOLLOW
THE SIGNS).

General Information

- * The Silent Auction will be on Friday, December 10, 2021 from 3:00 p.m. to 9:00 p.m. and Saturday, December 11, 2021 from 9:00 a.m. to 1:00 p.m.
- * The school district is selling various pieces of furniture and equipment throughout the school facility including the preschool facility
- * Potential bidders placing a bid on the preschool should be aware that proof of liability insurance is mandated in order to be awarded the bid and the facility must be removed from the site by March 1, 2021.
- * Potential bidders may pick up a Registration Bidding Form when entering the East doors of the Gymnasium. Bidders will be given a bidder's number on the form and will ensure this number as well as their name and contact information is on the form before submitting the form. Registration Bidding Forms will be submitted in the Bid Submission Box when complete. Potential bidders may submit more than one form, but must ensure all information is complete on each form.
- * Potential bidders will also complete the waiver for removal when completing the Registration Bidding Form.
- * Potential bidders may tour the facility to view items that are listed for sale and staff will be present to assist and answer any questions bidders may have.
- * Due to COVID, all bidders present in the school facility are encouraged to follow current school policies which include wearing a mask while in the school facility. School administration and staff will limit the number of people in each wing of the school to no more than 20 at the same time.
- * The awarding of all bids through the Silent Auction will be based on the highest bid or best offer. In some cases a minimum bid has been set (please review silent auction list for items containing a minimum bid).
- * Potential bidders bringing children are encouraged to monitor their children at all times (staff will not monitor children).
- * Notification of successful bids will be made by 4:00 p.m. on Wednesday, December 15, 2021.
- * Payment and Pickup of sold furniture and equipment will take place from Monday, January 3 through Thursday, January 6, 2022. Buyers will check-in at the old district office and pay for the furniture/equipment awarded before receiving a green sheet noting the items they have purchased. No items will be taken from the facility unless the buyer has the green sheet with them and visible.

Sierra Grande Silent Auction Policies

The following Policies for bidding and purchasing items through the Silent Auction shall be adhered to.

- 1) Bidders or potential buyers must be at least 18 years of age to participate.
- 2) Bidders or potential buyers will sign a waiver to participate in the Silent Auction.
- 3) All offered items to the public for purchase are "As Is", and the district is not responsible for the operations of the equipment, its purpose, or its function.
- 4) The Attendee/Buyer will not attempt to move equipment while observing and formulating their bid.
- 5) No more than 2 Attendees (per party) may attend under 1 Bidder/Buyer Purchasing Number.
- 6) The Board of Education reserves the right to donate equipment to non-profit organizations at their written request, therefore some items may be removed from the Silent Auction List upon request and the approval of the superintendent and board of education.
- 7) The Board of Education reserves the right to reject any bids deemed unfair or unreasonable.
- 8) Where a fair market value of the equipment can be established the district reserves the right to place a minimum offer accepted and will notify the bidder, otherwise offers will be selected based on best offer/ highest bid.
- 9) No purchased items/equipment will be removed from school district property until payment is made in full to the district office.
- 10) All bids/offers must be legible to be accepted.
- 11) All bids/offers close at 1:00 p.m. on Saturday, December 11, 2021.
- 12) Buyer bears full responsibility of removing purchased equipment from school property including any items attached to a wall
- 13) All items (excluding preschool facility) must be removed by Thursday, January 6, 2022 at 4:00 p.m.
- 14) If the buyer fails to accept the awarded item within 48 hrs. of notification by the school district, the item will be offered to the next highest bidder (make sure you leave an accurate phone number to be reached by).
- 15) If the buyer fails to remove property by established deadline for removal, the award of such items will be void and the buyer will have no right to such items.

Silent Auction Procedures

- 1) Please park in the designated areas at the school site (there will be signs directing attendees where to park). The new school site is still under construction and we cannot block entrances or exits to this site.

- 2) Bidding Documents may be picked up at the East entrance of the gymnasium and a staff member will be available to assist you in completing bidding documents, and will assign you a bidding/purchasing number. The following documents will be dispersed to those participating in the silent auction.
 - Potential buyers will sign a waiver releasing the school district from liability in attending and removing equipment if awarded. This will be signed by the bidder and any others attending in their party over the age of 18 before they receive a bidder/purchaser number and enter the site.
 - Potential buyers will receive a bidding document that will contain all bidding information needed that must be completed including bidder's name, age, phone number, and email address if available. When completing the bidding document the bidder will note the item number, name of the item, and the proposed offer/bid on the bidding document (may be used for multiple bids).
 - Potential buyers will receive an envelope to place the bidding document in and should seal the envelope. We will not provide pens and encourage buyers to bring a notebook or clipboard to provide a hard surface to write-on. This is also a good idea so that you can log your offers if you bid on multiple items.

- 3) Attendees will enter and exit through the same door on the East side of the building and may tour the facility to review items. Staff will be available to assist and will uphold COVID number requirements in each school (no more than 20 in each school wing at a time).

- 4) When the bidder has completed their offers/bids they will fold the bidding document and secure it inside the provided envelope, seal it, and drop the envelope in the bidder's box located by the entrance at the East side of the gymnasium.