

# COMMERCE SCHOOL DISTRICT

## POLICY AND PROCEDURES FOR SALE OF SCHOOL DISTRICT SURPLUS PROPERTY

When real estate is no longer needed for public school purposes, the Board of Education may declare the property surplus to the needs of the District. Following such a declaration, surplus real estate may be disposed of at any time using the following procedure:

1. Prior to requesting bids for a property, the District will have the property appraised by at least one (1) independent appraiser chosen by the Superintendent of Schools. If the Superintendent deems it appropriate, additional appraisals may be obtained. All appraisals will be confidential until after the property is conveyed. After the property has been conveyed, all appraisals will be made available for public inspection. Appraisals must be made or revised within six (6) months of bid opening.
2. The Superintendent will prepare a notice to bidders advising that sealed bids for the purchase of the property will be received by the District at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his bid, the intended use of the property and may contain such additional requirements and qualifications as the Board of Education or Superintendent deem appropriate.
3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in Ottawa County, Oklahoma. The bid notice may be published in additional newspapers in Ottawa County at the discretion of the Superintendent or by direction of the Board of Education.
4. The bids will be opened at the time and place specified in the bid notice and referred to the Board of Education for acceptance or rejection. The Board of Education reserves the right to reject any and all bids or to accept any particular bid and such reservation will be contained in the bid notice.
5. Surplus real estate, except that acquired by consolidation or annexation and conveyed to a local political subdivision, will not be subject of private negotiation, unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.
6. Any conveyance of real estate by private sale to a non- profit organization, association, or corporation to be used for public purposes, unless for fair value, will contain a reversionary clause which returns the real estate to the District upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.

ADOPTED this 10<sup>th</sup> day of May, 2010.

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