


MEMO

To: The Board of Education
From: Donald Preiss 
Date: June 29, 2016
Subject: Surplus Equipment

We would like to declare the manual announcement signs at the ASK and HBE Elementary Schools as surplus equipment. They are being replaced this summer with new digital signs through the project.

Our plan is to issue a bid for the signs and supplies. The bidders can bid on one or both signs, with the award going to the highest bidder(s). If we do not receive any bidders, then the signs will be disposed of in an appropriate manner.

Thank you.