

### **Executive Summary**

The District utilizes an online auction company to make all surplus furniture and equipment scheduled for disposal available to the general public to adhere to state regulations. Currently, this process is spread across 3 separate areas spread across the District. This creates redundant work, loss of time, and increased expenses.

There is an opportunity to create a designated space utilizing ODMC-1600A (see Appendix A) which will allow for all steps of the disposition process to be accomplished at one location. This space is currently underutilized, serving as a workout room that only a handful of staff use. The repurposing of ODMC-1600A will provide for an efficient workspace environment and allow NE and NW Campuses to utilize the current areas to create a better overall student experience.

### **Background**

In March 2020, it was determined that District's disposition process would need to be changed. The state requires all furniture and equipment purchased with government funds to be offered to the general public prior to disposition. The District now utilizes an online auction company to make all surplus furniture and equipment available to the general public to adhere to state regulations.

This process has several steps; receiving, processing, staging, and removal, which requires a large amount of space to secure and store surplus furniture & equipment throughout the process. At this time, we do not have a designated secured space large enough to accomplish these tasks. Currently, spaces at NE Campus – NDPW (see Appendix B), NW Campus – WATB Hangar (see Appendix C), and ODMC Warehouse Space (see Appendix D), are being utilized. This requires redundant efforts from the facilities team and the inventory control team. Items are removed from various campuses and delivered to ODMC to be reviewed and processed by the Inventory Control team to make ready for auction. Once the items are made ready for auction, the facilities have to pick the items up from ODMC and deliver to NE or NW campus. The Inventory Control team then has to travel to NE or NW campus to stage the items for auction. At this point, the items will be stored throughout the duration of the auction, typically 7-10 business days. Once the auction closes, the Inventory Control department contacts auction winners and schedules times for item removal. Each appointment set for item removal requires travel to NE or NW Campus. These trips create excessive travel expenses, loss of As well as, increased costs for travel to and from the sites for receiving, staging for auction, and meeting bidders for item preview and item removals.

The spaces we have been provided are not secure and will not be available long-term. We have seen district assets removed/rearranged after we have staged for auction. This creates issues for the District and the online auction company in regard to what we are listing for auction and what bidders are paying for. The two spaces used for staging and removal (NDPW and WATB) are both connected with Early College High Schools, creating issues with buses for loading and unloading. In addition, WATB is used for the Food Pantry distribution several times a month. This creates a large influx of traffic in and around the staged auction items and creates challenges for item removal.

### **Proposed Plan**

By repurposing the space in ODMC-1600A and opening the wall between ODMC-1600A & ODMC-1700A-S (see Appendix E) will;

- **Reduce Costs** – Reduces labor costs to handle and relocate items several times throughout the district. Reduces mileage & vehicle expenses to relocate items several times throughout the district.
- **More Efficient Processes** – Inventory Control will be able to facilitate the disposal process in one location, streamlining the process making it more effective. Campus facilities teams will have more time to focus on the needs of their campus.



## TCCD Surplus & Disposition Warehouse

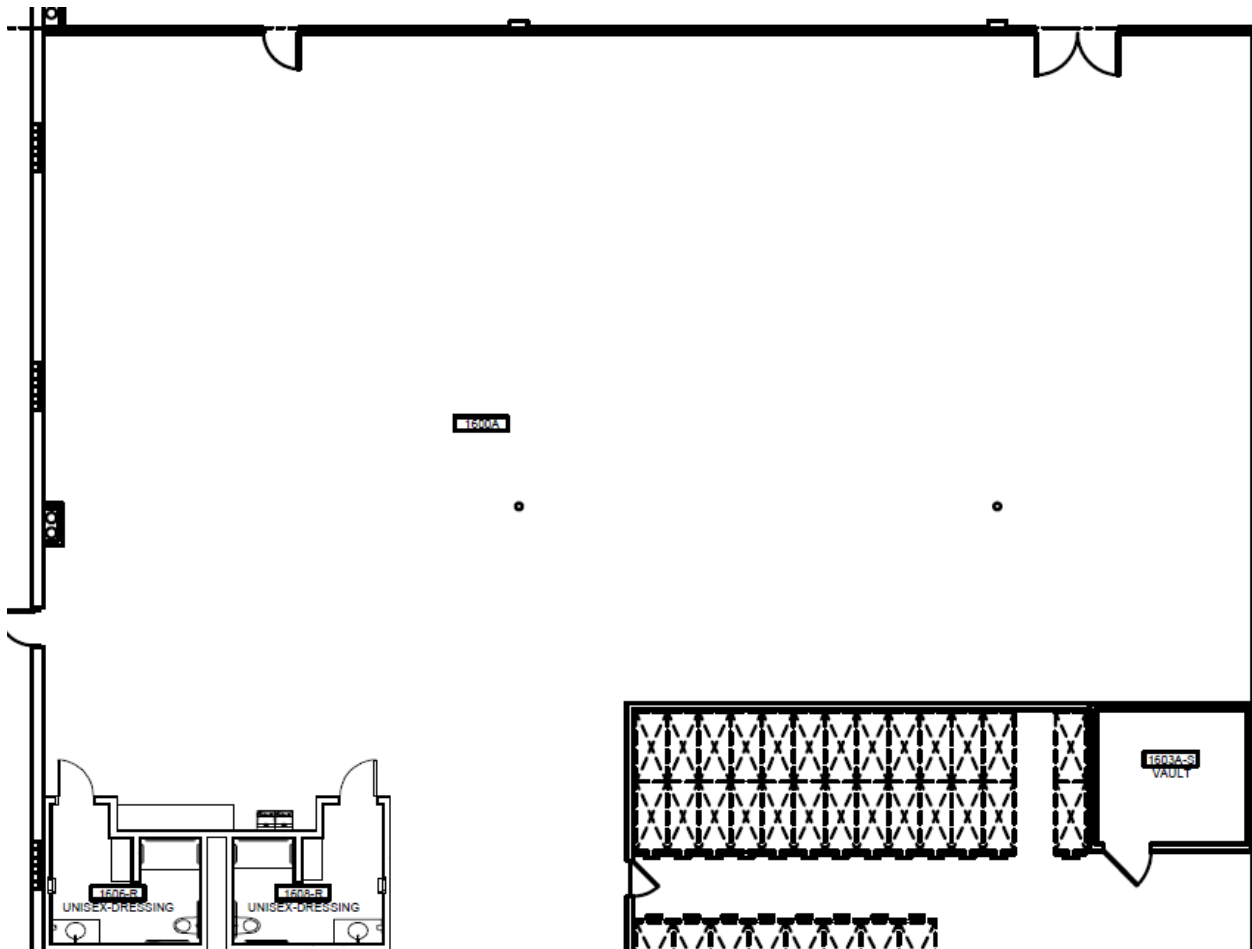
- Free up space on Campuses – This will eliminate the need for Inventory Control to have over-flow spaces on NE & NW Campuses to conduct the online auction. Those spaces can then be utilized for other projects/campus needs.

This renovation will help fulfill the following principals within the District’s 3 Goals & 8 Principals;

- Scheduling & Facility Utilization – Staff will be able to focus their time in one location versus traveling to multiple sites to facilitate one task. It will also ensure that the facility is utilized in appropriately for its purpose and ensure the space is not under-utilized.
- Campus Character & Quality – The District will be able to utilize the spaces at NE & NW Campus to provide a better overall experience. Having the District’s used/damaged surplus furniture and equipment stored on campuses is not an attractive site for students.
- Workspace Environments – Being able to accomplish the entire online auction process in one location will increase efficiency and provide the Inventory Control more flexibility for other tasks as needed.

### Appendices

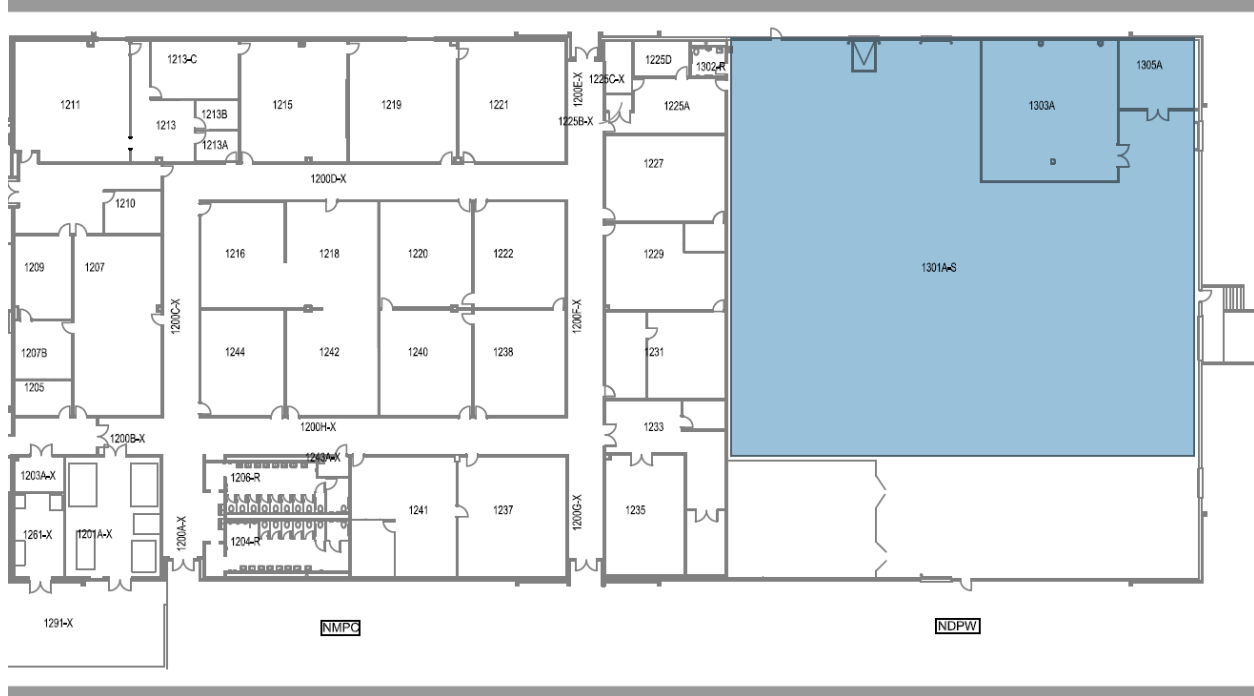
#### Appendix A- ODMC-1600A – Proposed area for repurposing



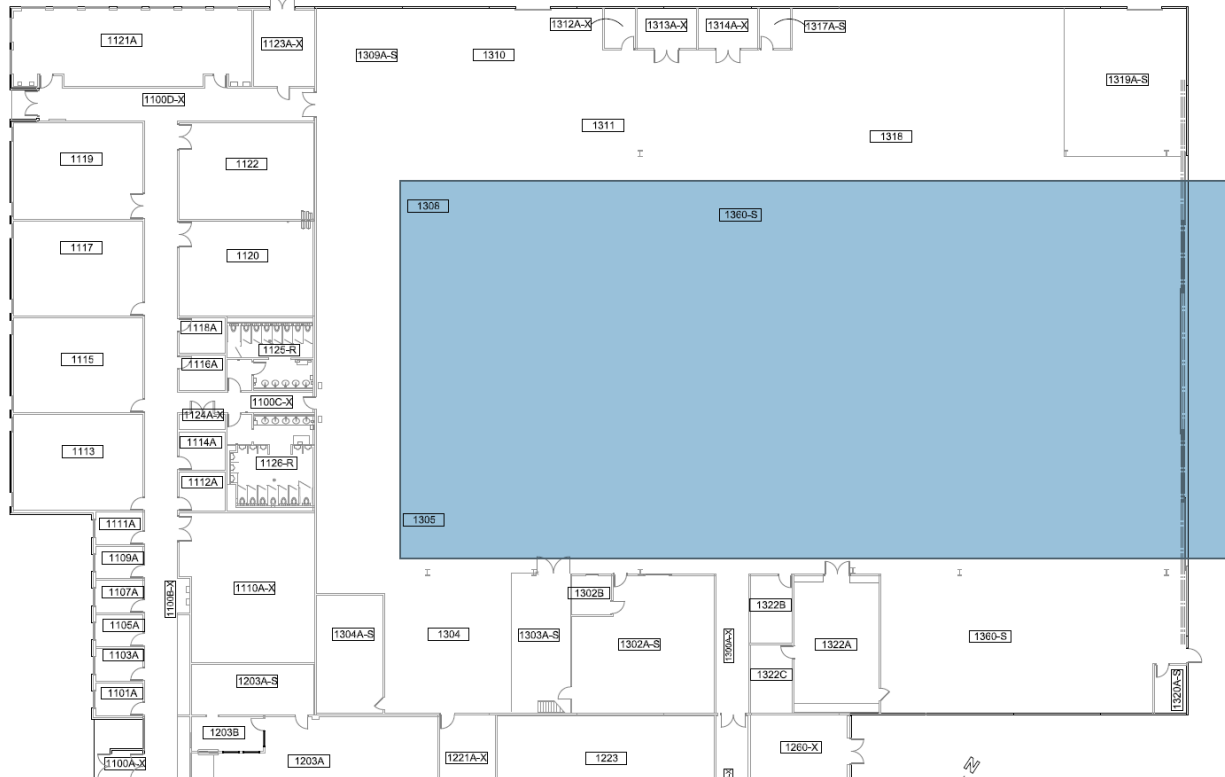


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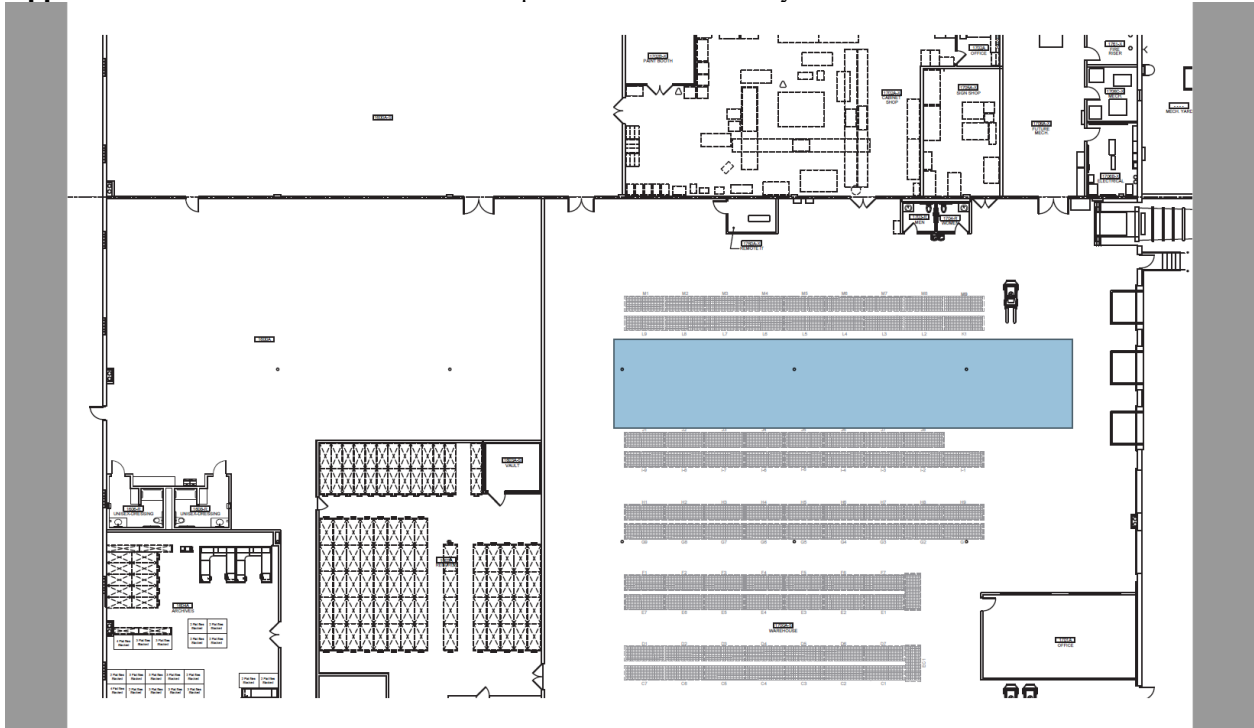
**Appendix B - NDPW-1301A-S** – Space at NE Campus currently used for storage of online auction items.



**Appendix C – WATB-1360-S** – Space at NW Campus currently for storage of online auction items.



**Appendix D – ODMC-1700A-S – Current space allotted to Inventory Control at ODMC.**



**Appendix E – Proposed Plan**

