

PURPOSE:

To establish policies and procedure for the disposal of scrap metal generated by School District operations or declared surplus or abandoned on District owned property.

AUTHORITY:

1. Florida Statutes, Chapter 274.

POLICY:

1. Scrap metal is an asset to the District, and its disposal is subject to the same business practices that govern the disposal of all other District surplus assets.
2. It is the policy of the School District of Indian River County that scrap metal will be collected and recycled to the maximum practical extent. Whenever possible, revenue will be generated from the disposal of scrap metal and credited to the general fund.

DEFINITION:

Scrap Metal – Any metal no longer necessary to District operations, including, but not limited to; iron, steel, aluminum, brass, copper, insulated wire and printed circuit boards.

GUIDELINES:

1. The Property Records Department is responsible for coordinating the sale of scrap metal generated by District operations, declared surplus or found to be abandoned on District-owned property.
2. If the Property Records Department determines that any lot of scrap metal has no commercial value, or otherwise cannot be sold, the District department which generated the scrap is responsible for its disposal, and all costs associated with the removal.
3. The District may utilize contractors for the removal of scrap metal and/or auction. This decision will be the responsibility of the Property Records Department and approved by the Director of Purchasing. Selection of process will be based on what is deemed to be in the best interest of the School District of Indian River.

PROCEDURE:

It will be the responsibility of the Maintenance and/or Facilities Department to identify surplus scrap metal to the Property Records Department. When necessary the Property Records Department will contact the Purchasing Department so that an official quote may be obtained. Award is to be made to the vendor who provides the highest bid for the scrap and in some cases this may also require removal from the District's site. Quotes are to be obtained from vendors who by definition are in the general business of purchasing scrap metal. Only checks from the vendor shall be accepted for the payment of scrap metal and on no occasion shall cash be accepted for the sale of surplus metal.