



# Bloomfield Schools

Date: April 3, 2024

Mr. James Olivas, Director of Operations, Data and Assessment  
Ms. Staci Babcock, Director of Finance  
Bloomfield School District  
325 N. Bergin Lane  
Bloomfield, NM 87413

Re: Items for Auction Approval

Dear Mr. Olivas, and Ms. Babcock,

Attached is a listing of school district vehicles that have been deemed unusable by district employees. These items have been inventoried and photographed through our documentation process.

I would respectfully request that you present this listing with attached to the members of our Board of Education for their approval and the ensuing approval protocol that we follow with NMPED Capital Outlay Bureau and Office of the State Auditor to auction items; and, if the items remain unsold, approval to dispose of the items.

Additionally, please confirm that the prices I have listed on the inventory spreadsheet are acceptable. You will note that all starting bid items are for the entire lot unless listed as starting bid "each". Those items will be listed as a Dutch auction with each individual item listed with the identical starting bid.

When all approvals have been received, please let me know when I can begin the process to place these items on the Public Surplus website for auction. With your approval, I will place these items one time on the website for 21 days. If the items remain unsold, they will be disposed of per protocol.

Please contact me if you need additional information.

Sincerely,

Roger W. Tingley  
Transportation Manager