**BRISTOL TECHNICAL
EDUCATION CENTER**

INSTRUCTIONAL EQUIPMENT AND SUPPLIES PLAN

Mission Statement:

The Bristol Technical Education Center believes all students can enhance their trajectory in life. We provide a safe and structured learning environment where students obtain confidence, employment, and trade and professional skills through learning and support. In this way, we equip students with the necessary tools to respond to the economic needs of the community.

Vision Statement:

The Bristol Technical Education Center will be a trusted learning institution promoting career and technical education to further the economic development, sustainability, and opportunities for the community we serve.

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Bristol Technical Education Center
Instructional Equipment and Supplies Plan

Introduction

Bristol Technical Education Center (BTEC) and its Extension Campuses are administered by the Connecticut Technical Education and Career System (CTECS). All policies, procedures and purchasing follow established protocols to ensure equipment and supplies are current, aligned with industry standards and fully functioning.

General Information

Each trade area tasks its department head and instructor to communicate that their equipment and supplies are sufficiently managed. They are responsible to follow protocols for requesting maintenance, the acquisition of equipment and repairs as needed. Instructional supplies are housed in designated office areas and can be distributed per request. CTECS provides all instructional supplies and resources in order to support their plan of teaching and learning.

Equipment Maintenance, Repair, and Replacement

Some of the equipment is routinely serviced through the CTECS school district by contracted vendors. Specialized equipment repair and maintenance may need to be outsourced by the school depending on the nature of the equipment. The building maintenance supervisor assigned to each school will know which equipment is under contract and will supervise all specialized maintenance. Service agreements will be sent through each school's business manager who will generate purchase orders and payment.

Instructors and support personnel can submit to the district's online maintenance request software management system for repairs or routine maintenance. All outside vendors must be registered with the CTECS and Connecticut Department of Administrative Services to perform duties, provide items or consultation.

Equipment Replacement

Instructors, in consultation with the Program Advisory Committee, determine when a piece of instructional equipment becomes obsolete and should be replaced. All purchasing procedures must be followed in requisitioning new or replacement equipment.

Equipment Disposal

Building maintenance supervisors in coordination with the administrator and business manager and inventory specialist annotate on inventory lists items being put into surplus or disposed of by means of removal from school property. Below are methods for proper disposal.

How to Surplus District Property

The Department of Administrative Services Surplus Property Program is the legally authorized agent in the State for the disposition of all usable property that a state agency deems surplus to its operating needs, including vehicles.

This process outlines the requirements for state agencies to surplus their vehicles when they have reached the end of their useful life or when deemed surplus to the agency's needs.

How to Sell/Post Surplus Property

BEST OPTION: Copying an Auction

Using an existing auction from your agency that the DAS Surplus Program staff has approved and released, you can 'Copy' the auction to save you and the DAS Surplus staff time and reduce errors,

and it means your auctions should be released much quicker.

Instructions follow:

Locate the auction you want to copy (either in Current or Closed auctions – which means that the DAS Surplus staff has reviewed them and made any corrections). DAS Surplus staff adds a disclaimer to each auction description, which is a summary of the Terms and Conditions. Please do not delete this summary when revising your auction.

Open the auction.

On the right hand side there is an option for COPY ITEM.

Click on [Copy Item] and the same auction will populate.

Go through the auction and make the minor changes you need to turn this into your new auction.

When all changes are made, click 'Copy' (instead of clicking 'Save').

A new auction number will be generated.

To Create an Auction from the Beginning:

A. Access the Auction Creation Page

Log in to Public Surplus with your state username and password.

Click the "Auctions" link on the toolbar in the upper right section of the page.

A toolbar will appear below the main toolbar. Click on the 'Sell' tab. You will now see a blank auction creation page. You will create the auction by completing the sections. Each section has a blue header with a question mark ? icon. Clicking on the icon will pull up the "help" information for that section.

Follow the instructions below to complete each section.

B. Internal Reallocation Section

Internal Reallocation = 4 Days and $0.00

Municipalities = 4 Days and $50.00

Nonprofits = 0 Days and $0.00 (unsold auctions will be relisted by DAS Surplus staff specifically for non-profits under a different auction number)

C. Public Auction Duration Section

Time Frame - All auctions will be set for 4 days. If you would like to extend the timeframe, contact DAS State Surplus Unit staff.

End Time - All auctions will have an end time of 8:00pm.

D. Category Section

From the drop down box, select the category that best matches your auction. If you do not see something specific, you can find the main category and choose GENERAL as your sub-category.

E. Content Section

Title - Type the title of the auction item in the "Title" box. The title should reflect what the item is, followed by limited details.
- Example 1: Desk - Corner
- Example 2: Desks - Corner ~ Lot of 2
- Example 3: Desks - Corner ~ 5 ~ Dutch Auction

Template
- Choose appropriate template and use only if posting heavy equipment/machinery (forklifts, riding
   mowers, vehicles, etc.) or vehicles (when approved to go on this site)

General Description
- Type a general description of the item in the "General Description" field. This can be any
   information to give buyers a clear description of the item (use format below):
        - Make:
        - Model:
        - Serial #
        - Measurements/Dimensions
        - If there is anything wrong with the item(s)
        - If it works or doesn't work (anything you, as a buyer, would like to know before
purchasing
        something).

Pictures and/or videos
- You must have a photo attached to your auction for it to be approved by DAS Surplus. A photo is
for any auction, including SCRAP. An unlimited number of pictures and documents can be
uploaded to the auction.

- Click on "Upload Images and Documents".

- Select the picture or document from your hard drive and click "save".

- Rearrange items as needed, following the instructions in this section. Be sure to include close-ups of any defects on the item and clear close ups of any informational or manufacturer labels, if there are any.

- If you have items that run (forklift, mower, etc.), it is helpful to include a video of the item running.

Condition

- From the drop down box, select the "Condition" of the item. Undersell as opposed to oversell the items.

Item Code/Tag

- If applicable, type your inventory number in this field. This is an internal number created by your agency. You should always list your inventory tag numbers in this section. This helps when running reports for inventory or audit purposes.

- If you have multiple tag numbers, enter the first number and use a comma followed by a space and type the next number (ex. 1234, 1235). If the total number of characters exceeds the field (75 characters), note 'See Description' in the Item Code/Tag field and list the tag numbers in the description. Do not put anything else in this field.

- Leave blank if not tagged.

F. Pickup Location and Contact Section

Department - For most users, this field is pre-set. For anyone approved to more than one area: From the drop down menu, select the "Department" for which you are selling the property.

Pickup Location - From the drop down menu, select the "Pickup Location". If your pickup location is not listed, refer to Section 1: Pickup Location Helpful Hints.

Main Contact - The "Main Contact" is automatically populated with your information, and can be changed by clicking "Change Contact". An "Email Contact" can also be added (they must also be registered on the site) if there is another person you need to keep informed about the auction creation, end of auction and payment information.

G. Payment Details Section - The tax amount will be defaulted to 6.35%. Do not change it. "Tax Exempt" is an option but will rarely, if ever, be used.

I. Quantity -Based on your title, determine your quantity. A lot is multiple items and a quantity of 1. A Dutch auction is multiple items that can be purchased by different buyers. In a Dutch auction, every item must be the same and in the same condition.

Example 1 – Single Item only: Desk, Corner = Quantity 1

Example 2 – Lot Auction: Desks, Corner ~ Lot of 2 = Quantity 1

Example 3 – Dutch Auction: Desks, Corner ~ 5 ~ Dutch Auction = Quantity 5 🥿

H. Minimum Bid Amount - Type the "Minimum Bid Amount" in the field. All items start at $1.00. If you feel a higher starting amount is needed, please contact DAS State Surplus Program staff to discuss.

I. Reserve Price - Not applicable – Do not enter anything here. If there is an item your agency would like to set a reserve for, please contact DAS State Surplus Program staff to discuss.

J. Save

When all appropriate fields have been completed, click the "Save" button at the bottom of the page. If a required field has not been completed, a red star will appear next to the field.

When the auction has been saved, you will see a preview of the auction page and have the opportunity to revise or copy from the preview page.

K. 'Held' Section

The auction will be saved in the "Held" auction section until the auction is released. DAS Surplus Program staff will review the auction. If there is missing or incomplete information, DAS Surplus staff will make a note in the auction title, and when time permits, email the creator of the auction and ask them to revise the auction with the additional information.

When all information is complete, DAS Surplus staff will release the auction and it will now show up in the 'Current' auction section.

When the auction is released you will not receive notification. We ask that you check the CURRENT auctions page and when your auction is there, print it (2-sided) and attach it to your auction surplus property so anyone looking at the property has the auction details available (when the auction started and closed, as well as the auction number). This makes it easier to identify when a buyer arrives, as well as to let other agency staff know this item is no longer available for

agency use.

L. Pickup Location (if needed)

If your agency has a new location, or a location change, follow these instructions to set up your Pick-Up Location on the [Public Surplus](#) site:

Log in to [Public Surplus](#) website with your state username and password.

Go to [Tools](#)

Click on [Pick-Up Locations](#) and verify that your location(s) are already present. If not, go to Step 4.

Click on the [New Location](#) link

Create your location (be sure to use your agency name in the same format already being used, and double check to make sure the location doesn't already exist)

Save

Purchasing Instructional Equipment and Supplies

Purchasing and Procedures

Department heads and/or instructors must complete an OF-95 Internal Purchase Requisition form that includes an official price quote from the authorized vendor. Items and funds are listed. The completed form is submitted electronically to the school business office. The business manager verifies the OF 95 and adds the appropriate coding provided by the Department of Administrative Services (DAS). Once the order is authorized from school administration, it is entered into CORE-CT as a purchase order and is submitted for further approval from the CTECS central office. Once the purchase order reaches final approval the budget automation system verifies the funds are available and encumbers them accordingly. The business office then dispatches the authorized purchase order to the assigned vendor.

Items purchased with expenditures over each program's designated budget require authorization by the respective trade consultant. The trade consultant will work directly with CTECS purchasing to appropriate additional funds from the central office budget. The consultants send it to a general purchasing agent with CTECS for approval.

- District purchasing policies must be followed at all times.

- The OF-95 IPR form must have all fields completed prior to submission.
- Vendors can only be used from the approved vendor list. New vendor requests should be submitted through the school's business office for approval.
- No purchase, including work orders, shall be made without written signed approval in advance from the school administrator and business manager.

Budgeted Funds

All requests for approval must be submitted on an OF 95 Form or PCard Purchases form and will include the following information:

- Name of Vendor
- Date of Request
- Description of purchase: items and/or services
- Dollar amount requested to spend
- Department/account to be charged
- Written quote
- Signature of requestor

For a PCard Purchase:

- User must submit a completed OF95 to the business manager

- OF95 must state the reason the PCard needs to be utilized
- Business manager will add the purchase to the PCard PO in CORE-CT to encumber the funds
- Business manager will provide the CT tax exempt number designated for the school to the requested vendor and complete the purchase.
- Business manager obtains the itemized receipt(s) and attached to the PO electronically
- Business manager ensures the items are received and enters a receipt in CORE-CT

Receipt of Merchandise/Services

- A receiving statement signed by the acceptor is submitted to the business manager

- If a receiving report is not available, signatures and dates should be written on the original invoice.

Disbursements

In order to process payment for purchase, a signed shipping list with invoice, OF-95 and purchase order is sent to the business manager

- An original itemized invoice with vendor name, date of purchase, items purchased, quantity, and the amount of each item. A vendor statement is not acceptable.

Emergency Purchases

If the emergency purchase is over $50.00 the purchase must be made utilizing the PCard (see instructions above).

If the emergency purchase is under $50.00 petty cash can be utilized following the procedure below:

- Completed OF95 must be submitted to the business manager stating that petty cash is needed to make the purchase ASAP.
- Business manager will complete a tax-exempt form (Cert 134) to provide to the vendor to ensure the employee is not charged tax.
- The business manager will provide the cash needed to the employee.
- The employee will purchase the necessary item(s) and provide the itemized receipt to the business manager for the petty cash reconciliation.
- Business manager completes reconciliation and petty cash reimbursement request form which is sent to CTECS central office on the first of the following month.

Safety Standards

All instructional items shall meet the safety standards set forth by the Connecticut Technical Education and Career System

- All equipment used in program areas are inspected annually by the program trade consultant and the report filed.

- Vendors must submit Safety Data Sheets with shipments for substances found on the current Connecticut Toxic Substances List.

- First aid supplies are readily available to staff and students. Each instructional area has an adequately stocked emergency first-aid kit. The kit is easily accessible in both the shops/labs and the classrooms. The updating of obsolete safety supplies and the replacement of used supplies is a duty of each program instructor. Each campus has a designated individual who maintains a supply of first aid materials designated to replenish the first aid kits as necessary. Instructors shall submit a requisition form and supplies are immediately distributed.

Evaluation

Reviewed by BTEC/CTECS School Committee August 25, 2023