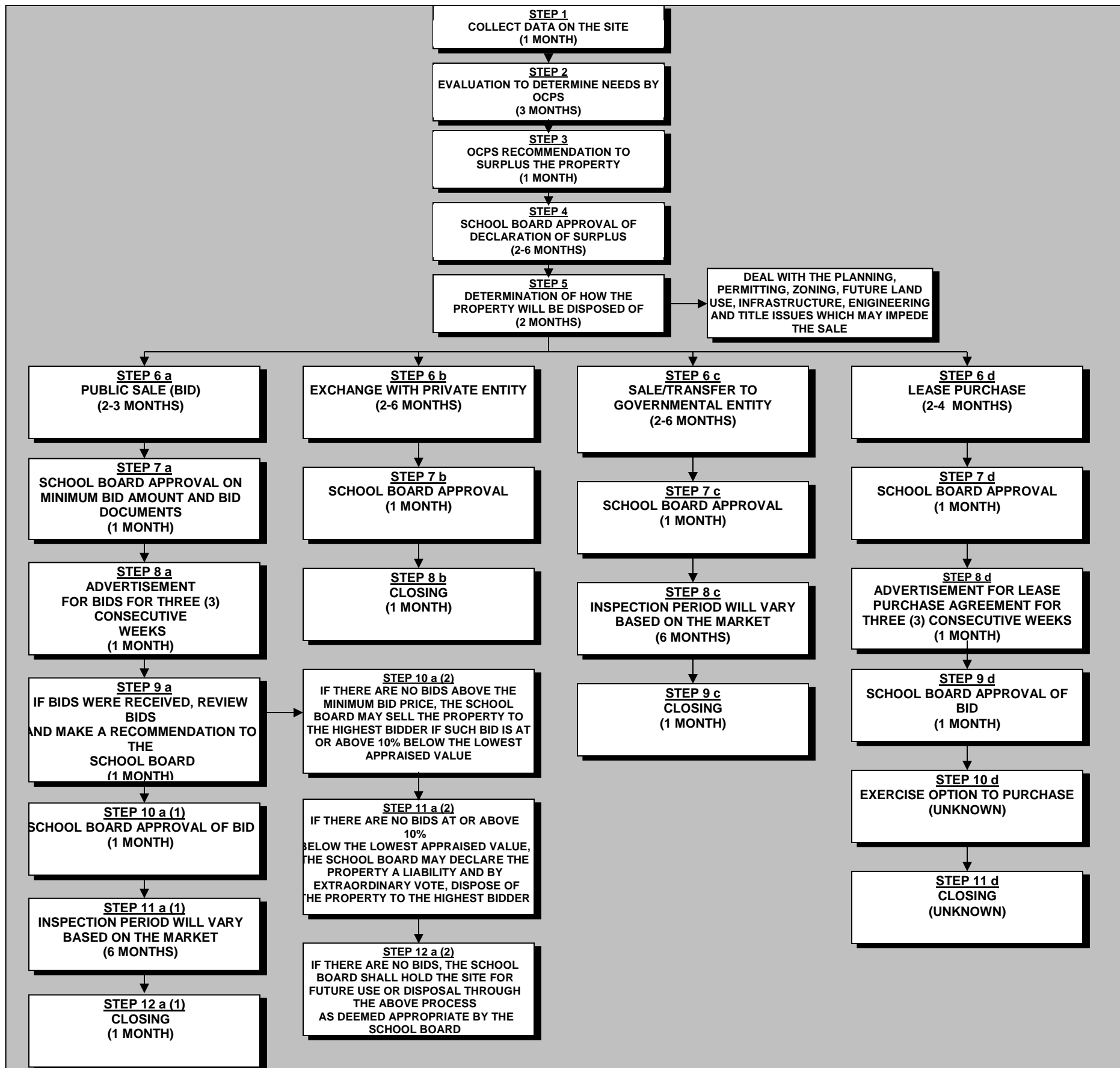


ORANGE COUNTY PUBLIC SCHOOLS SITE DISPOSITION PROCESS



PROCESS

1. Collect data on the site and complete due diligence
2. Evaluation to determine needs of Orange County Public Schools (OCPS). Presentation of potential surplus property to Advance Planning Committee, SAM, Capital Programs Steering Committee and by emailing departments asking for their final recommendation
3. OCPS recommendation to surplus the property
4. School Board approval of declaration of surplus
5. Obtain at least one (1) appraisal to determine the market value (deal with the planning, permitting, zoning, future land use, infrastructure, engineering and title issues which may impede the sale)
6. Determine which means of property disposal is most appropriate or beneficial to Orange County Public Schools. Select one of the following methods:
 - a. Public sale (bid), prepare documents and obtain second (2nd) appraisal if the market value is greater than \$500,000
 - b. Exchange with private entity, draft documents and obtain appraisals on all properties, negotiate contract
 - c. Sale/Transfer to governmental entity, prepare documents, obtain second (2nd) appraisal and additional appraisals on the exchanged property if an exchange is contemplated
 - d. Lease Purchase, prepare documents and negotiate with the tenant/buyer, obtain appraisals
 - e. Exchange with a private entity
7. Obtain School Board Approval for the selected disposal method and contract.
8.
 - a. If a public sale then advertise for bids for three (3) consecutive weeks
 - b. If a lease purchase advertise for lease purchase agreement for three (3) consecutive weeks
 - c. If an exchange with a private entity or sale to a governmental entity no advertisement is necessary.
9.
 - a. If bids were received, review bids and make a recommendation to the School Board
 - i. If any bids received are above the minimum bid amount make recommendation on most advantageous bid to OCPS.
 - ii. If there are no bids above the minimum bid price, the School Board may sell the property to the highest bidder if such bid is at or above 10% below the lowest appraised value.
 - iii. If there are no bids at or above 10% below the lowest appraised value, the School Board may declare the property a liability and by extraordinary vote, dispose of the property to the highest bidder.
 - b. School Board Approval of Bid.
 - c. Conduct Closing.
10. If disposal occurs as a lease-purchase options exercise the option to purchase and move to closing pursuant to the contract.
11. If disposal occurs as an exchange with a private entity or with a governmental entity move to closing pursuant to the contract.