



ALVIN INDEPENDENT SCHOOL DISTRICT

Mickie Dietrich
Director of Purchasing

July 13, 2020
To: Whom It may Concern
From: Mickie Dietrich
Subj: July, 2020 Auction

All normal terms will still apply to auction purchases. Please do not bid on items that you will not be able to pick up on the scheduled pickup days.

In order to protect the health and safety of customers, transporters, and employees, be aware that we are employing strict social distancing protocols at our sites, and the number of vehicles allowed is limited. We will follow the CDC recommendations for staying 6 ft away from each other. We will be limiting the amount of people picking up to (5) five per group.

Previews will be by appointment only – no exceptions.

We will be accommodating pickup on a scheduled basis only. Do not visit our facility unless you have an appointment. If you show up without an appointment or do not show up at the scheduled time provided, you will be asked to leave and reschedule (**no exceptions**). We anticipate by setting up a specific time slot, you will be picking up your items with no more than one group of people (5) are at the location at one time.

Customers **MUST** come prepared with their own help and materials to move and load all items including furniture and large items. We will not be able to provide help.

When possible, we will be doing item pickups in the open air. **When possible**, we will be offering a contactless pickup. Your purchases will be pre-organized and ready for you to pick up. Our staff will be utilizing sterile disposable gloves to pull all orders and for any interactions with the public. Please Park in the designated parking area, stay in your car and one of our staff members will leave your purchases by your car for you or direct you to the location of your lots. **This protocol will be used when possible – dependent upon the size and or quantity of the lots purchased.**

If you are sick, show any symptoms do **NOT** come to pick up at our locations in person. Contact Purchasing to make arrangements to pick up the items at a later date or send someone in your place to pick up the items. We will hold items for 3 business days after the auction closes. After which time, they will become the property of Alvin ISD and we have the right to resell, salvage, or give away these items. ****If you as a bidder is being quarantined for 14 days or with health concerns, we can remove your bids prior to the auction ending.**