

PART 8

PROPERTY MANAGEMENT

SUBPART 8-2 -- DISPOSITION PROCESS

8-201 Authority of Purchasing Agent.

No county agency shall transfer, sell, or trade in any personal property owned by the county without the written authorization of the purchasing agent.

8-202 Report of Surplus Property.

County agencies shall notify the purchasing agent, on such forms and at such times as the purchasing agent may prescribe, of all surplus property. In so doing, a county agency may suggest a dollar value per item or per lot that it desires to receive from any transfer or disposition of such surplus property, but the suggestion shall not constitute the minimum sale or transfer amount. Any such figures shall not be public information prior to transfer or sale.

8-203 Transfer of Surplus Property.

Insofar as feasible and practical, the purchasing agent will transfer surplus property to other county agencies. Transfer may also be made directly to other units of government, provided the property will be exclusively owned and used by one or more such units. The price of the property transferred shall be the fair market price based, where possible, on previous sales of similar products in the open market and shall be mutually agreed upon between the owning agency and the recipient, and approved by the purchasing agent. If agreement cannot be reached, the purchasing agent shall establish the price.

8-204 Sale of Surplus Property.

(1) General Requirements. Surplus property shall be offered to the general public through competitive sealed bids or public auction. It is recognized, however, that some types and classes of items can be sold more readily and advantageously by other means. In such cases, and also where the nature of the property or unusual circumstances call for its sale to be restricted or controlled, the purchasing agent may employ such other means, provided the purchasing agent makes a written determination that such procedure is advantageous to the agency.

(2) Competitive Sealed Bidding.

(a) Solicitation and Opening. When making sales by competitive sealed bidding, notice of the sale should be given at least ten days before the date set for opening bids. Notice shall be given by mailing a Request for Sale bids to prospective bidders, including those bidders on lists maintained for this purpose, and by making the Request for Sale bids publicly available. Newspaper advertisement may also be used. The Request for Sale bids shall list the property offered for sale; designate its location and how it may be inspected; and state the terms and conditions of sale and instructions to bidders including the place, date, and time set for bid opening. Bids shall be opened publicly.

(b) Award. Award shall be made in accordance with the provisions of the Request for Sale bids to the highest responsible and responsible bidder, provided that the price offered by such bidder is acceptable to the purchasing agent. Where such price is not acceptable, the purchasing agent may reject the bids in whole or in part and negotiate the sale provided the negotiated sale price is higher than the highest responsive and responsible bidder's price, or the purchasing agent may resolicit bids. When no bids are received on an item offered for sale, the purchasing agent may determine the method of disposal of the item, provided it is in the best interest of the agency.

(3) Auctions. Property may be sold at auction. When appropriate, an experienced auctioneer should be used to cry the sale and assist in preparation of the sale. The solicitation to bidders should stipulate, at a minimum, all the terms and conditions of any sale; that registration will be required in order to participate in the bidding; and that the purchaser must remove within a stated time all surplus property purchased.

(4) Trade In. Surplus property may be traded in only when the purchasing agent determines the trade in value is expected to exceed the value estimated to be obtained through the sale of such property.