

DIVISION 400 – DISPOSAL OF SURPLUS PERSONAL PROPERTY**10.400 Definitions**

For the purposes of this Division, the following definitions:

- (1) **“Exchange”** means a negotiated receipt of property in exchange for the County’s Surplus Property.
- (2) **“Negotiated Sale”** means negotiation and sale for the highest price.
- (3) **“Public Auction”** means an auction that is given public notice and is a sale to the highest bidder. Items auctioned may be with or without reserve.
- (4) **“Surplus Property”** means tangible personal property that is surplus to the needs of the County. Surplus property does not include personal property of historical value, or property that is unusable, inoperable, and not reasonably repairable, or is hazardous.

10.410 Generally

At least once a year, Departments shall determine at a time determined by the Board, whether any of the Department’s tangible personal property is surplus to the needs of the Department.

- (1) If the Department finds that any of the Property under his or her control is not needed in the Department, the Department shall report the property to the Board. The Department shall recommend to the Board the method of selling the property.
- (2) If the Department finds that the property under his or her control is unusable, inoperable and not reasonably repairable, or hazardous, the Department may dispose of the Surplus Property.
- (3) Personal property of historical value owned by the County shall be disposed of only upon authorization of the Board.
- (4) Firearms are exempt from the requirements of these Rules.

10.420 Notice

- (1) Upon receipt of the report from the Departments listing the Department’s Surplus property, the Board shall determine which Surplus Property to sell and the method(s) to sell the Surplus Property. The methods may include, but are not limited to:
 - (a) Competitive Sealed Bidding
 - (b) Competitive Sealed Proposals
 - (c) Public Auction
 - (d) Exchange
 - (e) Negotiated Sale
- (2) The County shall post public notice of the sale of Surplus Property at least twice 30 days prior to the scheduled sale. Public notice shall include:
 - (a) A description of the item(s);
 - (b) When and where the item can be viewed;

- (c) The method of sale, determined in (1); and
 - (c) The date, time, and location of the sale.
- (3) Notwithstanding the notice requirements set forth in paragraph (2) of this rule, the Board may establish an alternative notice period and manner of giving notice, upon finding that it is the public interest to do so.