

## **29. DISPOSITION OF COUNTY PROPERTY POLICY**

### **POLICY**

It is the policy of Scott County to dispose of County property, which is being replaced, is no longer useful or needed, by one of the following methods:

- A. Obtaining sealed bids for the item(s) either individually, or by lot;
- B. By listing items with an auction service or website.
- C. Reallocating property to another department or office within the county; or
- D. Gift to another governmental entity
- E. Recycling or waste stream.

### **SCOPE**

This policy is applicable to all offices and departments within Scott County Government. This policy also covers items received by Scott County from other agencies. Vehicles in the County's fleet are covered by a separate policy. The disposition of real property shall be addressed in compliance with Policy 19 and state law. Any property obtained through a Defense Reutilization agreement shall be disposed of in compliance with federal law.

### **ADMINISTRATIVE PROCEDURES**

- A. A department shall notify Facility & Support Services when that department has County property which has been replaced or is no longer useful or needed. The notification shall be in writing or via e-mail from an authorized manager, elected official or department head. The notice should include a listing of each item with a description, the item's Capital Asset System (CAS) number (if known) and its location. Items estimated to be over \$10,000 are to be communicated to the Purchasing Specialist for disposal within the capital asset system.
- B. Facility & Support Services shall work with the department or office involved to determine location of item(s) to be disposed of, may take possession of the property, and shall dispose of it according to the guidelines herein. Originating departments shall not remove items from their department or abandon items in storage areas, corridors, loading areas, etc. Departments with surplus property may contact FSS to remove items to the proper storage area.
- C. Excess property (property no longer needed by a department but suitable for use by another department) may be transferred immediately to another

department; internal agency; or other governmental entity with preference to Scott County departments. Items over \$10,000 should be transferred in the capital asset system. Assets over \$10,000 at time of acquisition require Board approval before disposition to other governmental entities. Excess items may be stored for no longer than 6 months for reuse. If items are not anticipated for reuse within a department, they will be disposed of by FSS in accordance with the provisions of this policy.

- D. When using sealed bids, the sale shall be made to the highest responsible bidder. A certified check or bank check payable to the Scott County Treasurer for \$75.00 or 10% of the bid amount (whichever is greater) shall accompany each sealed bid submission. When the bid has been awarded all checks except for the highest responsible bidder will be returned. This amount shall be forfeited by the highest responsible bidder as well as the bid being rejected if the property is not picked up within five (5) working days after the highest responsible bidder has been notified. The successful bidder must pay the bid amount (less the deposit amount) prior to removing the property.

Scott County will not be liable for any accidents or injuries to anyone during inspection or removal of property. The successful bidder must furnish all labor and equipment for removing property from County premises.

- E. Items appropriate for recycling or waste disposal may be sold/given/or paid for into an appropriate recycling or waste stream. Any items containing hazardous materials shall be properly disposed.
- F. All proceeds received for the sale of capitalized property will be deposited into the appropriate revenue fund.
- G. Budget and Administrative Services shall maintain an Asset Management System for inventory, insurance replacement and annual accounting purposes. The system should track description, accounting information; depreciation and other useful information for all capitalized assets (see capitalization policy). Said system shall be periodically updated to ensure accuracy. In addition, a physical inventory of all items in the capital asset system shall be performed at least every 5 years and the Department Head or Elected Official shall be required to sign off as an indication that they agree with and have verified the listing.