

DISPOSITION OF COUNTY PERSONAL PROPERTY POLICY

POLICY

It is the policy of Woodbury County to dispose of County personal property which is being replaced or is no longer useful or needed, by awarding the property to the highest responsible bidder. The County may donate the property to a non-profit agency or governmental body within the County in lieu of using the bid process.

SCOPE

This policy is applicable to all offices and departments within Woodbury County Government.

ADMINISTRATIVE PROCEDURES

- A. A department shall notify the Building Services Department when that department has County personal property which has been replaced or is no longer useful or needed. The notification shall be in writing and include a listing of each item with a description, the item's Fixed Asset Accounting System (FAAS) number and its location.
- B. The Building Services Department shall take possession of the property and dispose of it as follows:
 1. Property may be sold by total lot or individually by sealed bids to the highest responsible bidder following publication of a public notice in an official County newspaper. Notices of sale shall also be posted in the County Courthouse.
 2. For property being sold individually: A certified check or bank check payable to the Woodbury County Treasurer for 10% of the bid amount shall accompany each 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 remaining bid amount prior to removing the property.

3. For property being sold in lots: A certified check or bank check payable to the Woodbury County Treasurer in the amount of \$50 as bid deposit must accompany each bid. When the bid has been awarded, all checks except for the highest responsible bidder will be returned. The successful bidder must pay the full bid amount prior to removal of property. The successful bidder will have five (5) working days to remove the property in its entirety. After all property in the lot has been removed the \$50 deposit shall be returned. The deposit shall be forfeited should the successful bidder not remove the property in its entirety.
 4. Woodbury County will not be liable for any accidents or injuries to anyone during inspection or during removal of property. The successful bidder must furnish all labor and equipment for removing property from County premises.
 5. The Building Services Director may use other bidding procedures (auctions, silent auctions, etc.) as appropriate to the property being disposed.
 6. All proceeds received for the sale of Secondary Roads personal property must be deposited in the Secondary Roads fund.
 7. All property requested to be donated to a non-profit agency or governmental body within the County must be made in writing to the Building Services Director. All donation requests for property estimated to be valued at more than \$500 must be approved by the Board of Supervisors. The entity must pick up the property within five (5) working days of being notified or else the donation approval will be automatically rejected and the public bid procedures will be implemented.
 8. A detailed listing of all County personal property disposed of shall be filed with the Board of Supervisors and the County Auditor's Office on a quarterly basis showing the Fixed Asset Accounting System (FAAS) number, disposition date and dollar amount received or what agency donated to. The County Auditor's Office shall update the County's FAAS records as appropriate.
- C. If the County personal property being replaced was used as a "Trade-In" allowance, the department should notify the County Auditor's Office in writing of property being "Traded-In" including its FAAS number so the County's FAAS records may be updated accordingly. This information shall be on the County purchase order to satisfy this requirement.

Board Approved: 2-18-97

WOODBURY COUNTY BOARD OF SUPERVISORS

Larry D. Clausen
Larry D. Clausen, Chairman

G. R. "Bob" Batcheller
G. R. "Bob" Batcheller, Supervisor

George W. Boykin
George W. Boykin, Supervisor

Raymond L. Burnight
Raymond L. Burnight, Supervisor

Maurice Welte
Maurice Welte, Supervisor

Attest:

Patrick F. Gill
Patrick F. Gill, County Auditor