

SADDLE CREEK COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Disposal of Surplus Property or Equipment

POLICY NUMBER: ~~To be Determined~~

ADOPTED: July 18, 2017

AMENDED: February 19, 2019

3085.1 Sale of Surplus Equipment.

3085.1.1 Board of Directors takes action to declare equipment surplus.

3085.1.2 Item is advertised, ~~listed online, with an auction service or through the County surplus process~~ for sale with notation of location/hours/days it can be seen and deadline date for submission of ~~sealed~~ bids. (Advertisement/~~listing~~ also notes that the ~~District reserves the right to reject any or all bids,~~ equipment is sold AS IS.)

3085.1.3 ~~Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.~~ The General Manager ~~may be~~ delegated the authority to open, accept the highest bid, extend bid deadlines, re-bid and reject bids.

3085.1.4 Bidders are notified of ~~Board's~~ the District's action.

3085.1.5 Junked Certificates ~~are~~ may be obtained for vehicles that are sold to protect the District from liability.

3085.2 Sale of Real Estate:

3085.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3085.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

3085.2.3 If property is not purchased by a public agency, it is advertised ~~in the newspaper as~~ required with a request that sealed bids be submitted to the District.

3085.2.4 Board takes action at ~~the next regular~~ a Board Meeting to accept or reject highest bid.

3085.2.5 Bidders are notified of the Board's action.