
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Disposal of Surplus Property or Equipment

POLICY NUMBER: 3300

3300.1 Sale of Surplus Equipment.

3300.1.1 Board of Directors takes action to declare equipment surplus.

3300.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3300.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3300.1.4 Bidders are notified of Board's action.

3300.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

3300.2 Sale of Real Estate:

3300.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

3300.2.2 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.)

3300.2.3 If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

3300.2.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.

3300.2.5 Bidders are notified of the Board's action.