

COUNTY OF ORANGE, VIRGINIA



SURPLUS DISPOSITION POLICY

Issued By: Finance Department

Approved By: Orange County Board of Supervisors

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Section 1.01 Purpose and Intent

- A. Orange County owns and utilizes a variety of real and personal property while providing services in the County. From time to time, due to operational change, obsolescence, damage, normal wear and tear or other reasons, such property may no longer be useable or useful in County operations and may be declared surplus.

Section 1.02 Definitions

- A. For the purposes of this policy, surplus property means personal property including, but not limited to, materials, supplies, equipment, and recyclable items, that is determined, for whatever reason, to no longer be useable or needed in County operations.

Section 1.03 Responsibility/Authorization

- A. The Purchasing Agent is responsible for administering the County's surplus property disposal process and is authorized to sell, trade, transfer or otherwise dispose of any property, with an original purchase price of \$5,000 or less, and which is the property of the Orange County Board of Supervisors, and is determined to be surplus either to the Using Department or the County generally. Items with an original purchase price of over \$5,000 must be declared surplus by the Board of Supervisors.

Section 1.04 Classifications

- A. County owned surplus property may be classified as:
 - a. Items of value for transfer, trade-in, or sale.
 - b. Scrap items which have sale value for material content only.
 - c. Items assessed to have little or no commercial value, and are acceptable to be placed in a landfill or for trash disposal.

Section 1.05 Determination of Surplus

- A. As a part of routine operations, every department should regularly evaluate the property within its control to identify surplus. In reaching the decision that property is surplus, due consideration is to be given to future potential needs, alternate uses and retention of property for spare parts. Department heads will confirm all decisions designating property as surplus and its classification as indicated in Section 1.04 above.
- B. No computer hardware, software, components or related supplies will be declared surplus without consultation with the Director of Information Technology. No such items will be disposed of unless they have been "cleaned" of stored data or the data is rendered inaccessible.
- C. Once property is determined by the Using Department to be surplus and falls within classifications a., b., or c. in Section 1.04 above, the Department head will notify the County Procurement Technician, who will inspect the property and make a final recommendation to the Purchasing Agent, that the property is surplus and its disposition.

Section 1.06 Disposal Methods

- A. Surplus property deemed by the Purchasing Agent to fall in classification c. in Section 1.04 and has no resale value, may be disposed of by department personnel. Recycling is encouraged and any environmental hazard presented by disposal of the property is to be avoided.

B. Competitive bids

- a. When surplus property is to be disposed of through sale to the general public, a competitive sale process is to be followed to insure that the County receives maximum value for property it no longer needs.
- b. Competitive bids will be pursuant to County Purchasing Regulations.
- c. Property may be sold through on-line auctions.
- d. Public auctions may be used to sell surplus property. Public notices and advertisements in newspapers and a variety of other media (County website) should be utilized to provide as much participation as possible in the bidding process.

C. Sold or Donated to Charitable Organizations

- a. Pursuant to §2.2-1124 of the Code of Virginia, property may be sold or donated to a charitable organization that has been granted tax-exempt status under § 501(c)(3) of the Internal Revenue Code.
- b. Prior to the sale or donation of surplus property, the Board of Supervisors must approve the sale or donation.

D. Negotiated Sales with Public Bodies

- a. The sale of surplus property to other Public Bodies is accepted. A transfer document describing the property is prepared by the owning agency and forwarded to the public agency that will be purchasing said property.

E. Set Price

- a. Surplus property may be offered to the public at a set price. The sale of an item is based on known sales experience and/or estimated current market value. Set price sales are publicly advertised.

F. Transfer within the County

- a. Departments are encouraged to reuse surplus property from one department to another. Following notification to the Purchasing Agent, all departments that may be able to use the surplus property should be advised of its availability. The department that is transferring the surplus property must submit the necessary documentation prior to the transfer of such property.

Section 1.07 Purchases by Employees and their Families through Public Sales

- A. County employees, including members of their immediate family, may not participate in the purchase of any County property through competitive sealed bidding or public auctions. However, employees of the County and their immediate family may purchase surplus property if the property being purchased is at a set price and that is available for sale to the general public.