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| Title of Policy: | **Surplus Property Disposal** | **Pg 1-2** |
| Section #: | Section 21 |  |
| Approval Date: | **February 9, 2021** |  |
| Revision Date: |  | Policy 21.1 |

**Policy Statement**

1. All real and personal property no longer used or needed by the Utility must be declared surplus property and disposed of in accordance with this Policy.
2. The Manager will submit to the KWD Water Board a list of each item of property or group of items of property which the Manager recommends the Board declare surplus property. This list should contain for the following information for each item or group of items:
3. A Brief description of the property;
4. Location of the property;
5. Property identification number (if any); and
6. Estimated value if it exceeds $500.00.
7. The KWD Water Board must declare the property on the list as surplus property at a regular Board meeting before its disposal. If the Board desires to receive a minimum amount on the sale of the property declared surplus, the Board will approve this minimum amount at the time the property is declared surplus. A list of all property declared surplus in a Board meeting will be incorporated in the minutes of that Board meeting.
8. After the Board declares property surplus, the Manager will dispose of the property using the following procedures.
9. The Manager will dispose of property with an estimated value of $500.00 or less by using any of the following methods:
10. Soliciting proposals for the purchase of the property from one or more persons and accepting the most favorable proposal;
11. Selling the property as scrap where the cost any other means of disposal will likely exceed the value of the property;
12. Destroying the property where the cost of any other means of disposal will likely exceed the value of the property;
13. The Manager will dispose of property with an estimated value over $500.00 by using any of the following methods:
14. Selling the property at a public auction;
15. Advertising for the submission of bids for the purchase of the property in newspapers of general circulation in the areas served by the Utility;
16. Listing the property on any website where potential buyers may submit bids to purchase government surplus property;
17. Listing the property in any publication where potential buyers of the property may submit bids to purchase government surplus property; or
18. Soliciting bids from at least three (3) persons who would have an interest in purchasing the surplus property.

(C)Any advertising, listing or solicitation of bids for the purchase of surplus property will include the following:

1. Description of the surplus property;
2. Location and inspection period of surplus property before bid deadline;
3. Method of bidding (sealed bids, written quotes or oral bids with written confirmation);
4. Anticipated date for acceptance of most favorable bid; and
5. Any other information deemed appropriate by the Manager.
6. The Manager will prepare and keep written record of the disposal of each item or group of items of declared surplus property which record must include:
7. The method of disposal;
8. Payment received, if any;
9. Who purchased or received the property;
10. A receipt from the person or entity who purchased or received the property which includes the amount received, the person’s or the entity’s name, address and telephone number and the signature of the person receiving the property; and
11. Any other information the Manager feels appropriate.