



# PIMACOUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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## I. Purpose

The purpose of this document is to define Pima County's Policy regarding the disposal of Surplus Personal Property within the mandates of Arizona law, specifically A.R.S. 11-251 (9), (56), and (58) and to define the authority of the Procurement Director and the responsibilities of the Procurement Director and Department Heads. Exempted from this Policy is property covered under A.R.S. 12-941 et seq., such as seized and unclaimed property.

## II. Definitions

- A. Disposal – The act of discarding something unwanted by sale, trade-in, donation, transfer, or destruction.
- B. Public Auction – A sale of property to the highest bidder. The public auction may be an on-site auction or an on-line auction utilizing the internet.
- C. Private Bid – A sale of property by acceptance of a private offer to buy. Opportunity is posted for submission of additional offers. Award will be made to the highest bidder.
- D. Surplus Personal Property – As determined by the Department Head or designee, personal property, except for scrap and salvageable waste property, that is operational, yet obsolete and /or no longer necessary or required for the operation of a County department.
- E. Trade-in – An item taken as payment or part of payment for a purchase.
- F. Waste Disposal – The act of removing unwanted items with no net market value. Property to be discarded as garbage.
- G. Scrap/Salvageable Waste – Property. Metallic or otherwise, that has no value except for its basic material content, such as scrap iron, aluminum, copper wire, wrecked and unrepairable vehicles (scrap steel), etc.

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### **III. Applicability**

This Policy applies to the disposal of Surplus Personal Property from all County departments regardless of the method of acquisition or funding source, unless property is governed by a statute other than A.R.S. 11-251 or if property was acquired with grant funds that had specific disposal conditions.

### **IV. Authority of the Procurement Director**

The Procurement Director shall have the authority to:

- A. Sell by public auction surplus personal property with an estimated market value of \$50,000 or less.
- B. Trade in surplus personal property within a solicitation process when the net award is \$250,000 or less.
- C. Dispose of in any other manner deemed appropriate surplus personal property that has little or no value or is unauctionable.
- D. Issue and maintain Procedures to provide County-wide guidelines and clarification on the process of disposing of Surplus Personal Property.

### **V. Responsibilities**

- A. The Procurement Director will direct the disposal of County's Surplus Personal Property.
- B. Department Heads will be responsible for oversight of their department's staff to ensure Policy and Procedures are adhered to.
- C. Department Heads will be responsible for reporting, maintaining and storing Surplus Personal Property until disposition.
- D. Department Heads will be responsible for establishing internal procedures and compliance and to optimize the value of surplus personal property.
- E. Departments wishing to dispose of surplus personal property that requires Board of Supervisors approval will, after coordinating with Procurement, develop and place on a Board of Supervisors meeting agenda a request for approval of the intended disposal. The only exception is trade in property through a solicitation process; Procurement will process the Agenda Item Summary.

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**VI. Policy**

- A. When Surplus Personal Property is identified by a department, the following alternatives will be considered:
- 1) Transfer Property within County
  - 2) Trade-in Property
  - 3) Public Auction
  - 4) Retail Outlet
  - 5) Government Entity Sale
  - 6) Retail Sale or Private Bid
  - 7) Disposal of Surplus Property with little or no value.
  - 8) Waste Disposal
- B. Surplus Personal Property disposal may require the approval of the Board of Supervisors or the Procurement Director depending on the estimated fair market value of the property and the method of disposal. All stated values are to be the estimated fair market value per each piece of property. Approvals must be obtained before any disposition action is initiated. Refer to the below matrix to determine appropriate action and approval for each disposal method alternative.

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<u>Alternatives</u>	<u>Conditions</u>	<u>BOS</u> <u>unanimous</u>	<u>BOS</u> <u>majority</u>	<u>Procurement</u> <u>Director</u>	<u>Department</u> <u>Head</u>
Transfer Property within County between Depts.	Departments may negotiate a cost adjustment				X
Trade in property, Net Award Value > \$250,000	Trade in must be in conjunction with a solicitation process.		X		
Trade in property, Net Award <= \$250,000	Trade in must be in conjunction with a solicitation process.			X	
Public Auction, > \$50,000	30 day notice must be given in newspaper		X		
Public Auction, <=\$50,000	30 day notice must be given in newspaper			X	
Sold through Retail Outlet, <= \$1,000	Property must be sold at no less than fair market value		X		
Government Entity, <= \$1,000	Property must be sold at no less than fair market value		X		
Government Entity, > \$1,000	Property must be sold at no less than fair market value	X			
Retail Sale @ Fair Market Value (FMV), <= \$15,000	Notice of sales must be posted in paper and we can receive additional offers for 30 days after Notice published.		X		
Private Bid @ FMV, <= \$15,000	Notice of sales must be posted in paper and we can receive additional offers for 30 days after Notice published.		X		
Sale to Government Entity or Charitable Organization for less than FMV		X			
Disposal of Surplus Property w/ little or no value	Value determined by Procurement Department			X	
Waste Disposal					X

Effective Date: 09/15/2009