DISPOSAL OF SURPLUS OR OBSOLETE COUNTY EQUIPMENT

I. POLICY

Equipment, supplies and other County-owned personal property which has been determined to be obsolete, worn out, or no longer needed by the County shall be sold or otherwise disposed of in a manner which promotes public confidence in the fiscal integrity and good stewardship of the County.

II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of the Public Acts of 1851, as amended.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted on: BC 10-092, April 27, 2010

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review: Planning and Policy Committee, May 11, 2017

Last Review by Internal Policy Review Team: May 1, 2017
IV. PROCEDURES

1. Department Heads and Elected Officials are responsible for safeguarding County assets. Equipment, supplies, lost or abandoned property or other County personal property which has been determined to be obsolete, worn out or no longer needed by the County shall be disposed timely in the following manner:

a. For Items Over $5,000 (Original Cost):

   1). Disposal shall be by auction, sealed bid, public offering, or any other method the Fiscal Services Director deems to be in the County’s best interest. The Purchasing Manager will maintain a list of approved disposals methods and auction vendors.

   i. Upon disposal, the Department Head or Elected Official must submit an Asset Disposal Form to the Fixed Asset Accountant within 30 days for the sale.

b. For Items under $5,000 (Original Cost):

   i. Department Heads and Elected Officials, with the support of the Purchasing Manager, shall sell or otherwise dispose of these items in a manner which encourages fairness and price competition and/or as appropriate for the situation.

   c. All proceeds must be deposited with the County Treasurer and recorded as sales proceeds.

   c. Whenever fiscally prudent to do so, equipment, supplies or other County personal property which has no resale value shall be disposed of in an environmentally responsible manner.

   d. The County will not donate County equipment or personal property unless determined by the Purchasing Manager, in writing, that the equipment or personal property has no practicable commercial market.

   e. Employees may purchase surplus equipment as part of the competitive sale process.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.