
SALE, DISPOSAL OR TRANSFER OF COUNTY PROPERTY

NUMBER: P060
EFFECTIVE: May 31, 2005

REPLACES: NA
DATED: NA

PURPOSE: Establish procedures for departments to use for the proper sale, disposal or transfer to another department of surplus or obsolete County property.

DEFINITIONS:

Surplus property – can be any property in a County department that is no longer of use to that department.

Obsolete property - Can be any property owned by the County no longer needed for County use.

Transfer – Any transfer of County property from one County department to another.

POLICY: Winnebago County recognizes that obsolete property acquired with taxpayer dollars ought, as a right to be offered to that electorate in open competition when such property is disposed. As such, all County obsolete property will be disposed of by one of the following methods; 1) Consignment for sale 2) Online auction or 3) Advertisement and sale.

A disposal of County assets may only be made with the permission of the Purchasing Agent. If a disposal of assets is determined by the Purchasing Agent to be in the best interest of Winnebago County, the Purchasing Agent shall determine the manner of disposal.

No obsolete/surplus assets may be sold, traded-in, or transferred without prior notification of the Finance Director, in order that all fixed asset and other reporting requirements may be met.

No County assets shall be sold to any County employee or official outside the procedures outlined above. Employees must be mindful that transactions among County employees or officials may lend the appearance of unethical practice.

PROCEDURE: The following procedures will be followed for disposals under all three methods.

1. A Surplus Property Disposal Form should be completed and sent to the Purchasing Agent as soon as an item is determined to be obsolete property. The form can be found on the Intranet under Purchasing Forms or follow this link: [..\Purchasing Forms\Surplus Property Disposal Form.xls](#).
2. Included in the description of the item, should be any pertinent information such as age, model #, size (measurements), and anything else that a buyer would find helpful.
3. Transfers of assets between departments will be accomplished through an online auction site. See the procedures for transfer of assets on the following page.
4. Consult the Purchasing Agent if you have items that logically would be considered scrap or junk. If agreed, the items will be disposed of right away. A work order must be submitted to the Facilities & Property Management Dept. to dispose of any large items.
5. Please hold onto the items until contacted by the Purchasing Agent.
6. If you cannot store items in your department until the time of the sale, indicate this on your Surplus Property Disposal Form. Purchasing will arrange for the Facilities & Property Management Dept. to transport the items to a storage facility by submitting a work order.
7. If items are not sold, the Purchasing dept. will determine the method of disposal. See next page for policy on items that may contain hazardous materials.

TRANSFERS: Surplus items will be offered to all departments before being offered for sale to the general public. These items will be listed on the publicsurplus.com website for 7 days before they are offered to the public. To view and acquire these items follow the following steps:

- 1) Go to <http://www.publicsurplus.com/sms/winnebago/wi/register/internal>
- 2) The first time you use this site you will have to register as a user. Enter this registration code **FIRM 16 OLD 58**. Then select a user name & password. Read the user agreement and click on "I agree". Your account is now active.
- 3) On future visits to the site, select LOGIN at the top of the page and use the user name & password you set up.

To be notified of all Winnebago County auctions:
 - After you log in go to **My Stuff**
 - Choose **Profile**
 - Pick **Interest List** from the choice on the left-hand side of the screen
 - Select the categories from the list you want to receive notification on (for all categories, hold down the shift key as you scroll down the list) then click Add
 - Pick the Region of Wisconsin (you will also get notification of some other WI Cities and Counties this way. Their items are not available for free.
 - Save-Now you will be automatically notified about new items
- 4) You can view and "bid on" items very similar to the way you would on Ebay. There is no cost associated with the items so the first department to place a bid will win the item.
- 5) You will receive an email notifying you that you are the successful bidder. When you receive this message, contact Purchasing to arrange pick up of your item.
- 6) It will be expected that the "winning bidder" will pick up the items from the pickup location in the item listing. For very large items, a work order may be sent to Facilities requesting their assistance in transporting the item(s).
- 7) The items will be available to departments for 7 days at which time if there are no bids they will be offered to the general public and sold to the highest bidder.

PLEASE NOTE! This procedure is to be used **ONLY** to acquire items for use in your department. If you are interested in items for personal use, you can register as a bidder by going to www.publicsurplus.com. Click on REGISTER and fill in the information requested using your **PERSONAL** information.

DISPOSAL OF HAZARDOUS ITEMS: Items containing materials that may be considered hazardous that are not sold will have to be disposed of in the proper manner. This includes items such as microwaves, refrigerators, computer monitors, tires, batteries, and many others.

If there are fees associated with the disposal of these items, it will be the responsibility of the Department to cover these fees. The Facilities Department will be able to transport the items, unless a transportation permit is required, but will not cover the disposal fees.

REVENUE FROM SURPLUS

For individual items over \$1000, the revenue will go back to the dept.

For "bulk sales" over \$5000, the revenue will go back to the dept.
All other revenue from sales goes back to the general fund under misc. & unclassified.