



# Wake County Surplus Property Procedure

X	Countywide or	Department:	Division:
Supersedes: Procurement Manual			Effective Date: 12/1/2010
Approving Authority: Board of Commissioners			
Originating Department(s): Finance			

- I. **Purpose:** The purpose of this procedure is to establish guidelines for the disposal of County surplus property, both real and personal in accordance with North Carolina General Statutes 160A-266, 160A-271, 160A-277 and 160A-279.

II. **Procedure Statement:**

The process to surplus property is coordinated by and through the Wake County General Services Administration (GSA), Central Services Division in conjunction with the Finance Department. If you have surplus property, gather these items in one location then contact the GSA Request Center at 856-2777 for pickup. Be prepared to share the type, condition and quantity of property to be collected when you call. Departments are not authorized to dispose of their own assets. Only GSA is designated to estimate the value of surplus property and coordinate its disposal. There are three types of property subject to surplus property rules, each with their own procedure for disposal: personal, vehicles and real property.

**A. Personal Property**

The Wake County Board of Commissioners (BOC) has delegated the responsibility of declaring County personal property as surplus depending on the salvage value of the asset. The approvals are as follows:

Salvage Value	Approval Required
Assets valued at \$4,999 or less	Department Head and Finance Director
Assets valued at \$5,000 to \$29,999	Department Head, Finance Director and County Manager
Assets valued at \$30,000 and greater	Department Head, Finance Director, County Manager and Board of Commissioners

- Disposal of personal property varies depending on the value of the item.
  - Property valued at greater than \$30,000 must be by a competitive process, i.e. public auction, sealed bid, or upset bid.
  - Property valued at less than \$30,000 may be any competitive process shown above; or by negotiated sale.
- Personal property may be used as a trade-in credit toward the purchase of new equipment without the requirements of the approval of the BOC if done through a competitive bid process and the personal property is identified in the bid as trade-in equipment.
- Property cannot be given away or donated without BOC approval.

## **B. Vehicles**

- Fleet Operations will coordinate notification of all transactions with the Finance Department Fixed Asset section and will be responsible for maintaining all records concerning surplus vehicles including all vehicles sold/disposed.
- County vehicles identified as surplus by Wake County Fleet Operations, will be turned over to the North Carolina Department of Administration State Surplus Property Office (NCSPO) for disposal through the sealed bid process.
  - Vehicles sold/disposed of by alternate means must be approved by the County Manager or the BOC, as appropriate.
- Vehicle delivery from the County to the state office will be coordinated by Fleet Operations.
  - All vehicles will be delivered with keys and vehicle title.
- All title work, including odometer statements, will be completed by the NCSPO.
- Once any vehicle is sold, the NCSPO will provide the County with a copy of the bill of sale listing the sale price, buyer and vehicle ID number.
- The NCSPO will issue a check payable to the County of Wake for all/any vehicles sold. The amount of the check will be for the selling price, less a five percent fee for handling the sale.
- Fleet Operations is responsible for ensuring that all license tags for disposed vehicles are returned to the Division of Motor Vehicles.
- Fleet Operations will prepare an annual summary report showing all vehicles disposed of, listing the vehicle ID number, year, make, model and selling price.

Salvage Value	Approval Required
Vehicles valued at \$4,999 or less	Department Head, Fleet Director and Finance Director
Vehicles valued at \$5,000 and greater	Department Head, Fleet Director, Finance Director and County Manager

## **C. Real Property**

Real property valued at any dollar amount must be approved by the BOC and disposed of through a competitive process. Disposal of real property is handled through the Department of Facility, Design and Construction.

## **III. Definitions:**

- Asset – anything capable of being owned or controlled to produce value and that is held to have positive economic value
- Personal Property – property that is movable, not fixed permanently to one location, i.e. equipment, vehicles, materials, commodities, etc.
- Real Property – Land and/or the buildings sitting thereon
- Surplus – supplies or equipment which are obsolete, unusable or in excess of need; with remaining useful life and available for disposal.

- Upset Bid - a competitive situation where the highest bid is publicly known and others are allowed the opportunity to increase the bid at pre-determined increments within a given time frame.

**IV. Applicability:** These procedures apply to all Wake County departments.

**V. Procedure Responsibility and Management:**

- The Procurement Services Division within the Finance Department is responsible for procedure development and implementation;
- The Surplus Procedure will be reviewed and updated by the Purchasing Director annually or more frequently as required.
- New employees assigned surplus property responsibilities for their departments should review these procedures and training will be provided as needed by contacting Procurement Services.
- Contact: Purchasing Director 856-6153.

**VI. Related Policies, Procedures, and Publications:**

- Procurement Policy
- Capital Assets Policy
- Capital Assets Procedures

**VII. Appendices:** None

**VIII. History:**

Effective Date	Version	Section(s) Revised	Author
12/1/2010	1.1	New Format for entire document	Tom Wester