



# Disposal of Surplus Property Policy

For:

**ROCKINGHAM COUNTY  
VIRGINIA**

*Adopted:  
April 24, 2019*

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# **DISPOSAL OF SURPLUS PROPERTY POLICY**

**Rockingham County, Virginia**

**April 2019**

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## **Section 1. Overview**

The purpose of this policy is to outline the process for selling and disposing of property no longer needed by Rockingham County (County).

## **Section 2. Policy**

Surplus property of the County is defined as property that is no longer needed by the County. This could be property that has been replaced by a newer model, property that is broken or property that has become obsolete.

The County will dispose of surplus property using different methods, determined by the value of the property being disposed. If items are being sold as a lot, the value of the total lot should be used in determining the value. The Director of the department from which the property originated shall be responsible for determining the value of the property.

- 1) If the property is valued at less than \$100, then the property shall be sent to the landfill to be disposed (recycled if possible)
- 2) If the property is valued at more than \$100 it shall be deemed Significant Valued Property, shall be declared surplus by the Board of Supervisors, and disposed of using one of the methods listed in Section 3.

## **Section 3. Significant Valued Property**

Surplus property that has a value of \$100 or more must be disposed of by one (1) of the following methods:

- 1) Advertisement on an appropriate government auction site.
- 2) Advertisement in local paper for sealed bids.
- 3) Negotiated sale: When property has not been sold after a sealed bid and it also has not been sold after being placed on a government auction site, it may be sold to any solicitor who has shown an interest in the property. Every effort should be made to collect as high a price as possible for the item being disposed.
- 4) Contracted sale: A contract can be established for the sale of surplus items generated on a continuing basis, such as scrap metal or old meters.
  - a) Such contracts must be advertised in a local paper of general circulation or posted on the County's website to allow for all interested parties to submit a bid for the contract proposal.
- 5) Trade in: When purchasing a new item and the vendor will take the item being replaced as a trade-in, the trade must be full described with model and serial number on the invoice with the trade-in value listed as an offset to the purchase price of the new item.

#### **Section 4. Donation of Property**

Surplus property may be donated to a non-profit agency such as a volunteer fire or rescue department, public or private schools, towns, etc.