

# El Paso – Teller County Enhanced 9-1-1 Authority Board

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Number: **4.30**

Replaces:

Date Issued: May 26<sup>th</sup>, 2004

Revised:

**Date Effective:** May 26<sup>th</sup>, 2004

**Subject:** Disposition of Property

## I. PURPOSE

The purpose of this policy is to provide guidelines for the Authority to timely dispose of obsolete or unneeded property.

## II. GENERAL STATEMENT OF POLICY

Effective use of the Authority's equipment will at times require disposal of obsolete or unneeded property.

## III. MANNER OF DISPOSITION

### A. Authorization.

The Authority shall be authorized to dispose of obsolete or unneeded property, equipment and materials ("property") by selling it at a fair price consistent with the procedures outlined in this policy. Property deemed to have little or no value may be disposed of by gifting it to members of the Authority, or to a local emergency service agency.

### B. Determination of Value.

For purposes of this policy, the value of any property shall be set considering the original purchase price, depreciated value, salvage value and the cost to the Authority to dispose of the property.

### C. Property having a value exceeding \$25,000.

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1. If the value of the property is estimated to exceed \$25,000, sealed bids shall be solicited after two weeks published notice in a newspaper approved for legal publications wherein the property or the Authority's offices are located. This notice shall state the time and place of receiving bids and contain a brief description of the property.
2. The sale shall be awarded to the highest responsible bidder submitting a satisfactory bid, and a contract evidencing such sale shall be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and with the successful bid indicated thereon.
4. In the case of identical high bids from two or more bidders, the Authority may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the Authority may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not go below the original bid. If no satisfactory bid is received, the Authority may reject all bids and re-advertise.
5. All bids obtained shall be kept on file for a period of at least one (1) year after receipt thereof.

D. Property having a value exceeding \$5,000 but less than \$25,000:

If the value of the property is estimated to exceed \$5,000 but not to exceed \$25,000, the sale may be made by auction after publishing notice or by direct negotiation, by obtaining not less than two or more quotations for the purchase, and without advertising for bids. All quotations obtained shall be kept on file for a period of at least one (1) year after receipt thereof. A contract evidencing such sale shall be duly executed in writing, and be otherwise conditioned as required by law.

D. Property having a value of less than \$5,000:

If the value of the equipment or materials is estimated to be less than \$5,000, the sale may be negotiated with a single prospective purchaser without public notice or advertising. A written contract evidencing such sale may be required depending on the nature of the property and terms of the sale. Property having a value of less than \$5,000 may, with the approval of the Authority Board, be deemed to have nominal value and be gifted to the

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Authority member at which the property is currently located, or any local emergency service agency.

E. Sales to Officials and Contractors.

No Authority property will be sold to an Authority officer, contractor or contractor's employee except for sales to the highest responsible bidder based on a competitive bidding procedure, or to the highest bidder at a public auction.