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# Beckwourth Fire District

## POLICIES AND PROCEDURES

**POLICY TITLE:** Disposal of Surplus Property or Equipment  
**POLICY NUMBER:** 3085

**3085.1** Sale of Surplus Equipment.

**3085.1.1** Board of Directors takes action to declare equipment surplus.

**3085.1.2** Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

**3085.1.3** A check must be provided with a sealed bid to the department and all sealed bids will be opened at the next Regular Board Meeting and if action is taken by the Board to accept or reject highest bid and confirmation of sufficient funds for the check to clear are confirmed.

**3085.1.4** Bidders will be notified of the Board's action. Any and all bids not accepted will have the checks returned to them within 10 days.

**3085.1.5** Junked Certificates and /or DMV release of liability are obtained for vehicles that are sold prior to delivery of said vehicle to protect the District from liability.

**3085.2** Sale of Real Estate:

**3085.2.1** Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

**3085.2.2** Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)

**3085.2.3** If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.

**3085.2.4** Board takes action at the next regular Board Meeting to accept or reject highest bid.

**3085.2.5** Bidders are notified of the Board's action.