

Marin Emergency Radio Authority
Surplus Property Policy and Procedures

Purpose: To establish administrative requirements and final authority for the proper disposition of MERA surplus property, including tangible and intangible assets (see Capital Assets Policy).

Policy: When MERA property wears out, becomes obsolete or is no longer needed in operations, it becomes surplus. All surplus MERA property should be formally identified, recorded and properly disposed of. Surplus property may be sold, donated, or transferred to a member, other public agency or non-profit institution.

Procedures:

- A. The MERA Executive and Operations Officers have the primary responsibility for recommending in writing, the declaration of property as surplus, to the Executive Board and requesting its approval of disposition. The Executive and Operations Officers may delegate the decision on disposal methods of surplus property and actual disposal to the County Purchasing Agent. A written report is required on the disposal method and outcome.
- B. The Authority will use the most efficient method of disposal to optimize benefit to the Authority. Methods of disposal include, but are not limited to:
 - (1) Sale
 - (a) Sell surplus property to another state or local government agency without public advertisement or receipt of competitive bid; or
 - (b) Sell surplus property after public advertisement of sale through:
 - (i) MERA's website; or
 - (ii) Marin County's surplus property program; or
 - (iii) Other public advertisement as appropriate.
 - (c) The value of surplus property will be determined by a third-party selected by the Executive Officer or designee for items estimated at \$10,000 and above.

(2) Transfer/Donate

Transfers/donations of surplus property or scrap may be made to a collaborating government or other non-profit institution when intended for institution purposes and consistent with restrictions on its transfer. Transfer/donation shall be documented, signed and dated by both parties.

(3) Exchange or Trade-in

The Authority may exchange or trade-in property when such exchange or trade-in is in the best interest of the Authority, and is otherwise in compliance with applicable rules or policy. Exchange or trade-in will be considered disposal for purposes of these rules. Records will be kept regarding the valuation methodology used in evaluating the relative benefits of trade-in, exchange or sale.

(4) Scrap

If the Authority declares surplus property to be scrap, it will be disposed of in accordance with all state, federal and local regulations regarding environmental health and recycling. The Authority's preference is to recycle wherever possible in accordance with sustainable practices.

(5) Methods of Payment

The Authority will accept payment in the form of cash, cashier's check, wire transfer or money order.

Proceeds from surplus property will be deposited in the MERA Replacement Fund (70036).

(6) Warranties

All property is conveyed "AS-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. A purchaser or disappointed bidder will have no recourse against the Authority. All sales will be final.

(7) Eligibility to Acquire

No Authority contractor, contractor employee, or agent for such will be granted any benefit or opportunity not granted the general public in acquisition of items through the disposal process. Such individuals may participate in open public sales, auctions and sealed bid sales.