
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Disposal of Surplus Property or Equipment

POLICY NUMBER: 3060

3060.1 The Board of Trustees may declare as surplus any real or personal property that it determines is no longer necessary for District operations.

3060.2 The District Manager may sell, lease, or otherwise dispose of surplus property in such manner as it determines to be in the best interest of the District.

3060.3 Every sale of capitalized surplus property shall be sold to the highest bidder submitting a bid in an amount equal to or greater than the minimum bid amount established by the Board of Trustees, in accordance with the following procedure:

3060.3.1 The Board of Trustees shall establish a minimum bid amount for each item to be sold.

3060.3.2 A Notice of Sale shall be published pursuant to Section 6066 of Government Code.

3060.3.3 The publication of notice pursuant to section 6066 of Government Code shall be once a week for two successive weeks. Two publications in a newspaper published once a week or oftener, with at least five days intervening the respective dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day.

3060.3.4 The notice of publication shall contain:

- A description of the item or items to be sold;
- The minimum bid amount for each item to be sold;
- The deadline for submitting written bids; and
- The date on or after which the sale may occur.

3060.3.5 The notice of sale shall state:

- The surplus property may be viewed at the designated location;
- Surplus property is sold “as is,” “where is,” and without warranty of any kind;
- Sales are for cash only, and each bid must be accompanied by a check in the amount of 10% of the bid amount, made payable to the district, as security for completion of the purchase and sale;
- Bids shall be in writing and signed by the person offering to purchase the surplus property and must clearly and unequivocally identify and state the item being bid on and the amount offered for the item. The amount of the bid must equal or exceed the established minimum bid amount;
- Bids shall contain the bidder’s mailing address and a telephone number at which the bidder may be contacted or a message may be left;

- A bid, to be considered, must be sealed and received at the District office no later than the deadline stated in the notice.

3060.3.6 The Board of Trustees, or its designee, may accept the highest bid complying with the requirements stated in the published notice and in District policy, or reject all bids. Notice of acceptance shall be provided by or at the direction of the Board. Payment arrangements must be made with the District within 24 hours of notice of acceptance.

3060.3.7 The Board of Trustees may, in its sole discretion, at any time prior to issuance of the notice of acceptance, withdraw the surplus property from sale or commence a new notice and solicitation process. If a high bidder fails to consummate the sale, the second highest bidder is notified, and payment arrangement is made in accordance to section 3060.3.6. If no bids are received, the Board of Trustees may direct District management on what to do with unsold surplus property, to include but not limited to, lowering the minimum bid amount, disposing of such surplus, or donating.

3060.3.8 Security deposits accompanying non-accepted bids shall be destroyed or returned to bidders upon completion of sale or upon a determination by the Board of Trustees to reject all bids.

3060.4 Non-capitalized District property may be declared surplus by the District Manager. The District Manager may sell or dispose of non-capitalized property by the following means:

3060.4.1 Sale or donation of the items to another government agency or charity.

3060.4.2 Sale of the items to the highest bidder at a public auction sponsored by another government agency such as City or County.

3060.4.3 Sale of the items to the highest bidder at a public auction at the District's office. Notice of such auction shall be advertised in accordance to Government Code section 6066.

3060.4.4 Disposal of the items by any other lawful means if the District Manager determines that the item has no redeemable value.

3060.5 Members of the District Board of Trustees or its employees shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity pursuant to Section 1090 of Government Code. The Board of Trustees and employees of the District are not eligible to bid, purchase, or receive District surplus property.

3060.6 Sales of non-exempt surplus land [or residential property] shall satisfy Title 5, Division 2, Part 1, Chapter 5, Article[s] 8 [and 8.5] of the Government Code, pertaining to requisite offers to sell to designated entities.