

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting Local Rule No. 6        )  
Under Ordinance 88-3, the Public Contract        )       Order No. 39 -2013  
Review Board Ordinance                                )

WHEREAS, the Board of County Commissioners adopted Ordinance No. 88-3 in 1988 for the purpose of adopting rules of procedure for public contracting, creating a Local Contract Review Board and exempting certain classes of public contracts, products and services from Brand Name Restrictions and Competitive Bidding; and

WHEREAS, Ordinance No. 88-3 adopted and incorporated by reference Oregon Administrative Rules, Chapter 125, Division 350 (1984), governing the disposition of surplus property; and

WHEREAS, these Administrative Rules are outdated and difficult to implement; and

WHEREAS, ORS 279A.065 authorizes the County to adopt local rules that the County will use for public contracts, including the disposal of surplus property; and

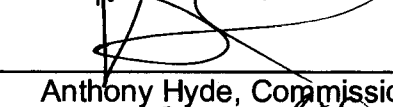
WHEREAS, it is in the public interest to adopt Local Rule 6, implementing a process and procedure for the disposition of surplus property;

NOW, THEREFORE, IT IS HEREBY ORDERED, Local Rule No. 6 under Ordinance No. 88-3, the Public Contracting Review Board Ordinance, is adopted and shall read as shown in Exhibit "A" which is attached hereto, and is incorporated herein by this reference.

Dated this 7<sup>th</sup> day of August, 2013.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By:  \_\_\_\_\_  
Henry Heimuller, Chair

By:  \_\_\_\_\_  
Anthony Hyde, Commissioner

By:  \_\_\_\_\_  
Earl Fisher, Commissioner

Approved as to form

By:  \_\_\_\_\_  
Office of County Counsel

## Exhibit "A"

The following rules shall govern the disposal of surplus property.

- A. \$2,500 or Less. The County Finance Director or designee may declare surplus and dispose of any County personal property deemed to have a current net value to County of \$2,500 or less, per item. The IT Director may declare surplus and dispose of any IT related personal property deemed to have a current net value of \$2,500 or less, per item.
- B. Over \$2,500. Any items with a current net value exceeding \$2,500 per item may be declared surplus by the Board of County Commissioners.
- C. Methods of Disposal. Surplus property may be disposed by any of the following methods upon a finding that the method of disposal is in the best interest of the County. Factors that may be considered by the Board or Finance Director costs of sale, administrative costs, and public benefits to the County. The County shall maintain a record of the reason for the disposal, including the name of the person to whom or entity to which the surplus property was transferred. Approved methods of disposal:
  - i. Public entities. Without competition by transfer or sale to another County department or public agency.
  - ii. Auction. By publicly advertised auction to the highest bidder.
  - iii. Bids. By publicly advertised invitation to bid, including bids solicited using an on-line marketing company, if the marketing company is approved for County use in advance by the Board of County Commissioners.
  - iv. Liquidation Sale. By liquidation sale using a commercially recognized third-party liquidator selected in accordance the procurement rules.
  - v. Fixed Price Sale. The County may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
  - vi. Trade-In. By trade in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation shall require the offeror to state the total value assigned to the surplus property to be traded.
  - vii. Donation. By donation to any organization operating within or providing a service to residents of the County which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the

Internal Revenue Code of 1986, as amended.

- viii. Garbage/Recycling. Surplus property which has a value of less than \$500, or for which the costs of sale or transportation are likely to exceed sale proceeds may be disposed of by an means determined to be cost-effective, including by disposal as waste. The official making the disposal shall make a record of the value of the item and the manner of disposal.
- D. These rules do not apply to the disposal of surplus real property or to the extent that federal, or state laws, rules or regulations or grant requirements specify alternate methods of disposal.
- E. No surplus property shall be transferred with any warranty, or guarantee of any kind.