

Title:		Contents:	P-3900
SURPLUS PROPERTY DISPOSAL PROGRAM		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Policy

Effective December 1, 1997, surplus County personal property and badges, unclaimed or abandoned personal property which would otherwise be delivered to the Purchasing Agent for disposal shall be disposed of by each department in accordance with the Board adopted Decentralized Surplus Property Disposal Program.

Surplus Property Disposal Program

The Los Angeles County Decentralized Surplus Property Disposal Program was adopted by the Board of Supervisors on November 18, 1997 and became effective 12/1/1997. Copies are available from the County Surplus Property Coordinator at ISD.

Responsibilities-ISD/Purchasing Agent

The Purchasing Agent shall be responsible to:

1. Solicit bids for and issue sales awards for the trade-in of surplus property.
2. Establish countywide agreements to support the countywide surplus property disposal program, including appraisal and auction services, rubbish hauling, transportation services and purchase or scrap metal, paper and other surplus for which there is an ongoing market.
3. Dispose of surplus County vehicles through auction.
4. Designate a County Surplus Property Coordinator who will provide training, disposal advice and technical assistance to departmental Surplus Property Coordinator; arrange for the appraisal and disposal of unclaimed or abandoned valuable personal property; enter into donation agreements with public service agencies who meet the Board's criteria for program participation; and coordinate the County's participation in the Federal Surplus Property program.
5. Maintain a Surplus Property Web Page, which may be used by departments to list and search for County surplus property.

Responsibilities – Department

Individual County departments are responsible to:

1. Develop written departmental procedures for the disposal of surplus County property and unclaimed personal and stolen property (except valuables which are disposed of by the Purchasing Agent via auction) in compliance with countywide policies and procedures.
2. Designate employee(s) who are authorized to sign disposal documents authorizing the disposal of surplus County personal property.

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3. Designate a departmental Surplus Property Coordinator(s) to coordinate the disposal of property for the department, including posting items available for redistribution on the County's Surplus Web Page, arranging for on-site and off-site auctions, arranging for donations to authorized public service organizations, and forwarding unclaimed valuables (jewelry) to the Countywide Surplus Property Coordinator for disposal. It is recommended that the departmental Surplus Property Coordinator be a member of, or associated with, the department's Fixed Assets staff to ensure that surplus fixed asset and portable item of equipment are appropriately documented and reported.

4. Designate the Surplus Property Coordinator, Procurement Unit or other appropriate staff to solicit bids for and issue sales awards for the sale bid of surplus property.

For Sale Bid and Sales Award Numbers

Register Section is the County's centralized controller for the issuance of For Sale Bid Numbers and Sale Award Numbers. These numbers are requested via fax by the departmental Surplus Property Coordinator(s). Register will post the For Sale Bid for the time period indicated.

Surplus Web Site

<http://web.co.la.ca.us/isd/pcs/surplus/surindex.cfm>

This web site is used to post all usable surplus personal property items that are not being disposed of by sale bid or auction. It allows departments to redistribute usable surplus to other County departments and, if the property is not claimed, by another county department, to make items available for donation to Board approved, nonprofit, public service agencies.