

Title:		Contents:	<b>P-4300</b>
<b>TRADE-INS</b>		Submitted By:	<b>Purchasing Division</b>
		Approved By:	<b>Purchasing Agent</b>
Effective Date:	<b>12-10-01</b>	Supersedes No.:	
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## **Policy**

Old equipment that is obsolete, inoperable or beyond economical repair may be offered for direct sale or as a trade-in towards the purchase of new equipment.

## **Exceptions**

Exceptions include motor vehicles and construction equipment disposed of by public auction; and/or trade-in of an item wherein the vendor terms the transaction an "exchange" and wherein an "exchange price" is used without reference to a specific amount being allowed for the old item, e.g. electronic components of a proprietary nature.

## **Procedures**

Departments must submit an "Application for Authority to Sell or Trade-In Surplus Property", Form No. 76A635 with their requisition for new equipment.

If old equipment cannot be released until new equipment is received, the old equipment will be offered as a trade-in only.

If old equipment is no longer in use and can be released or sold before new equipment is received and the original purchase value was over \$25,000.00, the equipment will be offered as a trade-in and shall also be offered on a "direct sale" bid.

1. The Purchasing Agent will offer the old equipment as a trade-in.
2. The surplus Purchasing Agent will also handle the bid of the old equipment for direct sale to the highest responsive bidder.
3. Old equipment will be offered "as is, where is."
4. Both bids shall be mailed on the same day and close on the same day at the same time
5. All sale bids must be posted minimum 5 working days at office of the Purchasing Agent and County courthouse to comply with state law.
6. Each bid shall cross reference each other in the following manner:
  - Trade in bid  
"This equipment is also being offered for direct sale on Bid # \_\_\_\_\_.  
The County of Los Angeles reserves the right to make the award on either bid."
  - Sales bid  
"This equipment is also being offered as a trade-in on Bid # \_\_\_\_\_.  
The County of Los Angeles reserves the right to make the award on either bid."

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- 7. Based on the best interest of the County, the Purchasing Agent will evaluate and determine whether to use the old equipment as a trade-in or process as a direct sale.
  
- 8. All Sales awards must bear the statement, "Disposal of property authorized by Board of Supervisors, March 4, 1941."