

**TRAILER ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE
DISPOSAL OF DISTRICT PERSONAL PROPERTY**

PP 48

DEFINITION

District personal property is any property other than real property. (i.e. pool table, air conditioner, lawn mower, truck, table saw, etc.).

POLICY

District personal property shall become surplus after examination by the trustee whose area of assigned responsibility it falls under, and if necessary, the maintenance foreman. The surplus property may be the result of its replacement, accidental damage, used beyond its expected life, or for any other reason. When replacing, it may be beneficial to trade in the item to reduce the cost of its replacement.

If, after examination by the trustee and the maintenance foreman, there is a mutual agreement as to the approximate worth, it will be presented to the Board of Trustees for approval to dispose of the property. The property may be disposed of in the following manner:

1. No worth whatsoever—discard as junk.
2. Estimated value of \$200 or less—offer through postings to District residents. This would be considered a Local disposition authorization.
3. Estimated value over \$200—item shall be posted in the park bulletin boards and website, placed on channel 95, and advertised in the newspaper recognized as a newspaper of general circulation.

POSTINGS

Both postings and ads must state basic descriptions of the item(s), its location, the disposal/inventory tag number, contact person, inspection times, and whether or not in operating condition. Since bidding on the item will require a sealed bid, there shall be a date, time, and location of the bid opening stated.

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BID PROCESS

Both procedures shall require a bid sealed in an envelope clearly marked—

Bid for _____ **Date** _____

and may be mailed (no E mail) or delivered to the District office before the bid opening time. Bids received later than the advertised deadline will not be accepted. Bid opening date shall be scheduled to correspond with a regularly scheduled board meeting. The bids shall be opened during a Trailer Estates board meeting and an award made at that time.

PAYMENT

Full payment by certified check, money order, or cash will be required from the successful bidder before release. Any item thought to have a worth of over \$1000 shall require a certified check in the amount of 10% of the bid offered, included with the bid, which shall be returned to non-successful bidders. All monies received from the sale of the item(s) offered shall be deposited in the general fund by the treasurer.