

#7: Surplus Material & Sale of County Property

I. PURPOSE

This Policy establishes procedures for the disposal of County surplus supplies and equipment (stock) and other County property. The County is committed to disposing of County property in a manner that best serves the public interest. This includes transferring property between departments to minimize purchases, transferring property to municipalities, and recouping public funds from the sale of wherever possible.

II. SURPLUS SUPPLIES AND EQUIPMENT

All using departments shall submit to the Facilities Department, reports showing stocks of all supplies and equipment which are no longer used or which have become obsolete, worn out or are past their useful life.

- A. **Transfer to Other Departments.** The Facilities Director shall have the authority to transfer surplus supplies and equipment to other using departments.
- B. **Municipal Transfer.** The Facilities Department will periodically circulate a list of unwanted surplus supplies and equipment to municipalities in Cumberland County. The Facilities Department will invite inquiries and transfer surplus supplies and equipment to requesting municipalities at no cost on a first-come-first serve basis.
- C. **Sale.** The Facilities Department, after offering to municipalities, shall have the authority to sell all surplus supplies and equipment not taken by County departments or municipalities with the approval of the County Manager. Sale of surplus stock may be accomplished by a competitive bidding procedure, an open sale, or in any manner deemed appropriate by the County Manager. Supplies or equipment not sold within sixty (60) days of being offered may be deemed by the Facilities Director to have no value and be disposed of as provided below (see Subsection E).
- D. **Computer Hardware.** Computer hardware taken out of service may be offered for sale to County employees (other than the Facilities Director and Director of Information Technology) in a manner determined by the County Manager. The Director of Information Technology shall determine a reasonable market value of the items in an “as is, where is” condition, and shall try and sell the item(s) to the employee for at least that amount.
- E. **Disposition of Unwanted/Unclaimed Surplus.**
 - 1. Supplies and equipment that remain after departmental posting, municipal posting, and posting for sale shall be classified as scrap.
 - 2. Scrap material should be recycled or donated to charity if possible.
 - 3. Scrap material that cannot be recycled or given to charity should be-disposed of in a safe environmental way.
 - 4. Completely unwanted material can be thrown away.

III. EXCEPTIONS

- A. **UNCLAIMED EVIDENCE:** Evidence must be disposed of by statute, which outlines notification requirements, advertisements, and proper handling procedures.

- B. SURPLUS WEAPONS:** Weapons cannot be sold. Some weapons must be destroyed, but others can be used by the Sheriff's Department for trade with other law enforcement agencies. In Cumberland County, weapon disposal is the responsibility of the Sheriff.
- C. SPECIALIZED LAW ENFORCEMENT EQUIPMENT:** Material unique to law enforcement should be managed and scrapped by the Sheriff's Department (i.e. radar, radios, light bars, sirens, loudspeakers, etc.). Whenever possible this equipment should be handled as outlined in this policy.
- D. COMPUTE REQUIPMENT:** Computer equipment should be handled in consultation with the County's Information Technology Director. If the Information Technology Director recommends surplusing equipment, it is handled by the Facilities Department as outlined in this policy.
- E. GRANT MATERIAL:** Equipment that is acquired through grants will be surplused in accordance with applicable guidelines.
- F. SPECIAL CIRCUMSTANCES:** The County Commissioners and the County Manager retain complete discretion over all material owned or used by County Departments.

IV. SALE OF COUNTY REAL PROPERTY.

The County Commissioners are responsible for the sale of all real property owned by the County, including any interests therein. Real property is all land and permanent structures located on real estate, and does not include surplus supplies and equipment. If the Commissioners decide to offer real property for sale, the Commissioners shall determine the method of sale/transfer. Methods may include, but are not limited to, sealed bid, sealed request for proposals, auction, brokerage sale or negotiated sale or trade.

AMENDMENT EFFECTIVE: **DECEMBER __, 2025**