

Resolution # 18-2015

**Resolution
of
The Montrose Board of County Commissioners**

**Concerning: Surplus Property Declaration of various Office Furniture Assets and Supplies to
be disposed of through Advertisement, Trade, Auction, or Scrap**

Whereas, the Board of County Commissioners of Montrose County, Colorado, has determined that consistent procedures should be followed by all Montrose County Elected Officials, Division Directors, Department Heads, and staff for the disposal of surplus property; and

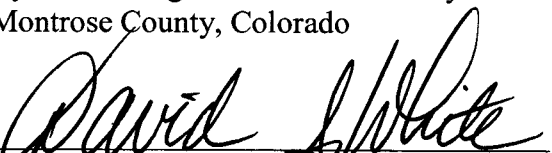
Whereas, the Board seeks to assure itself and the public of maximum economies to be achieved through fair and equitable practices as defined under Rule 1-O of the Montrose County Fiscal Rules; and

Whereas, Montrose County fosters effective broad-based competition within the free enterprise system to ensure that the County will dispose of surplus property in the best interest of Montrose County.

Now, Therefore, Be It Resolved, by the Board of County Commissioners of Montrose County, Colorado that various unused and unneeded office furniture assets, which include but are not limited to desks, chairs, and file cabinets, along with various office supplies are hereby declared "Surplus Property", and that the procedures as outlined in Exhibit A be followed for disposal of the assets in accordance with Montrose County Fiscal Rule 1-O.

Adopted this 20th day of April, 2015.

By and Through its Board of County Commissioners
Montrose County, Colorado


David S. White, Chairman


Glen Davis, Vice-Chairman


Ron Henderson, Commissioner



Attest:

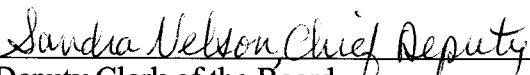

Sandra Nelson, Chief Deputy
Deputy Clerk of the Board

Exhibit A

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County-Wide Office Furniture, Equipment, & Accessories Clean-up/Disposal

- Montrose County Elected Officials and County employees determine what office furniture, equipment, & accessories are no longer needed and available for disposal or repurposing
 - Staff prepare items for disposal or repurposing by tagging all assets that have an asset number with the number and the assigned Org number for ease of creating asset transfer or disposal forms
- Assets and accessories throughout the County gathered the week of June 29th (4 days) and staged in the Sale Barn at the Fairgrounds prior to moving and displaying in Friendship Hall
 - Departments should delivery any assets or accessories they are able to move themselves to the Sale Barn during this week
 - For those items that are too large to move themselves, Departments should coordinate with the Maintenance Department for pick-up of those assets and accessories
 - The Sheriff's Department Jail crew will be available to assist in moving assets and accessories during this week
- Assets and accessories moved from the Sale Barn to Friendship Hall and displayed throughout the Hall on Monday (July 6th) and Tuesday (July 7th)
- All Elected Officials and County employees invited to an "Open House" at Friendship Hall on Wednesday (July 8th) to view the assets and accessories for potential repurposing
 - Any asset or accessory that an Elected Official or County employee would like for their office can be taken back to their office or identified for future delivery
 - Finance will be on-hand to account for the transfer of assets between Org numbers
- All assets and accessories not redistributed during the employee "Open House" will be offered for sale to the public on Thursday (July 9th) from 8:00am to 5:00pm and Friday (July 10th) from 8:00am to 12:00pm
 - Public Sale pricing will be set at market value; this will be established by tracking Craig's List and EBay sales as well as local garage sale results; the Facilities Director will be the final say on pricing
 - All items will be sold at tagged price from 8:00am to 12:30pm on Thursday. Everything will be discounted 25% from 12:30pm to 5:00pm on Thursday, and 50% on Friday from 8:00am to Noon
 - The Media Relations Department will assist in advertising this public event
 - The Treasurer's office will be on-hand to handle all monetary transactions with the Public
 - Finance will be on-hand to handle asset disposal forms for sold assets
- Assets and accessories not sold during the public sale will be listed on online auction sites, GovDeals.com and/or Public Surplus.com
- Assets and accessories not auctioned through the online auction websites will be trashed as junk or recycled through Recla Metals
- Per Fiscal Rule 1-O, revenue received from the public sale, the online auction, or from recycling will revert to the Fund shown as the owner of record in the fixed asset system; if there is no asset number, or the fund acquiring the item is unknown, the revenue will be credited to the General Fund