

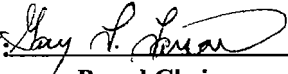
EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Selling surplus equipment by sealed bid

PPG NUMBER: 90.8.1

PAGE: 1 of 1

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APPROVED BY: 
Board Chair

REVIEWED: _____ BY: _____

POLICY:

It shall be the policy of East County Fire & Rescue District to dispose of all non-required usable equipment by offering this equipment for sale in accordance with the references herein and the following guidance:

All items of equipment no longer needed by the District will be identified by item name, serial number, and other description as necessary to the Board of Commissioners at a regular meeting, by the Fire Chief or his Alternate in a "request to declare items surplus" motion, and shall be discussed and voted as required by law.

A minimum price acceptable and a closing date and time for bids will be established.

Items of surplus equipment voted to be declared surplus will then be advertised "For Sale" through approved public notices, to include the internet, clearly stating the price and the closing date and time for submission of sealed bids.

Items to be sold by sealed bid, shall be sold to the highest bidder.

ACTION:

Sealed bids may be mailed, shipped by private company, or hand delivered to the headquarters station. Telephonic or e-mail/inter-net submissions will not be accepted. The bid must be in writing and sealed in a non transparent envelope and must be in the hands of the Fire Chief, or his alternate, by the close of business of the day of the close of bid.

All sealed bids delivered to the headquarters station shall be marked with the date and time of receipt to include the initials of the person accepting the envelope, clearly written on the outside of the sealed bid.

All sealed bids will be opened at the next regular meeting of the Board of Commissioners as the first item on the agenda.

In the event of a tie in the bidding price, the date and time of delivery as noted by the marking on the envelope, shall be used to determine the winning bid.

NOTE post-marks will not be used since the bid envelope itself must be marked with the time and date of receipt.

Reference: (a) RCW 52.14, Reference (b) WAC 235-48-198