

District Sale of Property and Equipment

The first step of the sale process is to determine how the property or equipment was acquired.

Property or Equipment was **Purchased by the District or Donated to the District**

Make sure the district has the proper title to the property or equipment

Any monies from the sale goes to the district

Property or Equipment was **Purchased by the District with Funds Borrowed or Awarded from State Agency/Government Funds**

Check with the awarding agency regarding sale of the property or equipment to determine what requirements must be followed, if any. This includes determining who will receive the monies from the sale.

Make sure district has the proper title to the property or equipment

Property or Equipment was **Acquired through Federal Surplus Property**

Follow federal guidelines on how to properly dispose of the property or equipment

Property was **Purchased by the District with Funds Borrowed from Commission from the Watershed Revolving Fund**

Check with the Commission regarding the sale of the property and determine amount still owed, if any

Inform the Commission of District's intent to sale

Make sure the district has the proper title to the property

Once sold, submit monies from the sale toward any outstanding balance(s)

Any remaining monies from the sale goes to the district

Property was **Acquired through Eminent Domain for a Flood Control Structure**

Contact the Commission to discuss the sale – most likely the property should not be sold

Property can possibly be leased

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The second step of the sale process is to determine which sale process will be used.

Sealed Bid

Decide what should go in the solicitation; some items to consider:

- Item being sold
- Address to submit bids
- Date last bid will be accepted
- Additional bid requirements
- Award notice and process

Post solicitation (newspaper, email to contacts, post at office)

Provide a time to see the property or equipment

Receive and answer questions

Receive bid responses

Open bids

Evaluate bids/criteria

Determine award

Issue notice of award

Public Auction

Select auction company using a fair and non-biased process

Determine if a minimum bid will be set for the property or equipment

If the District chooses the sealed bid process, it is not required to give right of first bid to other Conservation Districts.

If you have questions regarding the sale of property or equipment, contact the Oklahoma Conservation Commission for assistance BEFORE you sell anything.