

ONONDAGA COUNTY WATER AUTHORITY
(Section 2896 of Public Authorities Accountability Act)
GUIDELINES FOR DISPOSAL OF PROPERTY
(To be reviewed and approved annually by
Board by Resolution at the March Meeting)

Name of Contracting Officer: Michael E. Hooker, Executive Director
Responsible for Supervision and
Direction over Disposition of Property

GENERAL GUIDELINES

All disposals or contracts for disposal of property of OCWA made or authorized by the Contracting Officer shall be made after publicly advertising for bids except as provided in paragraph (c) of Section 2897 of the Public Authorities Law

GUIDELINES FOR THE DISPOSAL OF REAL PROPERTY

1. No Real Property shall be sold for a price less than the price established by independent appraisal.
2. Real Property valued at \$15,000 or less, including Otisco Lake shoreline properties adjacent to cottage owners, shall be sold pursuant to written contract prepared by Legal Counsel. The price shall be the appraised value of the property established by independent appraiser.
3. Real Property valued at more than \$15,000
 - i. The contracting officer shall advertise the property for bid;
 - ii. The advertisement for bids shall be made at such a time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property; and
 - iii. All bids shall be publicly disclosed at the time and place stated in the advertisement;
 - iv. The award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitations for bids, will be most advantageous to OCWA, price and other factors considered; provided, that all bids may be rejected when it is in the public interest to do so.

GUIDELINES FOR THE DISPOSAL OF PERSONAL PROPERTY

All personal property sold by OCWA shall be sold by competitive bid process. For minor items such as used computers, screens and other items to be offered exclusively to OCWA employees, the Contracting Officer may advertise for bids on OCWA's internet system. For personal property with an estimated value of \$5,000 or more, the Contracting Officer shall seek competitive bids from the general public.

Date of Board Resolution: March 26, 2008

Date Filed With NYS Comptroller: March 31, 2008

Date Posted on OCWA's Website: _____