

**ONONDAGA COUNTY WATER AUTHORITY**  
(Sections 2824(1)(e) and 2896 of Public Authorities Accountability Act)  
**GUIDELINES FOR ACQUISITION AND 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 Acquisition and 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 (6)(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, or if that price is not reasonably attainable after the Authority's best efforts, for the highest bid obtained through a public bid or auction process.
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. Prior to any disposal of electronic equipment, OCWA shall ensure that any OCWA-related data is removed from the equipment. For personal property with an estimated value of \$15,000 or more, the Contracting Officer shall seek competitive bids from the general public.

## **GUIDELINES FOR ACQUISITION OF PROPERTY**

The appropriate Manager will follow these guidelines for any real property acquisition undertaken by OCWA:

1. Real property may be acquired by OCWA for water system use and/or development or expansion of current water system property or property for which the water system is obligated to manage. Due diligence must be conducted for all acquisitions in accordance with Public Authorities Law and OCWA legislation and policies. This may include, but is not limited to, appraisals and review and investigation of environmental, structural, title, pricing, and other applicable matters.
2. All acquisitions must be approved in accordance with this policy and applicable laws. Furthermore, approval must be obtained prior to finalization of any real property acquisitions in accordance with duly adopted Board policies and procedures.
3. Acquisitions are intended to be made for no greater than fair market value of the real property. If acquisition is to occur at a price higher than fair market value, a detailed explanation and justification must be presented prior to approval.