



EL PASO COUNTY PURCHASING
INTER-AGENCY SURPLUS TRANSFER POLICY

Adopted Date: 06/12/2017

Revised Date:

Per Texas Local Government Code chapter 263, the County is authorized to use auction or competitive bid to dispose of surplus county property but specifies that these methods are not necessary if the purchaser is another county or a political subdivision within the county selling the item. Additionally, this chapter authorizes the Commissioners Court to adopt rules necessary to administer surplus disposal.

A public agency may not make a gift of public funds. However, because it serves the larger public interest of the County, it is the intent of the Commissioners Court to assist other counties or political subdivisions within the County of El Paso, Texas, by offering surplus County items to those agencies, at a price that allows the agency to accept the item(s), pick-up, transport, and relieve and indemnify the county of all obligations related to the item(s).

All normal surplus inventory processing and preparation procedures apply. However, upon the official transfer of items by Commissioners Court to the Purchasing Department for disposal:

- a. An agency as identified in TLGC 263.152(1) may request the item(s) in writing.
- b. A letter from the county or political subdivision on El Paso County requesting the surplus property, signed by an authorized agent, must be sent to the Office of the El Paso County Purchasing Agent who will verify the transfer meets county policy or applicable statute.
- c. The Purchasing Agent will assist the requesting agency in determining a fair and affordable price for the transfer, working with County departments as necessary to ensure correct information and necessary documentation is obtained and provided to the agency.
- d. The request for inter-agency transfer will then be presented to Commissioners Court for approval of the agreed-upon price and actual transfer of equipment.
- e. If approved by the Court, the Purchasing Agent will ensure the agency completes any required paperwork (i.e., titles, hold-harmless forms, etc.) and coordinates with the department and inventory divisions to schedule a pick-up time for the item(s).
- f. Upon completion of the inter-agency transfer, a follow-up memo will be sent to the County Administrator for record-keeping purposes.
- g. If the inter-agency transfer is not approved by the Court, the item(s) will remain in surplus inventory until the appropriately scheduled auction and disposed in a manner as proscribed in county policy or applicable statute.