



COUNTY OF SUMMIT
POLICY
FOR THE DISBURSEMENT OF SURPLUS
PROPERTY

Introduction

The County of Summit, Ohio, in an effort to ensure that governmental agencies in Summit County have full access to surplus equipment, is providing a means by which surplus equipment can be available.

The County of Summit Ohio will make every effort to ensure the surplus equipment is made available to other governmental agencies and schools throughout the County.

When governmental entities have not expressed an interest in surplus equipment, the material will be distributed to qualifying non-profit organizations located in Summit County that have expressed an interest in receiving the material.

If no County of Summit government agency or qualifying non-profit agency has expressed interest in the surplus equipment, the equipment will then be made available to government agencies or qualifying non-profit organizations out of County.

Policy

An essential internal control to safeguard the County's assets, and ensure compliance with state and local law regarding surplus governmental property, is the policy of segregation of duties. Therefore the following duties will be segregated and performed by different individuals with adequate authority:

- 1.) Determination of asset no longer needed by officeholder
- 2.) Determination of asset as unsuitable for retention or transfer to other offices
- 3.) Preparation of asset for disposal or donation and advertisement of asset for donation
- 4.) Selection of non-profit organization
- 5.) Executive Order authorizing donation or disposal
- 6.) Proof of acceptance and receipt by non profit, or proof of disposal

The County of Summit will establish a list of non-profit organizations authorized to receive surplus county equipment. The County of Summit will need proof that any organization seeking authorization is a non-profit organization that is located in the County (or the State of Ohio pursuant to Section 177.21 (e) and is exempt from federal income taxation pursuant to 26 U.S.C. 501 (a) and (c)(3), also a description of the organization's primary purpose, a description of the type or types of property the organization need and the name, address, and telephone number of a person designated by the organization's governing board to receive donated property and to serve as its agent.

The County of Summit will post annually its Policy and Procedures for the Disbursement of Surplus Property website in a publication of general circulation in the County.

The Executive, members of County Council, and other elected office holders in Summit County shall consult with the Ohio Ethics Commission and comply with the provisions of Chapters 102 and 2921 of the Ohio Revised Code, with respect to any sale or donation under Section 177.21 of the Summit County codified ordinances to a non-profit organization of which an officeholder, any member of an officeholder's family, or any business associate of an officeholder is a trustee, officer, board member, or employee.

The condition of the surplus equipment may vary and may be in need of reconditioning and/or repair. The County of Summit cannot predict what types of items or amounts will be labeled as surplus over the course of any time period.

The County is responsible for the removal of all County-related electronic information stored in the computer equipment

The County is not responsible for equipment that may be either malfunctioning or inoperative. No warranty, either expressed or implied, will be associated with the donation of surplus items.

The agency/organization shall not obtain the surplus items from the County with the intent to sell or barter.

Notice of Interest for County of Summit Surplus Property

Request Date: _____

Submit to: County of Summit
Purchasing Department
175 S Main St. Room720
Akron, Ohio 44308

Name of Organization: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Authorized Requestor's Name and Title: _____

Proof of your organizations Non-Profit status must be on file with the County of Summit.
Please attach the following with this application:

1. Copy of 501C-3 IRS Tax Identification Number.
2. IRS Letter of Determination

Any questions please contact the Department of Purchasing @ 330.643.7205 or
330.643.2557

County of Summit Surplus Donation Program

Waiver

Acceptance of Surplus Item(s)

The County of Summit is providing the surplus item(s) as a public service; therefore, the receiving party agrees and understands that such equipment is received “**AS-IS**” and that the County of Summit makes no warranties, express or implied, regarding the surplus equipment. **The implied warranties of merchantability and fitness for a particular purpose are hereby expressly waived and excluded.**

(The following is applicable for surplus computers only)

The County of Summit provides surplus computers, which include a version of the Microsoft Windows operating system (OS) provided under OEM license, and may include various hardware drivers. By signature on this document, the receiving party acknowledges that this document serves to transfer all applicable software licenses to the receiving party from the County of Summit. The receiving party acknowledges its duty to adhere to all terms and conditions of the applicable software licensing agreements. All license transfers are effective when the surplus computer is delivered to the receiving party.

The receiving party acknowledges its duty to comply with all applicable federal, state and/or local laws regarding transfer of computer technology and software.

Print:

Agency /Organization

Authorized Representative

Title

Signature

Date