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SUBJECT: SALE OF USED COMPUTER EQUIPMENT

ADOPTED DATE: DECEMBER 20, 1993

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It is the policy of Cass County government to maintain functional, efficient, and state-of-the-art computer equipment for the purpose of promoting efficiency and productivity of employees. In furtherance of this policy, there may, from time to time, be used computer equipment available for sale to county employees. It is the express policy of Cass County government that all sales of used computer equipment are subject to the following procedures and conditions.

- a) A list of all used computer equipment available for sale shall be provided to all departments prior to being submitted by the Information Technology Department to the Cass County Commission for its approval.
- b) A detailed description of all used computer equipment available for sale shall be posted on the official county bulletin board for at least five consecutive business days prior to sale. Specific requirements of the sale and bidding information shall also be posted on the official county bulletin board for five consecutive business days.
- c) All used computer equipment available for sale will be sold by sealed bid pursuant to specific procedures and bidding information as posted on the county bulletin board. Cass County government reserves the right to establish minimum sales amounts and the right to reject any or all bids submitted.
- d) All used computer equipment made available for sale will be made available for inspection upon request of an employee at the Information Technology Department at any time after posting on the official bulletin board and prior to sale.
- e) All used computer equipment is specifically sold "AS IS." There shall be no warranties, either express or implied, provided by Cass County government or anyone else to the purchase of used computer equipment.
- f) Cass County government shall provide no installation or support service of any kind to the purchaser of used computer equipment.

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- g) Only current Cass County employees shall be allowed to participate in the bidding procedure and purchase of used computer equipment pursuant to this policy. Cass County specifically reserves the right to sell, auction, or dispose of used computer equipment outside of Cass County employees at any time the county deems appropriate.

HISTORICAL REFERENCE DATE: DECEMBER 20, 1993