Procedure	**Last Update:**
Sale or Trade of County Owned Real Property	May 1, 2007

References: County Policy Manual- Sale or Trade of County Owned Real Property

Purpose: To establish a procedure for the sale or trade of County Owned Real Property

Procedure: Sale or Trade of County Owned Real Property

A. This procedure does not apply to the sale or trade of real property conveyed to the County by tax deed or to the sale or trade of Real Property acquired with Open Space Funds.

B. Evaluation of the Request

1. All requests for sale or trade of County Owned Real Property shall be referred to the Director of Facilities and Construction Management.

2. The Director of Facilities and Construction Management or his/her appointed designee shall contact appropriate staff and coordinate the evaluation of the request for impacts on county operations and for a determination as to whether the property may be useful or necessary to the County presently or in the future for public projects as defined in C.R.S. Section 30-20-310 (2).

3. The Director of Facilities and Construction Management shall present a staff recommendation to the Board of County Commissioners.

4. The Board of County Commissioners shall make a determination as to whether or not to offer the County Owned Real Property for sale or trade.

C. Public Sale Procedures

1. If the Board of County Commissioners decides to offer the property for sale, the Procurement and Contracting Division shall:

   a. Obtain an estimate of current appraised value from the Assessor and/or a current appraisal of the property from a certified MAI real estate appraiser.

   b. Notify the requesting party and abutting property owners of the sale.

   c. Post notice of public sale at least 30 days before the sale. Notice shall be posted at:

      Glass Cabinet on the Outside Wall of Hearing Room 1
      Jefferson County Courts and Administration Building
      100 Jefferson County Parkway
      Golden, CO 80419

d. Advertise in 2 issues of a newspaper of general circulation in the County. Newspaper notices shall appear one week apart and at least 30 days before the sale. Newspaper notices shall be in substantially the following form:

"Public notice is hereby given that the following real property owned by the County of Jefferson, Colorado, to wit:

(legal description of property)

will be offered at public sale at the Jefferson County Courthouse, 100 Jefferson County Parkway, Golden, Colorado 80419, at the hour of _____ to the highest and best bid deemed acceptable to the Board of County Commissioners. The current actual value of the above described property as fixed by (the Assessor or current appraisal - strike as appropriate) is $_____. The successful bidder will also be responsible for payment of all costs of sale, including but not limited to, publication costs and the cost of appraisal, survey and title commitment, if any. THE BOARD OF COUNTY COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS WHICH IN THE DISCRETION OF THE BOARD OF COUNTY COMMISSIONERS ARE NOT A SUFFICIENT PURCHASE PRICE."

e. The Procurement and Contracting Division shall conduct the public sale and accept a bid or reject all bids. The Procurement and Contracting Division shall have the option of requiring either written, and/or sealed or oral bide.

f. If a bid is accepted, the Procurement and Contracting Division shall notify the successful bidder that upon payment of costs as described in the Policy the Board of County Commissioners shall issue a Commissioner's Deed to the County Owned Real Property.

g. The Procurement and Contracting Division shall establish the time, place and manner of the closing for the County Owned Real Property.

D. Trade Procedures

1. If the Board of County Commissioners decides to offer the property for trade, the Director of Facilities and Construction Management in conjunction with the County Attorney's Office shall prepare an agreement setting forth terms and conditions of the trade (the "Agreement") and present the Agreement to the Board of County Commissioners.

2. The Board of County Commissioners shall reject, approve, or amend the Agreement.

3. Upon approval of the Agreement and compliance with any preconditions of the trade, the party requesting the trade and the Board of County Commissioners shall exchange deeds in accordance with the terms of the Agreement.

4. The Director of Facilities and Construction Management shall establish the time, place and manner of the exchange of deeds.