**GUIDELINES TO SELL PROPERTY DEEMED TO BE SURPLUS**

**Surplus Designation**

* Agency/owner of property determines property is surplus and requests the Secretary of Administration to declare the property as surplus.
* If the Secretary of Administration agrees with the agency, the Secretary notifies the Governor that the property is surplus and requests that the property be sold.
* Governor reviews the recommendation of Secretary of Administration and Agency Head and either approves or denies the sale and notifies the Department of Administration.

**Sales Process**

* DofA presents potential property sale to Joint Committee on State Building Construction
* DofA requests Judicial Administrator appoint an Appraiser.
* DofA engages the Surveyor under State contract for services
* Once an appraiser has been appointed, establish type of appraisal required and negotiate fees.
* Fee will be paid by DofA. All expenses will be deducted from proceeds at closing. Appraiser. Surveyor and DofA sign contract for services. The appraisal report and the Survey will be filed with the leasing section of DofA.
* Once these two documents have been received, post a notice of intent to sell 30 days prior to posting notice to sale. Both must be published (Kansas Register and local newspaper) and also sent out through the Lyris email notification system. Answers to any questions are also distributed via this method.

**Sealed Bid Process**

* Procurement and Contracts (P&C) drafts the Notice of Sale of Property document and posts on the P&C website. At this point, NO CONTACT may occur between the agency and any bidder – questions all come to DofA, Procurement and Contracts. Specific questions may be addressed at the walk-through. In addition to the above methods of advertising the sale, there is usually a pre-bid conference/work through of the property approximately 10 – 12 days after the bid goes public (bidder attendance is NOT mandatory).
* Questions submitted and all issues raised at the pre-bid will be addressed in an email which will be posted to P&C’s website and distributed via the Lyris email notification system.
* Bids will close – about a month after the pre-bid conference. All bids are distributed to DofA for review. DofA retains the right to reject any and all bids.
* Memo or email is required for P&C file, indicating the recommendation for award.
* Arrangements are made for closing the sale of the property.

**Auction Process**

* DofA currently has an auction company under contract. The company is contacted regarding the property sale. The auctioneer will post publication requirements and work with DofA to notify bidders through the Lyris email notification system.
* The auctioneer will make arrangements for the walkthrough or open house in coordination with DofA.
* The auctioneer will make arrangements for the auction, in coordination with DofA.
* The high bidder is the obvious winner; however, DofA retains the right to reject any and all bids.
* The sale of property must first be presented by DofA for approval by the State Finance Council.
* After notifying the winning bidder, DofA makes arrangements for closing the sale of the property.