



Local Government Property Disposal Procedures

Sale by Sealed Bid (G.S. 160A-268)

Listed below are the basic procedures required under state law for disposing of personal and real property by the sealed bid procedure.

- Step 1 Governing board adopts resolution authorizing sale by sealed bid. The resolution should identify the property to be sold and may (but is not required to) set a minimum bid price.
- Step 2 Publish notice of sale once in a newspaper of general circulation within the jurisdiction (electronic advertising is not authorized). The notice must summarize the contents of the resolution adopted by the board and specify the date, time, and location of the public bid opening. The advertisement must be published at least 7 days before the bid opening for personal property and at least 30 days before the bid opening for real property.
- Step 3 Receive and open sealed bids at a public bid opening.
- Step 4 Governing board awards to the highest responsive, responsible bidder or rejects all bids.